

**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> BOARDING TECHNOLOGIES		
<b>Solicitation No. - N° de l'invitation</b> T8125-130010/A	<b>Date</b> 2014-01-28	
<b>Client Reference No. - N° de référence du client</b> T8125-130010		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$-066-26845		
<b>File No. - N° de dossier</b> 066ss.T8125-130010	<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 2014-02-28</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> Wilson, Heather		<b>Buyer Id - Id de l'acheteur</b> 066ss
<b>Telephone No. - N° de téléphone</b> (819) 956-1354 ( )	<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, 26TH FL.(ACIC) 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>

Solicitation No. - N° de l'invitation

T8125-130010/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

066ss

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

T8125-130010

File No. - N° du dossier

066ssT8125-130010

CCC No./N° CCC - FMS No/ N° VME

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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings
4. Communications
5. Conflict of Interest

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquires - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Basis for Canada's Ownership of Intellectual Property

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions:  
Section I : Technical Bid  
Section II : Financial Bid  
Section III : Certifications

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities
5. Proactive Disclosure of Contracts with Former Public Servants
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Foreign Nationals (Canadian Contractor)
12. Insurance
13. Periodic Usage Reports - Contracts with Task Authorizations

#### List of Attachments:

Attachment 1 to Part 3 Financial Bid Presentation Sheet

Attachment 1 to Part 4 Mandatory and Point Rated Technical Criteria

Attachment 2 to Part 4 Project Description Forms



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

**List of Annexes:**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Task Authorization Form



## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation document is divided into six parts plus attachments and annexes as follows:

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

The Annexes include the Statement of Work, the Basis of Payment and the Task Authorization Form.

### 2. Summary

- (i) A. Transport Canada's Transportation Development Centre has a requirement for Research and Development services to investigate, identify and test a potential technological solution that could be deployed to assist passengers using mobility aids to board trains where the station platform is not level with the car floor.

The Contractor must perform the work in accordance with Article 4.1, 4.2 and 4.3 of the Statement of Work at **Annex A**.

- B. Task Authorized Work: The Contractor may be required to carry out tasks, on an "as and when requested" basis, as described as follows:
    - Articles 4.4, 4.5 and 4.6 as described in the Statement of Work at **Annex A**.
- (ii) The Contract will be from date of contract award to (32 weeks after Contract Award) inclusive.
- (iii) Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.
- (iv) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- (v) The requirement is for Transportation R&D which is excluded from the application of the North American Free Trade Agreement (NAFTA) as per Annex 1001.1b-2, Class A (Research and Development). The requirement is also excluded from the application of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), under Appendix I, Annex 4.
- (vi) The requirement is limited to Canadian goods and/or services.



### **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.

### **4. Communications**

As a courtesy and in order to coordinate any public announcements pertaining to this contract, the Government of Canada requests that successful Bidders notify the Contracting Authority 5 days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

### **5. Conflict of Interest**

The Work described herein and the deliverable items under any resulting Contract specifically exclude the development of any statement of work, evaluation criteria or any document related to a bid solicitation. The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered under any resulting Contract.



## 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 (2013-06-01) 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: sixty (60) days

Insert: one hundred twenty (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.

#### **Bid Receiving – PWGSC**

11 Laurier Street  
Place du Portage, Phase III  
Core 0A1  
Gatineau, Québec K1A 0S5

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

The Contracting Authority for the requirement is :

Heather Wilson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1



11 Laurier Street  
Gatineau, Quebec  
K1A 0S5  
Telephone: (819) 956-1354  
Facsimile: (819) 997-2229  
E-mail address: [Heather.Wilson@tpsgc-pwgsc.gc.ca](mailto:Heather.Wilson@tpsgc-pwgsc.gc.ca)

All enquiries submitted prior to January 31, 2014 must be submitted in writing to the Contracting Authority (Heather Wilson).

**Alternate Contact:**

During the period of January 31, 2014 to February 21, 2014, Bidders are requested to direct all enquiries to:

April Campbell  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5  
Telephone: (819) 956-1111  
Facsimile: (819) 997-2229  
E-mail address: [april.campbell@pwgsc.gc.ca](mailto:april.campbell@pwgsc.gc.ca)

All enquiries submitted after January 30, 2014 must be submitted in writing to the Alternate Contact (April Campbell) no later than ten (10) calendar days before the bid closing date.

**4. 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 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.

**5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder may be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





## **6. Basis for Canada's Ownership of Intellectual Property**

Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- (a) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;



## 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 (1 hard copy and 1 soft copy on CD)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD)

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; and
- (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 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, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I : Technical Bid

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

The technical bid should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



## Section II : Financial Bid

1.1 Bidders must submit their financial bid in accordance with the following :

### **1.1.1 For the Work described in article 4.1, 4.2 and 4.3 of Annex A “Statement of Work”**

- (a) A firm, all inclusive lot price for the Work. The total amount of Applicable Taxes is to be shown separately, if applicable.

The information should be provided in accordance with Article 1.1 Milestone Schedule of the Financial Bid Presentation Sheet in Attachment 1 to Part 3.

- (b) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Applicable Taxes are extra, if applicable.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

#### **1.1.1.1 Price Breakdown**

Bidders are requested to detail the following elements for each task, milestone or phase of the Work, as applicable:

- (a) Labour : For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.
- (b) Equipment: Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies : Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Travel and Living Expenses : Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs.
- (e) Subcontracts : Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (f) Other Direct Charges : Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis .
- (g) Applicable Taxes : Identify any applicable taxes separately.

