

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Ground Medical Transportation	
Solicitation No. - N° de l'invitation HT434-132531/A	Date 2014-02-25
Client Reference No. - N° de référence du client HC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-209-8919	
File No. - N° de dossier WPG-3-36260 (209)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-13	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Allard, Ken	Buyer Id - Id de l'acheteur wpg209
Telephone No. - N° de téléphone (204) 983-4920 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH SUITE 730 9700 JASPER AVE EDMONTON Alberta T5J4C3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Ground Medical Transportation Ground Medical Transportation	HT434	HT434	1	Lot	\$XXXXXXXXXXXX	See Herein	

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven 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 Insurance Requirements.

2. Statement of Work

Health Canada, First Nations and Inuit Health Branch, Edmonton, Alberta, has a requirement for Ground Transportation Services based in Edmonton. The requirement is for 24 hours, 7 days a week, 365 days per year, fulltime ground transportation services. The principal client groups are Registered First Nations, eligible Inuit and approved escorts from Alberta, other provinces and the Yukon who travel to Edmonton areas for approved medical treatment and who require medical transportation.

For the provision of all labour, transportation, supervision, materials, maintenance, tools and equipment necessary to transport clients and their approved escorts in the Edmonton area and surrounding districts including St. Albert, Spruce Grove, Stony Plain, Sherwood Park, Fort Saskatchewan, Leduc and Nisku, 24 hours a day, 7 days a week, 365 days a year.

The period of the contract is April 1, 2014 to March 31, 2015 inclusive with Canada retaining the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions.

3. Set-aside Under the Federal Government's Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

4. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003(2013-06-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation

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.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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:

name of former public servant;

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

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

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid :Two (2) hard copies

Section II: Financial Bid : One (1) hard copies

Section III: Certifications One (1) hard copies

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

- 1.1 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 address clearly 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 Annex B - Basis of Payment . The total amount of applicable taxes must be shown separately.

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) To be considered compliant Bidders must :
- (i) submit a completed Compliance Matrix (Appendix 1 to Annex A); and
 - (ii) provide documentation to demonstrate compliance to each mandatory criterion as identified
- (c) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation Refer to Appendix 1 to Annex A

Mandatory and point rated technical evaluation criteria as included.

1.2 Financial Evaluation Refer to Annex B

1.2.1 A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection - Highest Compliant Rating of Technical Merit and Price

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 150 points (75%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 200 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

2.2 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003 The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program - 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

2.0 Additional Certifications Precedent to Contract Award

2.1 Set-Aside for Aboriginal Business

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in [Annex 9.4](#), Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.

The Bidder:

certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;

agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and

agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

The Bidder must check the applicable box below:

- () The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

-
- OR

() The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

The Bidder must check the applicable box below:

- () The Aboriginal business has fewer than six full-time employees.
- OR

() The Aboriginal business has six or more full-time employees.

The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work

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

1.2 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.

1.2.1 Task Authorization Process

1.The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D .

2.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 and methods of payment as specified in the Contract.

3.The Contractor must provide the Project Authority, within five (5) 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.

4.The Contractor must not commence work until a TA authorized by the Project Authority 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.

The administration of the Task Authorization process will be carried out by Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

1.2.2 Task Authorizations Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (TBD), Applicable Taxes included, inclusive of any revisions.

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

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1.In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2.Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3.In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4.Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default. 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.

1.2.4 Periodic Usage Reports - Contracts with Task Authorization - 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 or in Annex E. 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 seven (7) 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, exclusive of Applicable Taxes;
- iv.the total amount, exclusive of Applicable Taxes, 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.

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

2035 (2013-06-27) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is one year from date of Contract award to _____ inclusive (*To be inserted at contract award*)

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ken Allard
Supply Specialist | Spécialiste en approvisionnement
Acquisitions-Winnipeg | Approvisionnements - Winnipeg
Public Works and Government Services Canada
Travaux publics et Services Gouvernementaux Canada
Suite 100 - 167 Lombard Ave., P.O. Box 1408, Winnipeg MB R3C 2Z1
Email - ken.allard@pwgsc-tpsgc.gc.ca
Tel/Tél - (204) 983 4920

Fax/Téléc - (204) 983 7796

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

5.2 Project Authority

The Project Authority for the Contract is: *(To be inserted at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

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

5.3 Contractor's Representative *(To be inserted at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Task Authorizations

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 Applicable Taxes are extra.

