



**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 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Travel Procurement Services Division/Division des
services d'approvisionnement en voyage
Place du Portage, Phase III, 7B3
Portage III 7B3
11, rue Laurier/11 Laurier St.
Gatineau
Québec
K1A 0S5

Title - Sujet Taxi Chit Replacement	
Solicitation No. - N° de l'invitation E60LP-160001/A	Date 2016-02-12
Client Reference No. - N° de référence du client E60LP-160001	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LP-002-69957
File No. - N° de dossier lp002.E60LP-160001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-31	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Asselin, Pierre	Buyer Id - Id de l'acheteur lp002
Telephone No. - N° de téléphone (819) 420-2985 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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	



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	SEE HEREIN	I - 1	SEE HEREIN



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	Taxi Chit Replacement	D - 1	I - 1	1	Each	\$	\$	See Herein	

Request for Information

**Change of Method of Payment for Taxi Transportation
(Taxi Chits Replacement)**

For

Public Services and Procurement Canada (PSPC)

THIS IS NOT A BID SOLICITATION

Traffic Management Directorate

Notice

This is a Request for Information (RFI) and does not constitute a commitment on Canada's part to use a new method of payment for taxi fare in the National Capital Region (NCR). This is not a bid solicitation and responses will not be formally evaluated. The RFI document and any responses received hereto in no way constitute an obligation on the part of Canada to enter into Contract(s) with one or more parties. Responses to the RFI will enable Canada to evaluate the strategy to be taken, if any, regarding further related activities. Advisory notices will be posted on Buyandsell as further information is made available. This RFI is simply intended to solicit feedback from industry with respect to matters described therein. Information provided will not be attributed to its source, but may be publicized in a manner that does not disclose the provider. Proprietary information will be protected in accordance with Federal policies. Responses will be kept strictly confidential, subject to the provisions of the *Access to Information Act*, and will be retained to support further development of internal planning documents and decisions. Please note that responses to the RFI will not be returned.

Table of Content

RFI Overview

Appendix 1 - Questions for this RFI

Request for Information (RFI)

1.0 RFI Overview and Information Requested

1.1 Overview

Currently, Federal organizations have choices as to what method of payment they use for taxi fares. The existing Taxi Chit with notches bearing the Government of Canada logo, which has been in place for decades, remains the main tool to pay fares to any taxi company in the National Capital Region (NCR). Booklets of taxi chits are composed of two parts. When a public servant uses a taxicab, at the time of payment, the individual remits the carbon part to the driver filled with the amount paid. The other part is kept for future cross reference. The taxi company provides an invoice (i.e. usually monthly) to each department, supported by the taxi chits.

While the Government of Canada has continued to use taxi chits, the taxi industry has been evolving its methods of payment that now include credit and debit cards, dedicated cards and mobile applications for smart phones and tablets.

For Fiscal Year 2014-2015, the average spent in the NCR for taxi fares, by the Government of Canada, was estimated at \$11.0 M, with an average cost per taxi ride of \$14.00.

The Government of Canada wishes to modernize the current method of payment generally used by Federal Government Departments and organizations for the payment of taxi fares through a more efficient and dynamic method of payment for the Government of Canada and taxi companies. Features of a new Government of Canada payment process for local taxi services would need to address the following criteria:

- Scalable (i.e. could be used widely at all levels of Federal Public Service);
- User friendly from a taxi user perspective (i.e. effective);
- Administratively streamlined process (i.e. efficient);
- Minimal processing costs and fees (i.e. economical);
- Rigorous audit trail of authorizations, trip costs and invoice payments (i.e. strong internal control framework); and
- Compliant with Treasury Board policies.

Federal departments are looking for simple electronic billing, which includes transaction details and organizational codes.

Prior to implementing significant changes to our processes and requirements, we are seeking your suggestions and comments. As such, we have appended a series of questions for you to provide feedback or any other input.

We will also further consult with Federal Government Departments and organizations prior to implementation of any changes to the current method of payment.

1.2 Information Requested

1.2.1 General

In order to facilitate this exercise and for you to organize your responses, we developed a number of questions we would like you to address / comment. These questions are identified in Appendix 1.