### **1.1.2 For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A “Statement of Work”**

- (a) A firm hourly rate for each category of resource, for the contract period. The total amount of Applicable Taxes is to be shown separately, if applicable.

The firm rates included in the Basis of Payment include overhead and exclude profit, equipment, materials and supplies, subcontracts and travel and living expenses.

The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3.



- (b) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Applicable Taxes are extra, if applicable.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

### **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 from Transport Canada, Canadian Transportation Agency and VIA Rail will evaluate the bids.

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### **1.1.1 Supporting Documentation**

If required information is addressed in the Proposal but the documentation demonstrating this information is incomplete, the Contracting Authority may request it thereafter in writing, including after the closing date of the Request for Proposal, 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 requirements within that time period will render the Proposal non-responsive.

##### **1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 entitled, "Mandatory and Point Rated Technical Criteria".

##### **1.1.3 Point Rated Technical Criteria**

Refer to Attachment 1 entitled, "Mandatory and Point Rated Technical Criteria".

### **1.2 Financial Evaluation**

#### **1.2.1 Evaluation of Price**

Total Evaluated Cost will be calculated as follows;

- (a) For the Work described in article 4.1, 4.2 and 4.3 of Annex A "Statement of Work"; the Total Firm All-Inclusive Lot Price will be calculated by adding the Milestone Amounts together.
- (b) The Total Evaluated Cost will be the Total Firm All-inclusive Lot Price.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivery Duty Paid (DDP), Canadian customs duties and excise taxes included.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;



- (b) meet all mandatory criteria;
- (c) obtain the required minimum points specified for each criterion for the technical evaluation;  
and,
- (d) obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event that two or more responsive bids have the same lowest evaluated price, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.



## 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 the 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**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### 1.2 **Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.

### 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 **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:

- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. 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:

- i. name of former public servant;
- ii. 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:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. 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 applicable Taxes.

## **2.2 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service(s) offered is(are) a Canadian service as defined in paragraph 2 of clause A3050T.

### **2.2.1 Canadian Content Definition**

SACC Manual clause A3050T (2010-01-11)

## **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.

## **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.

## **2.5 Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.



## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

- A. Transport Canada's Transportation Development Centre has a requirement for Research and Development services to investigate, identify and test a potential technological solution that could be deployed to assist passengers using mobility aids to board trains where the station platform is not level with the car floor.

The Contractor must perform the work in accordance with Article 4.1, 4.2 and 4.3 of the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_ dated \_\_\_\_\_.

- B. Task Authorized Work: The Contractor may be required to carry out tasks, on an "as and when requested" basis, as described as follows:
- Articles 4.4, 4.5 and 4.6 as described in the Statement of Work at Annex A.

#### 1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 1.1.1 Task Authorization Process

- The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.
- The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- The Contractor must provide the Technical Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- The Contractor must not commence work until a TA is authorized by the Technical Authority, and the Contracting Authority if applicable, has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$30,000.00**, applicable taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.



## **1.2 Work Authorization**

Despite any other condition of the Contract, the Contractor is only authorized to perform the Work required to complete Tasks 4.1, 4.2 and 4.3 of the Statement of Work of the Contract. Upon completion of Task 4.3 the Work will be reviewed before the Contractor is authorized to commence any Work for each of the subsequent Tasks described in the Statement of Work. Depending on the results of the review and evaluation of the Work, Canada will decide at its discretion whether to continue with the Work.

If Canada decides to continue with each of the subsequent Tasks the Contracting Authority will advise the Contractor in writing to commence work on each subsequent Task. The Contractor must immediately comply with the notice.

If Canada decides not to proceed with each subsequent Task the Contracting Authority will advise the Contractor in writing of the decision and the Contract will be considered completed at no further costs to Canada. In no event will the Contractor be paid for any cost incurred for unauthorized work.

## **2. Standard Clauses and Conditions**

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

### **2.1 General Conditions**

2040 (2013-06-27), General Conditions - Research & Development, apply to and form part of the Contract.

### **2.2 SACC Manual Clauses**

K3410C (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information

## **3. Term of Contract**

### **3.1 Period of Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (to be completed at Contract Award).



#### **4. Authorities**

##### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Heather Wilson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (819) 956-1354  
Facsimile: (819) 997-2229  
E-mail address: Heather.Wilson@tpsgc-pwgsc.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.

##### **4.2 Technical Authority**

The Technical Authority for the Contract is (to be inserted at contract award):

The Technical 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 Technical Authority; however, the Technical 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.

##### **4.3 Contractor's Representative**

The Contractor's Representative for the Contract is:

\_\_\_\_ (Name)  
\_\_\_\_ (Title)  
\_\_\_\_ (Address)

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **5. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.



## **6. Payment**

### **6.1 Basis of Payment**

#### **6.1.1 Firm Lot Price (For the Work described in article 4.1, 4.2 and 4.3 of Annex A “Statement of Work”)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot price(s), as specified in article 1.1 Milestone Schedule of the Basis of Payment for a total cost of \$ \_\_\_\_\_ (amount to be inserted at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### **6.1.2 Task Authorization (For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A “Statement of Work”)**

The following type of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

##### **(a) TA subject to a Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.2 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **6.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (amount to be inserted at contract award). Customs duties and Travel and Living Expenses are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or



- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.3 Method of Payment**

- 6.3.1 Payments will be made not more frequently than once a month.

#### **6.3.2 Milestone Payments**

##### **For the Work described in article 4.1, 4.2 and 4.3 of Annex A "Statement of Work"**

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

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) 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.

#### **6.3.3 Progress Payments**

##### **For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A "Statement of Work"**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 100 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the Basis of payment;
  - (c) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.