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 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 \$ _____ *(To be inserted at contract award)*. Customs duties are included, and Applicable Taxes are extra.

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 SACC Manual clauses

Monthly Payment H1008C (2008-0512)

Time and Contract Price Verification C0710C (2007-11-30)

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

7. Invoicing Instructions

1.The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

a.original Daily Activity Report (DAR) in hard copy and electronic Excel spreadsheet format to support the trips claimed;

2.Invoices must be distributed as follows:

a.The original and one (1) copy must be forwarded to the following address for certification and payment.

b.One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

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

8.2 Aboriginal Business Certification

The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the *Supply Manual*.

The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

9. Applicable Laws

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

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 2035 (2013-06-27) General Conditions - Medium Complexity
- (c) Annex A Statement of Work including Appendix 1 to this Annex
- (d) Annex B Basis of Payment;
- (e) Annex C Insurance Requirements;
- (f) Annex D Signed Task Authorizations (including all of its annexes, if any); and
- (g) the Contractor's bid dated _____

11. SACC Manual clauses

Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16)

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A**GROUND TRANSPORTATION SERVICES - STATEMENT OF WORK****1. Scope**

1.1 Title: Ground Transportation Services

1.2 Introduction

The task is to provide timely and reliable ground transportation services to referred Registered First Nations and eligible Inuit clients and approved escorts from all over Alberta who travel to the Edmonton and surrounding areas for medical treatment. This service will pick-up, wait for the client if required, and drop-off patients from arrival and departure points, accommodations, various medical and/or professional facilities, or other locations when dispatched by the Health Canada (HC), First Nations and Inuit Health Branch (FNIHB), Alberta Region, Non-Insured Health Benefits (NIHB) Edmonton Referral Office.

Background and Specific Scope of the Requirement:

Health Canada, First Nations and Inuit Health Branch, Edmonton, Alberta, has a requirement for Ground Transportation Services based in Edmonton. The requirement is for 24 hours, 7 days a week, 365 days per year, fulltime ground transportation services. The principal client groups are Registered First Nations, eligible Inuit and approved escorts from Alberta, other provinces and the Yukon who travel to Edmonton areas for approved medical treatment and who require medical transportation.

For the provision of all labour, transportation, supervision, materials, maintenance, tools and equipment necessary to transport clients and their approved escorts in the Edmonton area and surrounding districts including St. Albert, Spruce Grove, Stony Plain, Sherwood Park, Fort Saskatchewan, Leduc and Nisku, 24 hours a day, 7 days a week, 365 days a year.

1.3 Objectives of the Requirement

Using their own vehicles, employees and driver dispatch services, the Contractor must provide transportation pick-up, drop-off and waiting services for referred First Nations and eligible Inuit clients and their approved escorts for Edmonton and the designated surrounding areas. This service may involve pick-up, drop-off or waiting for Health Canada clients at area hospitals and similar medical treatment/supply locations, airports, bus stations, places of accommodation, etc, as designated by the Health Canada Edmonton Referral Office. There may be some requirement to pick-up/drop-off medical supplies as required.

2. Requirements

2.1 TRANSPORTATION SERVICES:

The Contractor must keep accurate and complete Daily Activity Reports (DAR) of each trips and destination, for the use of the Technical Authority (First Nations and Inuit Health Branch, Health Canada). See attached DAR template.

Provide local transportation in the Edmonton area for approved medical treatment and require medical transportation, with the exception of ambulance services, for all clients and approved escorts (if applicable) as follows:

- a. Bus depot/airport to hospital or place of accommodation.
- b. Place of accommodation to place of treatment.