You are encouraged to offer concise comments and insights that you believe would be beneficial in modernizing and streamlining processes for the payment of local taxi services by Federal Government Departments and organizations.

1.2.2 Format of Responses

In order to facilitate review of the responses, we request that you follow the structure / numbering of the questions identified in Appendix 1, if possible. Although we are seeking comprehensive information regarding the contents of the RFI, it is understood that, for various reasons, you may be unable to provide some of the information requested. Provision of whatever information is available is appreciated.

We are requesting two printed copies, one bound and one unbound original, and one electronic copy in PDF format of your response. If applicable, appendices should only be provided in electronic format.

Clearly mark and identify any confidential information. Responses will be kept strictly confidential, subject to the provisions of the Access to Information Act.

2.0 Administration of the RFI

2.1 Designated PSPC Contact

PSPC's designated contact for the RFI is:

Pierre Asselin, Supply Manager
Travel Procurement Services Division
Acquisitions Branch
Public Services and Procurement Canada
11 Laurier St., Phase III, 7B3-14, Gatineau QC K1A 0S5
Telephone 819-420-2985
Facsimile 819-956-4944
Pierre.Asselin@tpsgc-pwgsc.gc.ca

2.2 Enquiries Regarding the RFI

All enquiries must be submitted in writing to the PSPC's designated contact no later than five (5) calendar days before the RFI closing date. Enquiries received after that time may not be answered.

2.3 Submission of Response

All comments or information in response to the RFI should be submitted by the date, time and place indicated on page 1 of the request for information.

2.4 Treatment of Responses to the RFI

The treatment of the receipt and consideration of responses to the RFI will be as follows:

- responses and revisions communicated orally or by telephone may not be considered;
- responses received after the specified closing time for the RFI may not be considered because the schedule may not allow sufficient time for their consideration; and
- PSPC shall not be liable under any circumstances to any party who provides a response to this RFI.

3.0 One-on-one Consultations

Canada may conduct one-on-one consultations, as needed.

Appendix 1 – PSPC Questions for this RFI

Questions are organized in five categories as follows:

1. Taxi Chit;
2. Major Credit or Debit Cards;
3. Dedicated Taxi Card;
4. Mobile applications;
5. Other comments

1. The Taxi Chit:

Question 1.1

Do you consider the taxi chit an efficient method of payment? Please detail your answer?

Question 1.2

Do you consider that this method should be kept for the future? Why?

- a. as the primary method for payment;
- b. as an alternative to an electronic method of payment?

Question 1.3

What should be the features of a better taxi chit?

2. Major Credit or Debit Cards:

Question 2.1

Do you consider credit or debit cards as good methods of payment? Please detail your answer?

Question 2.2

What do you consider would be the advantages and disadvantages for taxi companies if Canada were to use credit or debit cards as a method of payment?

Question 2.3

What do you consider would be the advantages and disadvantages for Canada if it were to use credit or debit cards as a method of payment?

3. Dedicated Taxi Card:

Question 3.1

Certain taxi companies provide account cards. Do you consider such account cards as good method of payment? Please detail your answer.

Question 3.2

What do you consider would be the advantages and disadvantages for taxi companies if Canada were to use account cards as a method of payment?

Question 3.3

What do you consider would be the advantages and disadvantages for Canada if it were to use account cards as a method of payment?

Question 3.4

Can a type of account card be used by all taxi companies?

Question 3.5

As a taxi company, would you accept a dedicated account card from an external provider? if not why?

4. Mobile Applications:

Question 4.1

Services exist for the use of mobile applications for ordering taxis and paying for taxi fares. Some allow for a payment by credit card, others allow for payment in a similar manner as for current taxi chits (i.e. customer approves payment amount using mobile application at completion of each trip, and the taxi company invoice the government department at regular intervals with supporting details of taxi fares). These methods are generally paperless. All transactions are done through the client's smartphone, the central of taxis, and the in-cab computer. If the Government of Canada were to consider implementing such payment approach, what factors should the Government of Canada consider?

5. Any other comments:

Here, we offer you the opportunity to make any other comment on our way to manage the taxi chits and payments, and suggestion you deem that Canada should consider in modernizing the current method of payment generally used by Federal Government Departments and organizations for the payment of taxi fares (taxi chits).