



REQUEST FOR EXPRESSION OF INTEREST NUMBER:	GLPA-1000010
TITLE:	Portable Piloting Unit System for Marine Pilots
DATE OF SOLICITATION:	March 8 th , 2016 (Eastern Standard EST)
SOLICITATION CLOSING DATE AND TIME:	April 8 th , 2016 at 13:30 PM (Eastern Standard EST)
ADDRESS INQUIRIES TO CONTRACT ADMINISTRATOR:	Stéphane J.F. Bissonnette Great Lakes Pilotage Authority Chief Financial Officer Email: sbissonnette@glpa-apgl.com Telephone #: (613) 933-2991 ext. 207
SECURITY:	There is no security requirement associated with this solicitation.
SEND PROPOSAL TO:	Great Lakes Pilotage Authority 202 Pitt Street, 2 nd Floor P.O. Box 95 Cornwall, Ontario K6H 5R9
VENDOR NAME AND FULL ADDRESS (Please print):	
CONTACT/TELEPHONE/FAX/EMAIL ADDRESS:	
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (Please print)	
SIGNATURE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF VENDOR:	
_____ Date: _____	

REQUEST FOR EXPRESSION OF INTEREST (REOI)

GREAT LAKES PILOTAGE AUTHORITY

Great Lakes Pilotage Authority (GLPA) is inviting interested parties (Bidders) to respond to this request for expression of interest (REOI) for the supply and system support of personal pilotage units (PPUs) system for its marine pilots. The term "Bidder", also called "Offeror", refers to potential suppliers submitting a proposal bid. Wherever the words "Proposal" or "Bid" appear in this document, each shall be taken to mean the same as the other.

The MANDATORY REQUIREMENTS of this Request are identified specifically with the words "MANDATORY", "MUST", "ESSENTIAL", "SHALL", "WILL", "IT IS REQUIRED", and "REQUIRED". If a MANDATORY REQUIREMENT is not complied with, the proposal will be considered NON-RESPONSIVE and will not receive any further consideration. In the context of this RFP, Non-Responsive, Non-Compliant and Non-Valid shall each be taken to mean the same as the other.

NOTICE TO BIDDERS: The following documents are enclosed and form part of this REOI package:

REOI # GLPA-1000010, including all Parts, Appendices and Annexes listed in the table of contents below.

The Bidders acknowledge that all of the aforementioned documents were received in its REOI package. It is the responsibility of the Bidder to verify the inclusion of all documents, and to obtain copies of any missing items by contacting the Contract Administrator (CA) as identified on Page 1 of this REOI. Failure to obtain any missing document(s) shall not relieve the Bidder from compliance with any obligation imposed by the REOI, nor excuse the Bidder from the guidelines set out therein.

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION		4
1.	Purpose	4
2.	Summary	4
3.	GLPA Background	4
4.	Description of REOI Process	4
5.	Schedule of Events	5
6.	General Conference Call for All Bidders	5
PART 2 – EXPRESSIONS OF INTEREST		6
1.	Standard Instructions, Clauses and Conditions	6
2.	Delivery Instructions and Deadline	6
3.	Enquiries – Bid	6
4.	Communication	7
5.	No Liability	7
6.	Verification of Bidder’s EOI	7
7.	Ownership of Responses	7
8.	Proprietary Information	7
9.	Declaration Regarding Gratuities	8
10.	Conflict of Interest	8
11.	Rights of GPLA	8
12.	Cost of Preparations	9
13.	Not a Binding Agreement or Tender	9
14.	Governing Law	9
15.	Confidential Information	9
PART 3 – SERVICES DESCRIPTION AND SCOPE		10
PART 4 – REOI STRUCTURE REQUIREMENTS		11
1.	Overview of Part 4	11
2.	Covering Letter	11
3.	Table of Contents	12
4.	Executive Summary	12
5.	Compliance Matrix	12
6.	Mandatory EOI Requirements & EOI Eligibility Requirements	12
PART 5 – EVALUATION AND SELECTION		12
1.	Overview of Evaluation	12
PART 6 – APPENDICES		13
ANNEX A – Mandatory and Rates Requirements		13
ANNEX B – Form #1 – Submission Form		15
ANNEX B – Form #2 – Conflict of Interest Declaration		16

PART 1 – GENERAL INFORMATION

1. Purpose

This REOI is a solicitation document used to seek information from suppliers, in order for the GLPA to create a shortlist of potential service providers to participate in a possible future Request for Proposals (RFP) proposal.