- c. Place of treatment to place of accommodation or airport/bus.
- d. Pickup and delivery of medical equipment/medical prescriptions/supplies when this can be reasonably be coordinated to coincide with scheduled trips (i.e. is along the route of a previously booked trip).
- e. When medical equipment is not returned with a client or approved escort, retrieve medical equipment and take to airport for return to home health facility. Additional shipping costs and arrangements are not a part of this contract and will be borne by Health Canada.

The Contractor shall make arrangements with regard for special needs, such as wheelchairs, crutches, etc. The Contractor shall be responsible for the confirmation all arrangements. The Health Canada Edmonton Referral Unit is responsible for identifying those calls/pick-ups which will require special vehicles/equipment.

The Contractor must ensure that the patient's comfort and needs are met to the best of its ability, taking into account language and cultural considerations.

2.2 TRANSPORTATION SERVICES – DRIVERS and VEHICLES

The Contractor's drivers must meet the following requirements:

- a. i) All drivers must possess and maintain a valid Operating Class 4 Alberta provincial driver's licence in accordance with *Commercial Driver's Guide to Operation, Safety and Licensing* and be able to legally operate a motor vehicle in the province of Alberta.

http://www.servicealberta.gov.ab.ca/drivers_licence.cfm#Class_4_Licence

- ii) Vehicle and drivers must be identifiable to clients/escorts and hospitals, etc. and must have Driver and/or Company identification by uniform, and driver identity photo card or equivalent.

- b. Must have experience with Aboriginal cultures.
- c. Confidentiality must be observed and upheld.
- d. Report any problems to the Health Canada Edmonton Referral Unit (e.g. with clients, reservations, pick-up, no shows, etc) within 30 minutes, or sooner if possible.
- e. Cope with unscheduled trips (e.g. may have a call to pick-up client at short notice).
- f. Have the ability to communicate effectively orally and in writing in the English language.
- g. Drivers must possess a valid CPR certificate.
- h. Must be client-service oriented.
- i. In accordance with the NIHB Program, Medical Transportation Policy Framework, all medical drivers must undergo a screening process.

This process must include, but is not limited to an RCMP criminal check and reference check, whereby the general trustworthiness of the driver is assessed. These checks will be conducted bearing in mind that the driver will not only be operating a motor vehicle, but is also entrusted with the transport of medical patients. The drivers will frequently be alone with such persons for extended periods and must be reliable.

- j. The drivers selected by the Contractor must be familiar with the location of various Edmonton hospitals and their departments.
 - h.
 - i) All vehicles must be in compliance with Alberta Acts and Regulations, including but not limited to ALBERTA COMMERCIAL VEHICLE SAFETY REGULATIONS, and ALBERTA VEHICLE EQUIPMENT REGULATIONS 122/2009 TRAFFIC SAFETY ACT (Vehicle Inspection Program) and the *National Safety Code*.
 - ii)) All vehicles must be in compliance with ALBERTA PASSENGER HAZARD INSURANCE [ALBERTA REGULATION 314/2002 article 26(1)]; and INSURANCE FOR TAXIS [ALBERTA REGULATION 314/2002 article 27].
- http://www.qp.alberta.ca/1266.cfm?page=2002_314.cfm&leg_type=Regs&isbncIn=9780779738755
- iii) Vehicles and/or driver must be equipped with an appropriate telecommunications device, such as a cellular telephone, and/or two-way radio. The Contractor's dispatch centre must have equipment and staff sufficient to deal with the expected call volume associated with transporting patients to locations all over Edmonton and the surrounding area.
 - iv) Contractor must provide a minimum of 8 vehicles, of which 1 must be a wheelchair accessibility
 - i. The Contractor must ensure that all infant and child car seats/booster seats and anchoring mechanisms employed in this contract meet or exceed all mandatory Canadian Standards Association (CSA) provincial/federal standards.
 - k. All vehicles must be clean and mechanically maintained. In the event of breakdown, it must be replaced immediately (within 30 minutes) by another vehicle at the Contractor's expense.