3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **6.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0711C (2008-05-12), Time Verification

#### **6.5 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

### **7. Invoicing Instructions**

#### **7.1 Invoicing Instructions - Progress Claim**

For the Work described in article 4.1, 4.2 and 4.3 of Annex A "Statement of Work"

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).  
  
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.
  - (d) a copy of the monthly progress report.
2. The Contractor must prepare and certify an original claim on Form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification in an electronic format to the electronic mail address identified under section entitled "Authorities" of the Contract. Adobe Reader (.pdf) format is acceptable. The Contracting Authority will then forward the certified claim, in an electronic format, to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.
3. The Contractor must not submit claims until all work identified in this claim is completed.

#### **7.2 Invoicing Instructions - Task Authorization Progress Claim**

For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A "Statement of Work"

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>  
  
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 Task Authorization (TA) number;
- (d) the description of the milestone invoiced, as applicable.

2. For TAs subject to a Limitation of Expenditure, each invoice must be supported by:

- (a) a list of all expenses, in accordance with the TA;
- (b) a copy of time sheets to support the time claimed;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

3. Goods and Services Tax (GST) or Harmonized Sales Tax (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.

4. 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 Contracting Authority for certification.

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

5. 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 entire contract period. 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.

### **8.2 SACC Manual Clauses**

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

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).





## **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 2040 (2013-06-27), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid).

## **11. Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## **12. Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

## **13. Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, Applicable taxes extra;
- (iv) the total amount, Applicable taxes extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.



**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.



## ATTACHMENT 1 TO PART 3

### FINANCIAL BID PRESENTATION SHEET

#### 1. For the Work described in article 4.1, 4.2 and 4.3 of Annex A “Statement of Work”

##### 1.1 Milestone Schedule

Milestone No.	Description	Due Date	Amount (Applicable Taxes extra)
1	Updated Work plan, as described in article 4.1 of the Statement of Work	No later than 3 weeks after contract award	\$ _____* *No more than 5% of the Total Firm All-inclusive Lot Price (Applicable Taxes excluded).
2	Consultations with passengers and VIA Rail operator, as described in article 4.2 of Annex A “Statement of Work”	No later than 8 weeks after contract award	\$ _____
3	Provision of solutions to meet passenger travel and operational needs as described in article 4.3 of Annex A “Statement of Work”	No later than 16 weeks after contract award	\$ _____* *No more than 5% of the Total Firm All-Inclusive Lot Price (Applicable Taxes extra).
Total Firm All-inclusive Lot Price (Applicable taxes extra)			\$ _____

#### 2. For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A “Statement of Work”

- 2.1. LABOUR: at firm hourly rates, including overhead, excluding profit, equipment, materials and supplies and travel and living expenses, Applicable Taxes extra, Delivery Duty Paid (DDP) (for goods). The following rates will be utilized in the provision of the Work described at **Article 4.4, 4.5 and 4.6** of the Statement of Work:

#### BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER LABOUR CATEGORY

Labour Category*	Firm Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

\*Bidder to add additional categories as may be applicable.

**Total Estimated Cost to a Limitation of Expenditure: \$ (To be determined)**



## ATTACHMENT 1 TO PART 4

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately. The Bidder may propose one resource as both the Project Manager and the Principal Researcher.

- M1** Project Manager must have a minimum of thirty-six (36) months experience completed prior to the date of bid closing in project management. The Bidder will be required to provide a curriculum vitae for the proposed Project Manager that clearly demonstrates; where, the month and year commenced and completed, and how (through what activities and responsibilities) the stated experience was acquired.
- M2** Principal Researcher must have a minimum of sixty (60) months experience completed prior to the date of bid closing in the conduct of research related to transportation accessibility, which includes researching, developing or manufacturing data or products to adapt transportation systems for people with disabilities. The Bidder will be required to provide a curriculum vitae for the proposed Principal Researcher that clearly demonstrates; where, the month and year commenced and completed, and how (through what activities and responsibilities) the stated experience was acquired.
- M3** The Bidder must demonstrate its experience in the conduct of research related to transportation accessibility, which includes researching, developing or manufacturing data or products to adapt transportation systems for people with disabilities. To demonstrate compliance, the Bidder will be required to describe in sufficient detail a minimum of one transportation accessibility research project that includes researching, developing or manufacturing data or products to adapt transportation systems for people with disabilities, carried out and completed by the Bidder within the past ten (10) years, from the date of bid closing. The Bidder should utilize Project Description Form 1.1, "M3 - Bidder's Experience" provided in Attachment 2 to Part 4 of the Request for Proposal to demonstrate the required experience.



## 2. Point Rated Technical Criteria

The Technical Bid will be evaluated and scored in accordance with the following evaluation criteria and point rating scale.