Proponents must respond to this REOI in order to qualify for a future RFP, if any. The GLPA has no obligation to conduct a further RFP process, nor to procure the goods or services, and nor to compensate any Bidder for work done or costs incurred in preparing responses to this REOI.

The GLPA shall not be obligated, in any manner, to any Bidder whatsoever or howsoever until a written agreement has been duly executed following the completion of a RFP process, if any, should the GLPA elect, at its sole option and discretion, to conduct such RFP process or to award an agreement.

The information contained in this REOI is solely for the purpose of assisting Bidders in their submission of responses to this REOI. This document is a guideline and does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be constructed.

2. SUMMARY

The REOI is the first stage of a possible three- stage procurement process, as follows:

- a) Stage 1 – Bidders will be evaluated against mandatory and technical criteria. Bidders meeting the mandatory criteria and obtaining one of the four highest rated scores will be identified and shortlisted (Selected Bidders).
- b) Stage 2 – Selected Bidders will need to supply 3 PPU's at the end of April 2016 as to allow the GLPA's pilots to test and evaluate the units for 4 months.
- c) Stage 3 – If the GLPA, at its sole option and discretion, elects to conduct a RFP process, the RFP document will be distributed to the Selected Bidders. Responses to the RFP will be evaluated by the GLPA in order to determine the qualified Selected Bidder.

3. GLPA BACKGROUND

The Great Lakes Pilotage Authority was established in 1972 pursuant to the *Pilotage Act*. The GLPA is a Crown corporation listed in Schedule III, Part I of the *Financial Administration Act*. The GLPA operates, in the interest of safety, a marine pilotage service in all Canadian waters in the Provinces of Ontario, Manitoba and in Quebec south of the northern entrance to the St. Lambert Lock.

4. DESCRIPTION OF REOI PROCESS

Bidders' responses to this REOI are referred to as Expressions of Interest (EOIs).

A General Conference call will be held for all Bidders during the REOI period. This call will address key Bidder questions received to that date and will, if necessary, provide additional process details and timelines to the overall process.

EOIs received in response to this REOI will be evaluated in accordance with the Mandatory and Rated Requirements in Appendix A. Selected Bidders will be invited to participate in the PPU testing phase and subsequently in a RFP process, if the GLPA decides to conduct such a process at its sole discretion.

The PPU testing and evaluation phase is intended for the PPUs of each Selected Bidder to be tested in real life marine navigation by the GLPA's pilots to achieve the following objectives:

- System reliability
- System accuracy
- Length of boot-up
- Quality of graphics (daylight readability)
- Ease of use
- Battery life
- Ease of set-up and teardown
- Manually override to properly input antenna location or change ship data

Unless indicated otherwise, questions asked to and /or answered by the GLPA during the course of the PPU testing phase will not be distributed to all Selected Bidders. This is to encourage open bilateral discussion between the GLPA and the individual Selected Bidder in order to stimulate deeper collaboration and more effective solutioning.

5. SCHEDULE OF EVENTS

The following schedule summarizes significant target events for the REOI process. The dates may be changed by the GLPA at its sole discretion and shall not become conditions of any subsequent solicitation process which may be entered into by the GLPA and the Selected Bidder(s).