2.3 TRANSPORTATION SERVICES: TRIP VOLUMES and LOGISTICS

- a. The volume will vary from month to month, but it is expected that the Contractor must be able to accept and process a minimum of 1,400 requests for pick-up and drop-off per month.
- b.
 - i) The Contractor must have access to, and parking permits for, the Sturgeon General Hospital, Edmonton International Airport, Greyhound Bus Lines, Walter MacKenzie Centre (University of Alberta Hospital), Grey Nuns Hospital, Royal Alexandra Hospital, Misericordia Hospital, and any other areas where the need may arise during the existing contract, to facilitate the pick-up and drop-off of clients. The Edmonton Referral Centre will make the Contractor aware of any new locations that clients have to travel to in order to attend appointments as they occur.

- ii) Vehicle and drivers must be identifiable to clients/escorts and hospitals, etc. and must have Driver and Company identification by uniform, and driver identity photo card or equivalent.
 - iii) The Contractor and its drivers will be privy to highly confidential information. Any information gained as a result of this contract is confidential and any breach of confidentiality will be considered a breach of Contract.
- c.
 - i) Daily log forms will be provided by FNIHB identifying the following: Trip Number (provided by the Edmonton Referral Unit), trip pick-up time, trip pick-up location, trip drop-off location, trip drop-off time, number of passengers, and special accommodation as may be required.
 - ii) All changes in the number of passengers or the individuals must be approved by the Edmonton Referral Unit.
 - iii) The drivers may be requested to remain with patients during appointment time if no other trips are scheduled.
- d.
 - i) Acceptable average response time:
 - a) thirty (30) minutes within the City of Edmonton from scheduled time of pick-ups, or from time of call for non-scheduled trips.
 - b) sixty (60) minutes outside the City of Edmonton from scheduled time of pick-ups, or from time of call for non-scheduled trips.
 - ii) Should Health Canada be required to pay for alternative services due to the Contractor's inability to provide contracted services when and as required, those costs will be invoiced to the Contractor at actual cost.
 - iii) The Contractor must contact the Health Canada, Edmonton Referral Unit to identify potential delays. Any pre-assigned or unscheduled trips that cannot be completed by the Contractor will be booked using other means, be paid for by Health Canada and billed to the Contractor at cost
 - iv) Daily Activity Reports (DAR) for each work day must accompany monthly invoices for reconciliation.

3. Additional Information

3.1 Canada's Obligations

Provide access to Non-Insured Health Benefits Manager, Medical Transportation.

Provide timely access to the FNIHB AB Region Edmonton Referral Office manager and staff.

Provide daily log forms that will identify Trip Number, trip pick-up time, trip pick-up location, trip drop-off time, trip drop-off location, and number of passengers

Track the number of daily trips required that were logged by the Health Canada Edmonton Referral Office immediately prior to the start of the shift.

Provide access to meet with applicable managers at least once every six months, or more frequently if required.

Provide access to monthly trip rate data recorded by Health Canada, Non-Insured Health Benefits, Edmonton Referral Office

3.2 Contractor's Obligations

Unless otherwise specified, the Contractor must use its own personnel, equipment and software for the performance of this Statement of Work.

3.2.1 Location of Work, Work Site and Delivery Point

The Contractor must provide their own office space, equipment and trained drivers, including relief or back-up drivers or taxi arrangements at Contractor's expense.

The majority of the work is expected to occur in the City of Edmonton and approved surrounding districts including St. Albert, Spruce Grove, Stony Plain, Sherwood Park, Fort Saskatchewan, Leduc and Nisku areas.

The Contractor service provision will occur in locations such as the Sturgeon General Hospital, Edmonton International Airport, Greyhound Bus Lines, Walter MacKenzie Centre (University of Alberta Hospital), Grey Nuns Hospital, Royal Alexandra Hospital, Misericordia Hospital and any other areas where the need may arise during the existing contract for arrival and departure of clients. The Contractor must have access to, and parking permits for, these and similar areas where they will be required to pick-up clients and approved escorts.