**Maximum Points Available: 70**

**Minimum Overall Pass Mark: 50 points**

<b>Point Rated Technical Criteria</b>			
<b>R1 TECHNICAL APPROACH AND RESEARCH STRATEGY</b>			
Minimum Score required to pass R1 = 17 points / Maximum points available = 25 points			
<b>Criteria</b>	<b>Submission Requirements</b>	<b>Maximum Score</b>	<b>Point Rating Scale</b>
R1.1 Demonstrated project and task management plan.	The Bidder should submit a proposal demonstrating their project and task management plan. The project and task management plan should address the work breakdown structure, personnel allocation, level of effort and risk and mitigation strategies for successful completion of the project.	15 points	<p>5 points : The proposal does not address all elements, or includes a project and task management plan, and risk and mitigation strategies however there are major deficiencies.</p> <p>10 points : The proposal includes a project and task management plan that addresses the work breakdown structure and personnel allocation. Management risks are identified and mitigation strategies are presented however there are minor deficiencies.</p> <p>15 points : The proposal includes a project and task management plan that addresses the work breakdown structure and personnel allocation. A comprehensive management risk analysis identifying issues that may jeopardize the successful completion of the project is provided and effective mitigation strategies are described.</p>



Criteria	Submission Requirements	Maximum Score	Point Rating Scale
R1.2 Proposed work Technical Approach and Research Strategy.	<p>The Bidder should submit a proposal clearly outlining its proposed Technical Approach and Research Strategy as it relates to the requirements of the Statement of Work. Sufficient detail should be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's ability to meet it.</p> <p>The Technical Approach and Research Strategy should include, but not be limited to the following;</p> <ul style="list-style-type: none"><li>i) Methodology used to collect the data, conduct the research and design the test scenario;</li><li>ii) Methodology used to compile the data, and research, to implement the test scenario and present the report; and,</li><li>iii) Methodology used to evaluate the data, the research and the test scenario.</li></ul>	10 points	<p>3 points: The proposal does not clearly outline the proposed technical approach and research strategy or it includes a technical approach and research strategy but there are major deficiencies in the methodologies proposed to; (i) collect the data, conduct the research, and design the test scenario (ii) compile the data and research and to implement the test scenario and present the report, and (iii) evaluate the data, research and the test scenario.</p> <p>7 points: The proposal clearly outlines the proposed technical approach and research strategy and demonstrates the Bidder's grasp of the requirement and the Bidder's ability to meet it. The methodologies proposed to; (i) collect the data, conduct the research, and design the test scenario (ii) compile the data and research and to implement the test scenario and present the report, and (iii) evaluate the data, research and the test scenario are presented however there are minor deficiencies.</p> <p>10 points: The proposal clearly outlines its proposed technical approach and research strategy and demonstrates the Bidder's grasp of the requirement and Bidder's ability to meet it. Comprehensive and effective methodologies are proposed to; (i) collect the data, conduct the research, and design the test scenario (ii) compile the data and research and to implement the test scenario and present the report, and (iii) evaluate the data, research and the test scenario.</p>



## R2 PROJECT TEAM QUALIFICATIONS

Minimum Score required to pass R2 = 26 points / Maximum points available = 35 points

Criteria	Submission Requirements	Maximum Score	Point Rating Scale
R2.1a Principal Researcher Education and Qualification	<p>The Bidder should submit evidentiary documents demonstrating the Qualifications and Education of the Principal Researcher, including copies of Qualifications, Diplomas, Certifications, or Degrees (or a letter from the University).</p> <p>For each evidentiary document provided the Bidder should clearly demonstrate; where, when, and how (through what activities and responsibilities) the stated qualifications were acquired.</p>	10 points	<p>0 points: Principal Researcher has a High school Diploma, or Post-Secondary Certification or College Diploma.</p> <p>3 points: Principal Researcher has a University Undergraduate Degree.</p> <p>5 points: Principal Researcher has a University Undergraduate Degree and a Professional Qualification (such as, member in a professional association).</p> <p>7 points: Principal Researcher has a University Graduate Degree.</p> <p>10 points: Principal Researcher has a University Graduate Degree and Professional Qualifications (such as, member in a professional association).</p>
R2.1b Principal Researcher Experience	<p>The Bidder should demonstrate the previous experience of the Principal Researcher by completing Project Description Form 2.1, "Principal Researcher Experience" provided in Attachment 2 to Part 4 of the Request for Proposal, for up to four relevant research projects completed by the proposed Principal Researcher. The demonstrated projects must be over and above the sixty (60) months of experience provided in response to Mandatory Criteria M2.</p> <p>Relevant research projects consist of the conduct of research related to transportation accessibility, which includes researching, developing or manufacturing data or products to adapt transportation systems for people with disabilities.</p>	10 points	<p>0 points: zero relevant research projects</p> <p>3 points: one relevant research project</p> <p>7 points: two relevant research projects</p> <p>10 points: three relevant research projects</p>



Criteria	Submission Requirements	Maximum Score	Point Rating Scale
R2.2a Project Manager Qualifications	<p>The Bidder should submit evidentiary documents demonstrating the Qualifications and Education of the Project Manager, including copies of Qualifications, Diplomas, Certifications, or Degrees (or a letter from the University).</p> <p>For each evidentiary document provided the Bidder should clearly demonstrate; where, when, and how (through what activities and responsibilities) the stated qualifications were acquired.</p>	10 points	<p>0 points: Project Manager has a High school Diploma, or a Post-Secondary Certification or College Diploma.</p> <p>3 points: Project Manager has a University Undergraduate Degree.</p> <p>5 points: Project Manager has a University Undergraduate Degree and a Professional Qualifications (such as, member in a professional association).</p> <p>7 points: Project Manager has a University Graduate Degree.</p> <p>10 points: Project Manager has a University Graduate Degree and Professional Qualifications (such as, member in a professional association).</p>
R2.2b Project Manager Experience	<p>The Bidder should demonstrate the previous experience of the Project Manager by completing Project Description Form 2.2, "Project Manager Experience" provided in Attachment 2 to Part 4 of the Request for Proposal, for up to four projects completed by the proposed Project Manager.</p> <p>The demonstrated projects must be over and above the thirty-six (36) months of experience provided in response to Mandatory Criteria M1.</p>	5 points	<p>0 points: zero projects</p> <p>1 points: one projects</p> <p>3 points: two projects</p> <p>5 points: three projects</p>