Date	Activities
March 10, 2016	REOI issued by the GLPA
March 15, 2016	Bidders notify the GLPA of interest to participate in General Conference Call
March 24, 2016	General Conference Call for all Bidders (dial-in call details to be provided to interested Bidders).
April 1, 2016	Last date for questions to the GLPA on REOI
April 12, 2016	EOI submission deadline
April 18, 2016	Announcement by the GLPA of Selected Bidders
April 28, 2016	The GLPA to receive the 3 PPUs testing units from the Selected Bidders.
September 6, 2016	End of PPU testing.
October 12, 2016	RFP Submission deadline (if RFP is issued)
November 1, 2016	Contract Awarded
February 1, 2017	Delivery of PPUs to the GLPA

6. GENERAL CONFERENCE CALL FOR ALL BIDDERS

All Bidders are invited to attend a non-mandatory general conference call. This call is intended to:

- Answer key questions submitted by the Bidders;
- Provide additional information and timeline around this selection process; and

- Provide any additional information and clarifications, if any, to help the Bidders prepare for the REOI submission.

Please see details provided in Part 1 Section 5 for conference call date.

PART 2 – EXPRESSIONS OF INTEREST (EOIs)

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions are set out in the GLPA's *Directive 12 – Procurement* as well as *Directive 12.1 – Supply Chain Code of Ethics* (<http://www.glpa-apgl.com>).

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the *Directive 12 – Procurement* as well as *Directive 12.1 – Supply Chain Code of Ethics* and accept the clauses and conditions of the resulting contract.

Directive 12 – Procurement as well as *Directive 12.1 – Supply Chain Code of Ethics* are incorporated by reference into and form part of the bid solicitation.

2. DELIVERY INSTRUCTIONS AND DEADLINE

It is the Bidder's responsibility to ensure that proposals are delivered to the Contract Administrator, by the time and date indicated on page 1 of this REOI document. **GLPA will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered as instructed. Not complying with the above instructions may result in GLPA's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, GLPA reserves the right to reject any proposal not complying with these instructions

Bids transmitted by facsimile or email to GLPA will not be accepted.

3. ENQUIRIES – BID SOLICITATION

All enquiries must be submitted in writing to the Contract Administrator no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered. Verbal requests for clarification from Bidders will not be considered. Information given verbally by any person within person within the GLPA shall not be binding upon the GLPA. Bidders may only on written confirmation from the GLPA for any changes, alterations, etc., concerning this REOI.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry related. Care should be taken by bidders to explain each questions in sufficient detail in order to enable the Contract Administrator to provide an accurate response. 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 the Contract Administrator determines that the enquiry is not of a proprietary nature. The Contract Administrator 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 the Contract Administrator.

Bidders are obliged to alert the Contract Administrator to any factual errors that they discover in the bid solicitation.

4. COMMUNICATION

During the EOI evaluations, the GLPA reserves the right to contact or meet with any individual Bidder in order to obtain clarification of its submission or to gain insight into the quality and scope of relevant services. A Bidder will not be allowed to add, change or delete any information during this process. The GLPA is in no way obliged to meet with any or all Bidders for this purpose.

5. NO LIABILITY

While the GLPA had made considerable efforts to ensure an accurate representation of information in this REOI, the information contained in this REOI is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the GLPA, nor is it necessarily comprehensive or exhaustive. Nothing in this REOI is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this REOI.

By submitting an EOI, Bidders waive any and all claims or causes of action that they may have against the GLPA or its representatives as a result of the conduct of this REOI process or any resulting RFP process or contract award. Bidders agree that they will not bring court action or institute any other proceedings against the GLPA for damages arising from the conduct of this REOI or any resulting RFP or contract award. This section is intended to be a complete waiver of the Bidder's right to claim damages or costs.

6. VERIFICATION OF BIDDER'S EOI

The Bidder authorizes GLPA to conduct investigation as it deems appropriate to verify the contents of the Bidder's EOI.

7. OWNERSHIP OF RESPONSES

All EOIs and related materials become the property of the GLPA and will not be returned. GLPA will not reimburse the Bidder for any work related to, or materials supplied in, the preparation of this EOI.