Should the Contractor not have parking permits at these and other locations, they will be required to pay for parking whenever it is required to pick-up/drop-off a client at their own expense.

3.2.2 Language of Work

All work will be conducted in the English language.

All correspondence will be conducted in the English language.

3.2.3 Special Requirements

The Contractor must make arrangements with regard for special needs, such as wheelchairs, powered scooters, crutches, etc. The Contractor shall be responsible for the confirmation of all arrangements. The Edmonton Referral Unit is responsible for identifying those calls/pick-ups which will require special vehicles and/or equipment.

4. Required Resources

The Contractor will be required to provide all labour, transportation, supervision, vehicles, materials, maintenance, tools and equipment necessary to transport clients and their approved escorts in the Edmonton area and surrounding districts including St. Albert, Spruce Grove, Stony Plain, Sherwood Park, Fort Saskatchewan, Leduc and Nisku, 24 hours a day, 7 days a week, 365 days a year.

Using their own vehicles and employees, the Contractor will provide transportation pick-up, drop-off and waiting services for referred First Nations and eligible Inuit clients and their approved escorts for Edmonton and the designated surrounding areas. This service may involve pick-up, drop-off or waiting for Health Canada clients at area hospitals and similar medical treatment/supply locations, airports, bus stations, places of accommodation, etc, as designated by the Health Canada Edmonton Referral Office. There may be some requirement to pick-up/drop-off medical supplies as required.

At the end of six months, there will be a mandatory meeting held at Health Canada's Edmonton office in Canada Place to discuss and evaluate the services provided and any issues or concerns regarding the contract. The client and Contractor are responsible to coordinate regular meetings to communicate any concerns or issues directly related to the Statement of Work, performance in relation to the Statement of Work and any related issues to this contract. As a minimum, these meetings shall occur at least every six months, or more frequently as required. This will allow for service level improvement to the client.

5. Applicable Documents and Glossary

5.1 Applicable Documents

- i. Estimated Monthly Trip Volume Reports from the NIHB Edmonton Referral Office.
- ii. Daily Activity Reports (DAR)
- iii. Contractor monthly invoices noting the number of trips recorded.

5.2 Relevant Terms, Acronyms and Glossaries

"Alberta Region" means the Regional Office of First Nations and Inuit Health Branch.

"Authorized Escort" means any person who has been given the authority by the Edmonton Referral Office to escort a client to a medical appointment.

"Client" means a recognized Inuit or registered Indian according to the *Indian Act* who is eligible to receive medical transportation benefits under the NIHB Program.

"Commercial Establishment" means for-profit commercial accommodation, such as hotels and motels, which provide overnight lodging.

"Community Health Professional" means a health professional who is a member in good standing of a professional association.

"Community of Residence" means the geographic or urban area in which the client resides.

"Daily Activity Report" means a report that will show the following information:

- Trip number
- Client name
- Escort name
- Total number of passengers (pax)
- Start location (name and address)
- End location (name and address)
- Trip pick-up time
- Trip drop-off time

"First Nations or Inuit Health Authority or organization" means a First Nations or Inuit Health Authority or organization (including territorial government) who is accountable for the provision of medical transportation benefits to eligible clients and who receives funds from Health Canada in accordance with the terms and conditions of a signed Contribution Agreement.

"FNIHB" means the First Nations and Inuit Health Branch of Health Canada.

"Insured Service" means health care services and treatment as defined by the *Canada Health Act* and Provincial/Territorial Health Care program for the province/territory in which the client resides.

"Medical Escort" means either a physician, registered nurse, paramedic or any other health professional (e.g. nurse practitioner).

"NIHB" means the Non-Insured Health Benefits Program of the First Nations and Inuit Health Branch of Health Canada.

"Referred First Nations" are those clients eligible to receive Non-Insured Health Benefits who are referred to the Contractor as requiring medical transportation services.

"Reserve" means land set aside by the federal government for the use and occupancy of an Indian group or band.

"Service Providers" means individuals or companies who provide medical transportation benefits and are reimbursed by FNIHB or First Nations and Inuit Health Authorities or organizations for the services they provide. They may include band and fee-for-service drivers, public transportation carriers, hotels, motels, boarding homes and restaurants.