### R3 BIDDER'S QUALIFICATIONS

Minimum Score required to pass R3 = 7 points / Maximum points available = 10 points

Criteria	Submission Requirements	Maximum Score	Point Rating Scale
R3.1 Bidder's experience in researching, developing and manufacturing data and products to adapt transportation systems for people with disabilities in addition to the projects provided in response to Mandatory Technical Criteria, M3.	<p>The Bidder should demonstrate its previous experience by completing Project Description Form 2.3, "Bidder's Experience" provided in Attachment 2 to Part 4 of the Request for Proposal, for up to four relevant projects completed by the Bidder in addition to the projects provided in response to Mandatory Technical Criteria, M3.</p> <p>Relevant projects consist of the conduct of research related to transportation accessibility, which includes researching, developing or manufacturing data or products to adapt transportation systems for people with disabilities</p>	10 points	<p>0 points: zero projects</p> <p>3 points: one relevant projects</p> <p>7 points: two relevant projects</p> <p>10 points: three relevant projects</p>



## ATTACHMENT 2 TO PART 4

### PROJECT DESCRIPTION FORMS

#### 1. Mandatory Technical Criteria – Project Description Forms

##### 1.1 M3 – Bidder's Experience

In the format outlined below, the bidder must provide a description of relevant projects identified to in response to Mandatory Technical Criteria, M3. The bidder should submit one form per project and add space as necessary to fully describe the required information detailed in Mandatory Technical Criteria, M3.

<b>Bidder's Name:</b>			
<b>Project Title:</b>			
<b>Project Duration (Date: yyyy/mm/dd)</b>	<b>Commencement Date:</b>	<b>Completion Date:</b>	
<b>Client:</b>		<b>Project Total Dollar Value:</b>	<b>\$</b>
<b>Location of the Project:</b>			
<b>Description of the Project:</b>			
<b>Objectives:</b>			
<b>Scope and Tasks:</b>			
<b>Outcome or Result:</b>			



## 2. Point Rated Technical Criteria – Project Description Forms

### 2.1 Principal Researcher Experience

In the format outlined below, the bidder should provide a description of relevant projects identified to in response to Point Rated Technical Criteria, R2.1.a “Principal Researcher Experience.” The bidder should submit one form per project and add space as necessary to fully describe the required information detailed in R2.1.a “Principal Researcher Experience.”

<b>Bidder's Name:</b>		<b>Name of Proposed Principal Researcher:</b>	
<b>Roles and Responsibilities of the Principal Researcher:</b>			
<b>Project Title:</b>			
<b>Project Duration (Date: yyyy/mm/dd)</b>	<b>Commencement Date:</b>	<b>Completion Date:</b>	
<b>Client:</b>		<b>Project Total Dollar Value:</b>	\$
<b>Location of the Project:</b>			
<b>Description of the Project:</b>			
<b>Objectives:</b>			
<b>Scope and Tasks:</b>			
<b>Outcome or Result:</b>			



## 2.2 Project Manager Experience

In the format outlined below, the bidder should provide a description of relevant projects identified to in response to Point Rated Technical Criteria, R2.2.b "Project Manager Experience." The bidder should submit one form per project and add space as necessary to fully describe the required information detailed in R2.2.b "Project Manager Experience."

<b>Bidder's Name:</b>		<b>Name of Proposed Project Manager:</b>	
<b>Roles and Responsibilities of the Project Manager:</b>			
<b>Project Title:</b>			
<b>Project Duration (Date: yyyy/mm/dd)</b>	<b>Commencement Date:</b>	<b>Completion Date:</b>	
<b>Client:</b>		<b>Project Total Dollar Value:</b>	\$
<b>Location of the Project:</b>			
<b>Description of the Project:</b>			
<b>Objectives:</b>			
<b>Scope and Tasks:</b>			
<b>Outcome or Result:</b>			



## 2.3 Bidder's Experience

In the format outlined below, the bidder should provide a description of relevant projects identified to in response to Point Rated Technical Criteria, R3.1 "Bidder's Experience." The bidder should submit one form per project and add space as necessary to fully describe the required information detailed in R3.1 "Bidder's Experience."

<b>Bidder's Name:</b>			
<b>Project Title:</b>			
<b>Project Duration (Date: yyyy/mm/dd)</b>		<b>Commencement Date:</b>	<b>Completion Date:</b>
<b>Client:</b>		<b>Project Total Dollar Value:</b>	\$
<b>Location of the Project:</b>			
<b>Description of the Project:</b>			
<b>Objectives:</b>			
<b>Scope and Tasks:</b>			
<b>Outcome or Result:</b>			



## ANNEX A

### STATEMENT OF WORK

#### **TITLE : BOARDING TECHNOLOGIES FOR PASSENGERS USING MOBILITY AIDS AT RAILWAY STATIONS WHERE THE STATION PLATFORM IS NOT LEVEL WITH THE CAR FLOOR**

##### **1. INTRODUCTION**

This project originates from concerns raised to the Canadian Transportation Agency by the mayors of four municipalities in British Columbia about the accessibility of the local railway stations. Boarding a train for a passenger using a wheelchair is a long-standing issue; however, there are potentially low-cost and high impact solutions available. At Montreal's Gare Central and Québec City's Gare du Palais, a raised platform level with the high-floor rail car is present. This raised platform allows wheelchairs to board a train with the use of a boarding ramp to bridge the gap between rail car entrance and the platform. At other stations along VIA Rail's network there is no such raised platform. Access to the high-floor passenger rail cars requires a substantial level change (approximately 54"). This presents a problem for persons who cannot negotiate stairs and those using wheelchairs. Many of the stations and stops are also unstaffed and the real estate does not belong to VIA Rail, further complicating the situation.