All information regarding the terms and conditions, financial and / or technical aspects of the Bidders' EOIs, which, in their opinion, are of a proprietary or confidential nature, must be clearly marked "**PROPRIETARY**", or "**CONFIDENTIAL**" at **each item** or at the **top of each page**. Bidders' documents and information so marked will be treated accordingly by GLPA. Notwithstanding the foregoing, Bidders are advised that, as a Crown Corporation, GLPA is subject to the *Access to Information Act*. Information submitted to GLPA by third parties may be required to be disclosed in specific circumstances pursuant to federal legislation.

8. PROPRIETARY INFORMATION

Information contained in this REOI is, and shall be considered, as "Proprietary Information" to GLPA. The Bidder shall not disclose this information to any party other than to the Bidder's employees or agents participating in the response to this REOI.

9. DECLARATION REGARDING GRATUITIES

In submitting its EOI, the Bidder certifies that no representative for the Bidder has offered or given a gratuity (e.g. an entertainment or gift) to any GLPA employee, board member or Governor-in-Council appointee, and intended, by the gratuity, to obtain a contract or favourable treatment under a contract.

10. CONFLICT OF INTEREST

The Bidder, whether a corporation, partnership, joint venture or otherwise, and its principals, directors, officers and employees, shall immediately declare any potential, actual or perceived conflict of interest that arises or may arise in connection with this REOI involving the Bidder, its principals, employees, agents or subcontractors. Upon such declaration, the Bidder must work with the GLPA to implement measures to address the conflict. In the event that the conflict of interest cannot be eliminated or addressed in an appropriate or satisfactory manner at the GLPA's sole discretion, the Bidder and its EOI will be removed from consideration under this REOI or the subsequent RFP. Upon such removal, GLPA shall have no obligation of any nature or kind to the Bidder.

11. RIGHTS OF GLPA

In addition to any rights set forth in this REOI document, either explicitly or by implication, and to any other rights that GLPA may have at law in or equity, GLPA reserves the right to:

- a) make public the names of any or all Bidders;
- b) request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's EOI;
- c) verify with any Bidder or with third party any information set out in an EOI;
- d) check references other than those provided by any Bidder;
- e) waive formalities and accept EPOs that substantially comply with the requirements of this REOI;
- f) disqualify any Bidder whose EOI contains misrepresentations, inaccuracies or misleading information;
- g) disqualify any Bidder or the EOI of any Bidder who has engaged in conduct prohibited by this REOI, has engaged in illegal conduct or unlawful activities, or has a conflict of interest that cannot be addressed to the sole satisfaction of the GLPA;
- h) make changes, including substantial changes, to this REOI document, the procurement process or its phases, and the services, provided that those changes are issued by way of addenda or in another manner consistent with the REOI;
- i) waive or alter any requirements or deadlines set out in this REOI (including the Eligibility Requirements);
- j) cancel this REOI process at any stage, for any or all parts of the project or initiative, at GLPA's sole discretion. In such case, GLPA may proceed with the project or part of the project in such manner as GLPA, in its sole opinion, considers appropriate to obtain the best overall value for GLPA;
- k) if a single EOI is received that meets the minimum standards set out in this REOI, reject the EOI of the sole Bidder and cancel this REOI process or enter into direct negotiations with the sole Bidder; or.
- l) cancel this REOI process at any stage and issue a new REOI for the same or similar services; and
- m) accept any EOI in whole or in part.

12. COST OF PREPARATION

All costs associated with the preparation and submission of the Bidder's EOI or other responses to this REOI shall be borne solely by the Bidder. For greater clarity, all time and expenses incurred by the Bidder in this event is the responsibility of the Bidder and will not be reimbursed by the GLPA.

13. NOT A BINDING AGREEMENT OR TENDER

Notwithstanding any other provision of this REOI document, this REOI is not a tender and is not an offer to enter into either a bidding agreement (often referred to as "Agreement A") or an agreement to carry out the services (often referred to as "Agreement B"). Neither this REOI, nor the submission of an EOI by a Bidder, shall create any legal obligations to enter into contract with the Bidder.

14. GOVERNING LAW

These legal terms shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws applicable therein. The Bidder and GLPA hereby irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Ontario and the Canadian federal courts located therein.