"Trip" means the pickup or drop-off of a client and approved escort(s) from one location, be it to/from transportation, to/from accommodation, or to/from an appointment to another location. Each leg of travel i.e. from pickup at the airport and drop-off at accommodations, travel to a doctor's appointment, will constitute one "trip."

APPENDIX 1 TO ANNEX A**MANDATORY REQUIREMENTS**

Completion of this Compliance Matrix is mandatory to be considered responsive and for your bid to be given further consideration.

1. Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.
2. Bidders must provide documentation to demonstrate compliance to each mandatory criterion as identified.
3. Bidders must cross reference where in their technical bid, the technical specification is located.
4. Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"
5. Bids meeting all mandatory criteria **M** will be evaluated on point rated evaluation criteria **R**

	Description	COMPLIANT		Bidder Response	What's expected in the proposal
				In this column, Bidder is to indicate how they meet the specification. Cross-reference where this technical specification is indicated in their bid documentation	In this column, Bidder is to evidence or proof of mandatory requirement
M	MANDATORY REQUIREMENTS	Yes	No		
M1	All drivers must possess and maintain a valid Operating Class 4 Alberta provincial driver's licence in accordance with <i>Commercial Driver's Guide to Operation, Safety and Licensing</i> and be able to legally operate a motor vehicle in the province of Alberta.				
M2	The Bidder must : a) provide a minimum of 8 vehicles of which 1 must be a wheelchair accessible van, b) Include vehicle type/model and passenger capacity by vehicle				
M3	All vehicles must be in compliance with Alberta passenger and hazard insurance and insurance for taxis as mandated by the Province of Alberta				
M4	Vehicles and/or driver must be equipped with an appropriate telecommunications device, such as a cellular telephone, and/or two-way radio. The Contractor's dispatch centre must have equipment and staff sufficient to deal with the expected call volume and trips.				
M5	The Bidder must have approved anchoring systems for children's car seats and booster seats and must indicate compliance by providing a signed Certification of Approved Car Seats/Booster Seats Anchoring Mechanisms prior to contract award.				

R	POINT RATED CRITERIA	Max 200	Bidder Score		Point Rated Scoring Grid Refer to Point Rated Allocation Grid below
R1	Company Background/Experience The Bidder must provide company profile, and industry specific experience	40			Company Profile (max 20 points) Industry experience to a maximum of 20 points: < 2 years = 0 2+ to 3 years = 10 3+ to 5 years = 15 5+ to 7 years = 20
R2	Management and Business: a) The Bidder must provide a narrative and identify detailed business management approach and, (b) operational methodology for providing reliable and timely transportation service, and handling peak call volumes and trips,	80			Written narrative (a) and (b) to a maximum of 40 points each. Unsatisfactory 0 Satisfactory 25 Superior 40
R3	The Bidder must identify all staff and personnel in support of this contract, including current capacity of qualified drivers with number of years experience; and the method of screening of staff/drivers.	40			*Bidder <u>MUST</u> identify all subcontractor(s) it engages in the performance of the work. Unsatisfactory 0 Satisfactory 35 Superior 50
R4	The bidder must provide a <u>detailed</u> narrative describing the following in terms of maintaining continuity of operations, including approach to vehicle breakdowns, service and driver replacement as required.	40			Unsatisfactory 0 Satisfactory 20 Superior 50

Point Rated Mark Allocation Grid

R1 Company Profile 20 points 0 - 10 points minimal information on company structure and organization 11 - 15 points additional information with good descriptors of company and expanded organizational information 16 - 20 points Complete information on the company structure, relationships and very good organization			
R2 through R4	0 points Unsatisfactory – Unclear and lacking detail and substance	25 points Satisfactory – provided sufficient evidence of management practices and the strategies to successfully meet the scope of the work	40 points Superior – fully detailed a management philosophy and approach to directing the company with key performance indicators
Written narratives – as applicable	<p>Must clearly demonstrate an understanding and knowledge to the overall Statement of Work and provide concise and sufficient detail to clearly engage the issue in the question to attain full marks.</p> <p>Marks will be given according to the indicated value based on the completeness and accuracy of the response.</p>		

ANNEX B**BASIS OF PAYMENT**

This Annex, when completed will be considered as the Financial Bid.