VIA Rail has developed station-based lift systems for higher volume rail terminals. These are portable lifts similar to those used by regional air carriers at lower-volume air terminals. Forty-seven stations along VIA Rail's network are equipped with these devices. These lifts are powered by a manual crank and have a payload capacity of 600lbs. Considering the trend of larger and heavier wheelchairs and scooters, a larger payload capacity must be considered. VIA Rail has reported that these lifts require a significant amount of physical force by the operator. Due to their difficult operation, their use can cause unnecessary delays. The remaining stations on VIA Rail's network include 35 staffed stations without chairlifts and up to 300 stations that are unstaffed and without lifts.

VIA Rail has conducted a preliminary investigation of this situation in order to remedy the lack of accessibility of certain stations. They have identified the following criteria that must be met for an effective technological solution. The technology must be:

- functional and address payload and size considerations for larger and heavier mobility aids (more than 1300 mm in length, more than more than 275 kg weight, more than 1500 mm in turning radius),
- punctual, therefore ease of usability by passenger and operator must be considered,
- safe, and
- cost effective.

This project responds to Transport Canada's strategic Research and Development (R&D) objective related to accessibility and changing demographics. In 2006, Statistics Canada reported that there were 4.3 million people in Canada over the age of 65; this is expected to increase to 11.5 million by 2056. The link between aging and disability is well established, and a higher number of travellers with disabilities can be expected in the future. Results of this project will improve the ability for passengers using a mobility aid to board a train.

Currently, at train stations where there are no boarding lifts, alternate modes of transportation are commissioned (e.g. adapted taxi or bus) to transport the passenger to the nearest lift equipped station. This is inconvenient and undignified for the traveller, is an added cost for VIA Rail and is limited to situations where an equipped station is within a 90-kilometre radius.



## 2. PROJECT OBJECTIVE

Investigate, identify and test a potential technological solution that could be deployed to assist passengers using mobility aids to board trains where the station platform is not level with the car floor. Solutions must include existing commercial technologies that could be feasibly applied and not new concept designs or prototype proposals.

## 3. SCOPE OF WORK

The Work to be carried out includes:

- outline relevant Canadian and US standards and regulations for accessibility of rail cars
- consultations with passengers who use mobility aids to identify passenger travel needs;
- consultations with VIA Rail staff to identify operational needs;
- provision of solutions to meet passenger travel and operational needs.
- testing of provided solution to validate that it meets the passenger travel and operational needs
- production of a report describing the work carried out, the findings, the conclusions and the recommendations.

## 4. DETAILED WORK DESCRIPTION

The following are the principal milestones and tasks of the Work that the Contractor must perform:

### 4.1. Updated Work Plan

- 4.1.1. The Contractor must produce a detailed overall work plan that includes an activity schedule, cash flow projections for each milestone, project management controls, and documentation procedures. The Updated Work Plan must be submitted to the Technical Authority for review and approval within three weeks of effective contract commencement date.
- 4.1.2. The Updated Work Plan must include the dates for submission and review of milestones and reports as reflected in article 8.4.3 *Milestone Schedule*, as well as, the dates of Project Review Meetings described in article 6.3.

### 4.2. Consultations with passengers with reduced mobility and VIA Rail Operators

- 4.2.1. The Contractor must outline relevant Canadian and US standards and regulations for accessibility of rail cars.
- 4.2.2. The Contractor must establish a traveller profile for passengers with reduced mobility as well as a profile of the mobility aids they use (manual wheelchairs, electric wheelchair, scooters, walkers, cane, crutches).
- 4.2.3. The Contractor must establish requirements for passengers with reduced mobility by consulting with representatives from the Canadian Transportation Agency's Accessibility Advisory Committee and Transport Canada's Advisory Committee on Accessible Transportation (ACAT) who have travel experience using mobility aids.
- 4.2.4. The Contractor must investigate technical and operational requirements and limitations in collaboration with VIA Rail representatives by consulting with conductors, train crew, station and management personnel.
- 4.2.5. The Contractor must attend a Project Review Meeting to report findings to the Technical Authority as described in article 6.3.
- 4.2.6. The Contractor must draft a milestone report as described in article 5.

### 4.3. Provision of solutions to meet passenger travel and operational needs

- 4.3.1. Based on information obtained through the consultations, the Contractor must provide solutions which could include, station based solutions, mobile ramps, on-board ramps and lifts to board passengers using mobility aids at unstaffed train stations, where the station/stop platform is not level with the car floor.



- 4.3.2. If multiple solutions are found the Contractor must highlight the pros and cons for each solution as well as the estimated budget for each solution inclusive of the cost of the Test Plan and Test. These solutions must meet the criteria obtained in article 4.2.
- 4.3.3. The Technical Authority will choose one solution that will be included in the detailed test plan described at article 4.4.

#### **4.4. Detailed Test Plan**

- 4.4.1. The Contractor must provide a detailed test plan with budget, timelines and tasks that further elaborates on the proposed test plan described in article 4.1.1. This detailed test plan must take into consideration the findings of article 4.2. The Technical Authority will coordinate access to VIA Rail facilities to carry out the tests. Locations of the tests will be determined by the Technical Authority and will take place at one or more unstaffed VIA Rail Stations, possibly in British Columbia.
- 4.4.2. The Contractor must attend a Project Review Meeting to report findings and present the detailed test plan to the Technical Authority as described in article 6.3.
- 4.4.3. The Technical Authority will determine if the test plan is accepted, if it needs to be modified by the Contractor or if it is rejected.
- 4.4.4. The Contractor must draft a milestone report as described in article 5.