15. CONFIDENTIAL INFORMATION

By participating in this REOI, the Bidder may gain access to information considered confidential by GLPA. This information ("**Confidential Information**") includes this REOI, and all information and material relating to the business of GLPA, including but not limited to information concerning their technology, customers, and suppliers. Confidential information does not include information that is in the public domain or that is rightfully obtained by you from a source other than GLPA.

The Bidder must:

- a) Hold the Confidential Information in trust and in strict confidence;
- b) Not disclose or otherwise make available the Confidential Information to anyone other than the Bidder's employees, or agents who have a need to know and are bound by appropriate obligations of confidentiality;
- c) Use the Confidential Information only for the preparation of a response to this REOI; and
- d) Not reproduce the Confidential Information other than to make copies of this REOI for distribution to those of its employees, or agents, that have a need to know about it for the purpose of preparing the Bidder's REOI, or otherwise in connection with any subsequent related discussions.

The GLPA may, at any time, require the Bidder to immediately return any Confidential Information in its possession or control.

The Bidder, its principals, directors, officers, employees and agents are required to abide by the terms of any previously executed NDA or confidentiality agreements.

PART 3 – SERVICES DESCRIPTION AND SCOPE

GLPA recognizes that the use of electronic navigation equipment onboard maritime vessels continues to be a valuable aid to a marine pilot and a valuable tool to improve vessel navigation safety. A Portable Pilot Unit (PPU) is a portable, computer-based system that a pilot brings onboard a vessel to use as a decision-support tool for navigating in confined waters. Interfaced to a positioning sensor such as GPS/DGPS and using some form of electronic chart display, it shows the vessel's position/movement in real-time. In addition, the PPU provides information about the location/movement of other vessels via an AIS interface, displays soundings/depth contours, dynamic water levels, current flow, ice coverage, and security zones.

The GLPA is looking for a vendor to supply Portable Pilot Unit software system for approximately 65 pilots along with supporting annual maintenance agreements for a 4 year period.

Requirements:

GLPA is looking for a PPU system that will assist pilots in the following:

- Maneuvering in narrow channels and canals;
- Knowing the location/movement of other vessels on the river transits as to determine a meeting point and ensure safe passing/overtaking of vessels;
- Gaining insight about the air draft as to pass safely below bridges;
- Providing highly-precise docking aids to assist pilots that are responsible for berthing;
- Providing real time water levels;
- Ability to read AIS messaging; and
- Ability to read virtual atons

Bidders are to provide technical solutions to the specific PPU attributes listed below:

- Auto updater for CHS charts, both BSB version 4 raster and S-57 vector charts;
- Auto updates for charting software;
- Be able to calculate the speed required to arrive at specific waypoints for specified times;
- Have radius waypoints which the radius;
- Be able to predict the required Rate of Turn (ROT) to maintain the radius of next waypoint;
- Have alarms for Cross Track Errors (XTE), Zones, loss of devices (DGPS, AIS, Gyro, ROT), safe water (corridors);
- Docking information (bow and stern vectors, predicted swept path of vessel using adjustable vector lengths, distance to dock face and distance off the bow calculated and updated automatically);
- Be able to display meeting points on route lines;
- Be able to display required speed to change meeting point;
- Be able to display geotiff format overlays;
- Be able to store documents that are geographically specific accessed through the software;
- Be able to display high definition S-57 and be able to display them using SCAMIN;
- Ability to display, record and playback both AIS positioning information and DGPS information
- Be able to record GPS time;
- Have the ability to simulate passages using ship size that can be changed;

- Have electronic range and bearing lines that the point of origin can be adjusted; and
- Have the ability to display BSB (Raster) version 4 charts;
- Have a wireless system; and
- Has to be able to run on 100 Volts to 240 Volts (i.e. North American standards)

Should the PPU software require specific hardware, the Bidder is to provide details of these requirements (in-house vs. readily available units). Example of the hardware requirements to list include, but not limited to, the following:

- Weight and dimensions for all components, including cabling;
- FCC, IC, CSA certification of all equipment;
- Hardware model the quote is based on;
- Purchasing or leasing option available; and
- Details of warranty program.