- a) Firm all inclusive monthly rate as per the following table
 b) An individual client Trip includes the client plus approved escort(s) counts as one (1) client trip.
 c) For evaluation purposes only the estimated breakdown over 12 months will be utilized basis the identified rates of occurrence:

- up to 1,400 trips/month 3 months
- 1,401 to 1,600 trips/month 4 months
- greater 1,601 trips/month 5 months

[Estimated trips is an estimate only, provided in good faith for the purposes of evaluation and does not infer that actual trips will occur or that quantities may or may not be exceeded]

- d) Costing for Option Year 2 will be negotiated between the Contracting Authority and the Contractor at the time the option year is exercised. Negotiations will be based on Statistics Canada Consumer Price Index for the City of Edmonton (transportation) which may be viewed at the following Statistics Canada Internet Address:

<http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/econ45a-eng.htm>

(A) Contract Year 1 April 1, 2014 to March 31, 2015	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
Firm Monthly Flat Rate up to 1,400 trips/month	\$ _____ / month	3	\$ _____
Firm Monthly Flat Rate 1,401 to 1,600 trips/month	\$ _____ / month	4	\$ _____
Firm Monthly Flat Rate over 1,600 trips/month	\$ _____ / month	5	\$ _____
(A) Evaluated Total Contract Year 1			\$ _____

(B) Option Year 1 April 1, 2015 to March 31, 2016	Unit of Issue	Estimated Qty	Contract Year 1 Evaluated Total
Firm Monthly Flat Rate up to 1,400 trips/month	\$ _____ / month	3	\$ _____
Firm Monthly Flat Rate 1,401 to 1,600 trips/month	\$ _____ / month	4	\$ _____
Firm Monthly Flat Rate over 1,600 trips/month	\$ _____ / month	5	\$ _____
(B) Evaluated Total Contract Year 1			\$ _____

Evaluated Total = (A) Evaluated Total Contract Year 1 + (B) Evaluated Total Contract Year 1

ANNEX C**I.) COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - A. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - B. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - C. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - D. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - E. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - F. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - G. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - H. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - I. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - J. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - K. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - L. Owner's or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - M. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

ANNEX C**II.) AUTOMOBILE LIABILITY INSURANCE**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - A. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - B. Accident Benefits - all jurisdictional statutes
 - C. Uninsured Motorist Protection
 - D. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - E. Passenger Hazard/Bodily Injury Minimum Limits required:
 - i. 1 to 7 Passengers: \$2,000,000
 - ii. 8 to 12 Passengers: \$5,000,000
 - iii. 13 or more Passengers: \$8,000,000

Solicitation No. - N° de l'invitation

HT434-132531/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg209

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

HC

WPG-3-36260

ANNEX D

TASK AUTHORIZATION APPROVAL FORM

Task Authorization Form PWGSC 572 - Task Authorization

ANNEX E**TASK AUTHORIZATION REPORTING FORM**

The Contractor must submit quarterly usage reports tracking all TAs made for the services supplied under Contract. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing such usage reports.

Each Task Authorization Usage Report must include all completed TAs for services provided under this Contract. Learn

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
30 June	01 March	31 May
30 September	01 June	31 August
31 December	01 September	30 November
31 March	01 December	28 February

The Contractor must provide information on completed TAs using the following format:

TASK AUTHORIZATION NO.	DOLLAR VALUE (HST INCLUDED)	CUMULATIVE DOLLAR VALUE (HST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period <insert period>:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

☐ Check this box if you are submitting a NIL REPORT

Please send all reports to the attention of the Contracting Officer:

Name: Ken Allard

E-mail: ken.allard@pwgsc.gc.ca

Fax: (204) 983-7796