#### **4.5. Testing of provided solutions to validate that it meets the passenger travel and operational needs**

- 4.5.1. The Contractor must test the provided solution based on the detailed test plan described in article 4.4.
- 4.5.2. The Contractor must report the results of the test to ensure that the provided solutions meet the passenger travel and operational needs.
- 4.5.3. The Contractor must draft a milestone report as described in article 5.

#### **4.6. Final Technical Report**

- 4.6.1. The Contractor must prepare a written and edited Draft Final Technical Report, in accordance with Transport Canada's TCP929 standards (available at the following web address: <http://www.tc.gc.ca/eng/innovation/tdc-publication-tp929e-menu-838.htm>), which documents all tasks undertaken in this project and meets the requirements of article 9 *Report Deliverables*.
- 4.6.2. The Contractor must prepare an annotated Power Point presentation to be used for general project dissemination that provides a summary of the project tasks and results to accompany the final report.
- 4.6.3. The Contractor must send the Draft Final Technical Report to Technical Authority for review. Technical Authority revisions will be provided to the Contractor within 10 business days of receipt of Draft Technical Report. A Project Review Meeting as described in article 5.3 will be held within these 10 business days to discuss revisions, which the Contractor must attend.
- 4.6.4. The Contractor must provide a revised Draft Final Technical Report to the Technical Authority within 5 business days of receipt of revisions described in step 4.6.3 above. This revised draft will become the Final Technical Report upon approval by the Technical Authority.

### **5. MILESTONE REPORTS**

Upon completion of task 4.2, 4.3, 4.4 and 4.5 above, the Contractor must prepare and submit a milestone report to the Technical Authority. The milestone report must include methodology, data, results, conclusions, and recommendations. The report must be of a high standard and must provide sufficient detail to permit stakeholder assessment of the work already performed and any decisions on proposed future work.

### **6. SPECIAL INSTRUCTIONS**





## **6.1. Information Dissemination**

### **6.1.1. Limitation of Views and Opinions**

The Contractor must ensure that any presented and published work; including public conferences and workshops linked to the work carried out under this contract contain a TC/TDC statement of limited views and expressions as per page 9 *Notices* of Transport Canada's TCP929 Publication Guideline (available at the following web address: <http://www.tc.gc.ca/eng/innovation/tdc-publication-tp929e-menu-838.htm>), or an acceptable variation of the statement, as approved by the Technical Authority.

## **6.2. Project Kick-off Meeting**

After contract award and the Contractor's delivery of the work plan described in article 4.1, the contractor must attend a project kick-off meeting that will be held at Transport Canada's offices in the National Capital Area, to review and confirm project tasks, project schedule, level of efforts, and project participants and roles. The Contractor must produce an updated work plan one week after the project kick-off meeting, if revisions are requested by the Technical Authority. The Contractor must produce the minutes of the meeting. Both the minutes and the updated work plan must be delivered in electronic format and emailed to the Technical Authority one week after the project kick-off meeting.

## **6.3. Project Review Meetings (PRM)**

PRMs must be held upon completion of task 4.3, 4.4 and 4.5. Conference calls will be used to convene meeting participants. If required, additional review meetings will be called by the Technical Authority. For each PRM, the Contractor must present the progress made and must prepare minutes including the written presentation notes/overheads. These minutes must be prepared in electronic format and emailed to the Technical Authority no later than one week after the meeting.

## **7. PROJECT CONTROL**

A critical scheduling method (e.g.: Gantt chart or critical path) must be employed by the Contractor to monitor the project timelines, cost and resources.

## **8. REPORT DELIVERABLES**

The summary and final technical report as required in article 4.5 must be prepared by the Contractor to be published by TC/TDC and must satisfy the requirements listed below. It must describe the work completed and results obtained.

### **8.1. Language**

The final technical report must be prepared and submitted to the Technical Authority for review and acceptance in the official language of the Contractor's choice. However, the report may be released in both official languages. Upon acceptance of the final draft, the Contractor must submit the report in both hard copy and electronic format (Microsoft Word) to the Technical Authority for translation. Translation of the report will be the responsibility of TC/TDC.

### **8.2. General Report Requirements**

The final technical report must meet these general requirements:

- 8.2.1. The report must be prepared in accordance with the "TC/TDC Publication Standards and Guidelines for Contractors (TP 929)", available on TC/TDC's web site:



<http://www.tc.gc.ca/innovation/tdc/publication/tp929e/menu.htm>. The Contractor is expected to be thoroughly familiar with TP 929. Reports are subject to review and acceptance by the Technical Authority for quality control and adherence to TP 929.

- 8.2.2. The report will be assigned an identification number (TP number) by the Technical Authority.
- 8.2.3. The report must include a summary of the overall work done as outlined in article 4.0 in the official language of the Contractor's choosing. The Technical Authority will provide the translation services. The summary may be either an executive summary section in the report or a separate document. (Decision to proceed with the latter must be made in consultation with and approved by the Technical Authority).
- 8.2.4. To enable the report to be fully accessible, a document describing in text, each of the graphics in the report must be produced by the Contractor following the instruction in "TDC Accessibility Reporting Requirements" to be supplied by the Technical Authority.
- 8.2.5. The report must include a Publication Data Form (TDC/CDT 79-005 Rev. 96) in both official languages. A blank form will be provided by the Technical Authority.
- 8.2.6. At the draft report stage, the Contractor must submit the summary as well as the completed Publication Data Form mentioned at article 8.2.5 with abstract and keywords (i.e.: precise technical terms that identify the major concepts of the research, used for cataloguing and library searches) in both hard copy and electronic format produced on or converted to Microsoft Word (version 2000).
- 8.2.7. SI (metric) units must be used (unless special exception is warranted and approved by the Technical Authority.)