PART 4 – REOI STRUCTURE REQUIREMENTS

1. OVERVIEW OF PART 4

EOIs are to be organized and submitted in accordance with the instructions in this section. EOIs should be organized into the following Response Item sections and submitted in an indexed binder.

Section	Response Item
2	Covering Letter
3	Table of Contents
4	Compliance Matrix
5	Executive Summary
Appendix A	Mandatory and Rated Requirements Responses
6	Mandatory EOI Requirements & EOI Eligibility Requirements

Elaborate or unnecessarily voluminous EOIs are not desired. Bidders are encouraged to take care in completely answering questions and REOI requirements and to avoid submitting extraneous materials that do not show how the Bidder meets the requirements.

Requirements for each EOI Item noted above are detailed below.

2. COVERING LETTER

A covering letter on the Bidder's letterhead shall be submitted and include the following:

- a) A description of the company
- b) The names of the principals
- c) The primary contact person with respect to this REOI; the individual's name, address, contact numbers by phone and fax, and contact email address
- d) The locations of primary and all other offices that would be servicing the contract

3. TABLE OF CONTENTS

The Bidder shall include a table of contents using the response item headings and numbering system identified in this section of the REOI. The EOI should be paginated for easy cross-referencing by the evaluation committee.

4. EXECUTIVE SUMMARY

The Bidder's EOI should include an executive summary including a brief statement of the Bidder's qualifications to meet the needs of GLPA.

5. COMPLIANCE MATRIX

GLPA requires that Bidders include a compliance matrix that indicates the page number in the response where answers to each of the mandatory and rated requirements are addressed. The compliance matrix should follow the Title Page and include the following information for each mandatory and rated requirement:

- a) REOI Mandatory or Rated Requirement reference number;
- b) Requirement description;
- c) Scoring methodology; and
- d) Page number

6. MANDATORY EOI REQUIREMENTS & EOI ELIGIBILITY REQUIREMENTS

The following completed forms and materials must be completed and submitted as part of the Bidder's EOI (the "**Eligibility Requirements**");

- Form #1 – Submission Form, as set out in Appendix B; and
- Form #2 – Conflict of Interest Declaration, as set out in Appendix B

Form #1 – Submission Form

The Bidder must sign the Submission Form indicating that the information contained in its EOI is accurate and complete.

Form #2 – Conflict of Interest Declaration

The Bidder must complete and sign the conflict of interest declaration set out in Appendix B.

PART 5 – EVALUATION AND SELECTION

1. OVERVIEW OF EVALUATION

The decision to conduct a Stage PPU Testing and a subsequent Stage 3 RFP process shall be at the sole discretion of the GLPA. GLAP reserves the rights: to accept any EOI or response, in whole or in part, to this REOI; to reject all EOIs; to terminate the evaluation process; and /or to re-issue the REOI at a later date.

GLPA shall conduct the REOI process in a visibly fair manner and will treat all Bidders equitably. To this end, it has been established objective REOI standards and evaluation criteria that will be applied uniformly to all Bidders. By submitting an EOI, Bidders accept the methodology set out in this REOI. No Bidder shall

have any cause of action against GLPA arising out of the failure to shortlist, the failure to evaluate any EOI, or the methods by which EOIs are assessed.

The Evaluation will be conducted as follows:

- GLPA will screen each EOI to ensure that I contains the Mandatory Requirements provided in Appendix A.
- GLPA's evaluation team will use the Rated Requirements provided in Appendix A to evaluate the EOIs.
- GLPA will notify, in writing, all Bidders of the REOI process.

PART 6 – APPENDICES

APPENDIX A - MANDATORY AND RATED REQUIREMENTS

The following are the mandatory requirements that must be fully met by each Bidder responding to this REOI. Additional background and / or support information to help GLPA gain a better understanding of the Bidder's experience and service delivery capabilities, as well as any value added information may be included at the Bidder's discretion.

Criterion ID	Mandatory Criteria	Proposal Page	Pass/Fail
M1	The bidder must declare that it has been in business in good standing for 5 years at the time of REOI submission		
M2	The bidder must demonstrate recent and significant experience delivering proposed goods and services by providing 3 client references. Qualification examples must include contact reference name, title, phone number, email address, organization name, client location, contract start date, scope of services delivered		
M3	The bidder must acknowledge whether its system has or has not each of the attributes noted in PART 3 .		
M4	The bidder is to provide additional information of the equipment required to run its system (including estimated cost per unit, if in-house).		
M5	Description of the annual maintenance support that is offered (including a cost estimate).		
M6	The bidder must provide proof that they have a quality management system in place.		
M7	The bidder must be able to provide assurance that spare parts can be supplied as needed on a timely basis.		

The following are rated requirements that will be evaluated for each Bidder responding to this REOI. Additional background and / or support information to help GLPA gain a better understanding of the

Bidder's experience and service delivery capabilities, as well as any value added information may be included at the Bidder's discretion.

Criterion ID	Point Rated Technical Criteria	Maximum Points	Proposal Page #
R1	Based on the bidder's overall response to M3, the relevancy of the experience will be evaluated in relation to this REOI.	15	
R2	Assessment of the bidder's system attributes to meet GLPA's requirements. To provide a preliminary cost estimate per unit.	30	
R3	Description of the bidder's processes to resolve system issues in a timely manner (including details of its customer support call centre).	25	
R4	Assessment of the equipment needs to support the bidder's system.	20	
R5	Overall quality of EOI which will also consider other information that has been included in the EOI that may not have been listed in the above technical criteria.	10	
For each experience above, bidder MUST provide the following:			
<ul style="list-style-type: none"> - Name of proposed resource; - Experiences; - Qualifications 			
Total points		100	

APPENDIX B

FORM #1 – SUBMISSION FORM

(To be submitted with an EOI)

IN WITNESS WHEREOF we have executed this REOI Submission Form confirming that the information that has been provided is complete and accurate:

Bidder:

(LEGAL NAME)

(STREET ADDRESS OR POSTAL BOX CODE)

(CITY, PROVINCE AND POSTAL CODE)

**Authorized
Signatory:**

NAME: _____

TITLE: _____

**Authorized
Signatory:**

NAME: _____

TITLE: _____

FORM #2 – CONFLICT OF INTEREST DECLARATION

Date:

GREAT LAKES PILOTAGE AUTHORITY

Attention: REOI Contract Administrator

RE: REOI for GLPA's Portable Piloting Unit System for Marine Pilots, issued March 8, 2016 submitted by _____ (the "Bidder")

The undersigned Bidder hereby declares that:

- a) If has not, and shall not, directly or indirectly employ, engage or retain an employee, servant, director or agent of GLPA in relation to the preparation of its EOI, except with the prior written permission of GLPA;
- b) It has no knowledge of, nor will it seek to obtain, any confidential information of GLPA in relation to the services that are subject of the REOI, or the REOI itself, other than confidential information which has been disclosed by GLPA in the normal course of the REOI; and
- c) It is not aware of any actual or perceived conflict of interest involving the Bidder, its principals, employees, agents or subcontractors that may arise as a result of a submission of this REOI, or if it is aware of such an actual or perceived conflict of interest it has described the conflict and how it intends to address it on a document attached to the Declaration;
- d) Should an actual or perceived conflict of interest later arise during the REOI process, the Bidder shall promptly disclose the conflict in writing to GLPA.

The Bidder acknowledges that in the event that a real, potential or apparent conflict of interest arises during this REOI process or the subsequent RFP process, GLPA will have the right to take any action reasonably necessary or to direct the Bidder to take any action reasonable required to eliminate the conflict of interest. IF the conflict of interest cannot be eliminated or addressed in an appropriate manner, GLPA may remove the Bidder from consideration in this process.

In this Declaration, capitalized terms not otherwise defined shall have the meaning ascribed to them in the REOI document.

Signature of Authorized Representative of the Bidder

NAME:

TITLE:

DATE:

I have authority to legally bind the Bidder.