### **8.3. Deliverable Requirements**

The Contractor must submit an electronic version of the final report by email or on a CD-R or flash drive. The electronic version must be produced as or converted to a Microsoft Word (version 2000) document. The email or CD-R or flash drive should contain the entire text of the report in one \*.doc file and carry a label specifying the software version used, the title of the report, and the TP number. The email or CD-R or flash drive should also contain source files of all digital images (minimum 300 dpi) produced during the course of the contract.

### **8.4. Delivery Schedule**

8.4.1. The schedule for submission of the final technical report by the Contractor is as follows

- a) The Contractor must provide 1 copy of the draft of the final technical report, the TDC accessibility reporting requirements document, the annotated presentation together with an electronic copy of the summary and the Publications Data Form abstract and keywords, 28 weeks after the contract award.
- b) The Contractor must provide electronic versions of the final technical report four (4) weeks after receipt of the Technical Authority's comments or 32 weeks after contract award.

8.4.2. For control purposes, all deliverables must be delivered to the Technical Authority.



8.4.3. A table of the milestone deliverables is presented below.

<b>Milestone No.</b>	<b>Milestone deliverable</b>	<b>Deliverable date</b>
1	Updated Work plan, as described in article 4.1	3 weeks after contract award
2	Consultations with passengers and VIA Rail operator, as described in article 4.2	8 weeks after contract award
3	Provision of solutions to meet passenger travel and operational needs, as described in article 4.3	16 weeks after contract award
4	Provision of detailed test plan, as described in article 4.4	20 weeks after contract award
5	Testing of provided solutions to validate that it meets the passenger travel and operational needs, as described in article 4.5	28 weeks after contract award
6	Final technical report, as described in article 4.6	32 weeks after contract award



## ANNEX B

### BASIS OF PAYMENT

#### 1. For the Work described in article 4.1, 4.2 and 4.3 of Annex A “Statement of Work”

##### 1.1. Milestone Schedule

Milestone No.	Description	Due Date	Amount (Applicable Taxes extra)
1	Updated Work plan, as described in article 4.1 of the Statement of Work	No later than 3 weeks after contract award	\$ _____* *No more than 5% of the Total Firm All-Inclusive Lot Price (Applicable Taxes extra).
2	Consultations with passengers and VIA Rail operator, as described in article 4.2 of Annex A “Statement of Work”	No later than 8 weeks after contract award	\$ _____
3	Provision of solutions to meet passenger travel and operational needs as described in article 4.3 of Annex A “Statement of Work”	No later than 16 weeks after contract award	\$ _____* *No more than 5% of the Total Firm All-Inclusive Lot Price (Applicable Taxes extra).
Total Firm All-inclusive Lot Price (Applicable taxes extra)			\$ _____

#### 2. For the Task Authorized Work described in article 4.4, 4.5 and 4.6 of Annex A “Statement of Work”

2.1. LABOUR: at firm hourly rates, inclusive of overhead, excluding profit, Applicable Taxes extra, Delivery Duty Paid (DDP) (for goods). The following rates will be utilized in the provision of the Work described at **Article 4.4, 4.5 and 4.6** of the Statement of Work:

Labour Category*	Firm Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

\*Bidder to add additional categories as may be applicable.

**TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE: \$ (To be Determined)**  
**(Applicable taxes extra)**



**ANNEX C**

**TASK AUTHORIZATION FORM**

PWGSC FILE NO.: \_\_\_\_\_ CONTRACT SERIAL NO.: \_\_\_\_\_

TASK NO.: \_\_\_\_\_ AMENDMENT NO.: \_\_\_\_\_

TITLE: \_\_\_\_\_

REASON FOR AMENDMENT, IF APPLICABLE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.0 **DESCRIPTION OF THE WORK:** As follows \_\_\_\_\_ See attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deliverables :** As follows \_\_\_\_\_ See attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Delivery Date(s) :**

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**2. COST BREAKDOWN**

**(a) Labour:**

Name	Title	Firm Hourly Rate	Estimated Number of Hours	Estimated Amount
<b>Total Estimated Labour Cost:</b>				<b>\$</b>

**(b) Equipment:** at laid down cost without markup **Est.: \$** \_\_\_\_\_

**Specify:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



(c) **Materials and Supplies:** at laid down cost without markup

Est.: \$ \_\_\_\_\_

**Specify:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(d) **Travel and living** - 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 Treasury Board Travel Directive [http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp), 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 Technical Authority. All payments are subject to government audit.

**Specify:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total Estimated Travel and Living Cost:** \$ \_\_\_\_\_

**TOTAL ESTIMATED COST:** \$ \_\_\_\_\_  
(Applicable taxes extra, as applicable)

**3. BASIS OF PAYMENT :**

\_\_\_\_ Limitation of Expenditure \$ \_\_\_\_\_ (Applicable taxes extra)

**4. METHOD OF PAYMENT :**

\_\_\_\_ Progress payment

\*\*\*\*\*

**5.0 APPROVALS:**

APPROVED:

\_\_\_\_\_  
Technical Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
PWGSC Contracting Authority

\_\_\_\_\_  
Signature