



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

Procurement & Contracting Services
Bid Receiving Unit
VISITOR'S CENTRE - Main Entrance
73 Leikin Drive, Mailstop #15
Ottawa, Ontario K1A 0R2
Canada
Attn: Shannon Plunkett

Services d'acquisitions et des marchés
Module de réception des soumissions
CENTRE DES VISITEURS - Entrée Principale
73 promenade Leikin, arrêt postal n°15
Ottawa (Ontario) K1A 0R2
Canada
A/S : Shannon Plunkett

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Bus Services for the RCMP Musical Ride Tours		Date November 1, 2016
Solicitation No. – N° de l'invitation 201701162/A		
Client Reference No. - No. De Référence du Client 201701162		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	November 17, 2016	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Anna Rozanski (anna.rozanski@rcmp-grc.gc.ca)		
Telephone No. – No. de téléphone 613-843-6972	Facsimile No. – No. de télécopieur 613-825-0082	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. 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



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PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: includes the certifications and additional information to be provided;

Part 6 Insurance Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 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, the Insurance Requirements, the Task Authorization form and any other annexes.

1.2 Summary

The Royal Canadian Mounted Police (RCMP) requires a Coach Bus, with Operator, for the RCMP Musical Ride Tours as described in Annex A.

The period of the Contract is from date of Contract to March 31, 2018 inclusive with the irrevocable option to extend the term of the Contract by up to four additional one year period(s) under the same conditions.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian services.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to various delivery points across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the



name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (four hard copies)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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) (<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

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 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

3.1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed in Annex E. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The technical evaluation criteria are detailed in Annex F.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26) Evaluation of Price

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.



5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant – Competitive Bid

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 FPSs, 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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.



"pension" means 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 FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. 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:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force 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.

5.1.3.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that the service offered is a Canadian service as defined in paragraph 2 of clause *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

5.1.3.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.1.3.4 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work – Contract

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

- a. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
- b. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- c. The Contractor must provide the Project Authority, within two business 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.
- d. The Contractor must not commence work until a TA authorized by the Contracting 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.



7.1.1.2 Minimum Work Guarantee - All the Work - Task Authorizations

a. 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 3% of the Maximum Contract Value.

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

7.2 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

There is no security requirement applicable to this Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional one year periods 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 14 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.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to various delivery points across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anna Rozanski
Title: Procurement and Contracting Specialist
Royal Canadian Mounted Police, HQ Procurement and Contracting
Address: 73 Leikin Drive, Mailstop #15, Ottawa, Ontario K1A 0R2 Canada
Telephone: 613-843-6972
Facsimile: 613-825-0082
E-mail address: anna.rozanski@rcmp-grc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: *(Contact information will be specified at award of contract.)*

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.

7.5.3 Contractor's Representative

(Bidders will be requested to provide the following information.)

For general information:

Name: _____
Telephone number: _____
E-mail address: _____



For urgent assistance:

Name: _____
Telephone number: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The basis of payment is detailed at Annex B.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- a. 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 \$ _____. (*Value will be specified at award of contract.*) Customs duties included and Applicable Taxes are extra.
- b. 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.
- c. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - i. when it is 75 percent committed, or
 - ii. four (4) months before the contract expiry date, or
 - iii. 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.
- d. 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.

7.7.3 Method of Payment – Monthly Payment or Single Payment per TA

The method of payment will be specified in the authorized TA, as determined in accordance with the methods of payment detailed below.

7.7.3.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.7.3.2 Single Payment per Task Authorization

Canada will pay the Contractor upon completion and delivery of the Work specified in the authorized Task Authorization in accordance with the payment provisions of the Contract if:



- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.4 Discretionary Audit

SACC *Manual* clause C0705C (2010-01-11) Discretionary Audit

7.8 Invoicing Instructions

- a. 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:

- i. a copy of the invoices, receipts, vouchers for all accommodation expenses.
- b. Invoices must be distributed as follows:
 - i. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - ii. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract upon request.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 SACC *Manual* Clauses

A3060C (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*The applicable law selected by the Contractor, or in the absence of such selection, the law indicated in the bid solicitation, will be specified at award of contract.*)

7.11 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 (2016-04-04) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, as clarified/amended on _____. (*Date(s) will be specified at award of contract.*)



7.12 Procurement Ombudsman

7.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

7.13 Foreign Nationals (Canadian Contractor)

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

7.14 Insurance Requirements – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



ANNEX A: STATEMENT OF WORK

1 Summary

The Royal Canadian Mounted Police (RCMP) requires a Coach Bus, with Operator, for the RCMP Musical Ride Tours as described herein. The Coach Bus and Operator are to be on call at all times throughout the days forming part of the schedule and perform per the direction of the Project Authority or its delegated representative.

2 Scope of Work

The Contractor must provide all labour, materials, operators, vehicles, insurance, vehicle maintenance, fuel and supervision required to provide transportation services as specified herein. Although, such services are normally required during normal working hours, the Contractor will be required to provide some services on an irregular basis.

3 Technical Specifications

3.1 Coach Bus

3.1.1. The Coach Bus must be the make and model Prevost H345 or MCI Renaissance or equivalent, meeting the following specifications and will be subject to inspection.

- a. The Coach Bus must have the capacity to transport a minimum of 54 passengers including their luggage for an extended period.
- b. The Coach Bus must have under-floor luggage compartment(s) that can accommodate each passenger's luggage, and must hold in excess of 40 pieces of standard size luggage suitable for travellers on an extended trip. The compartment must be lockable from the outside. The Coach Bus must also have enclosed overhead compartments for each passenger's carry-on luggage.
- c. The Coach Bus must have individual seats for each passenger. Bench seats are not acceptable. Seats are to be at least 18 inches in width or more. Seat backrests are to be reclining and at least 28 inches in length. Seats are to be equipped with drink holders.
- d. The Coach Bus must have a minimum of one toilet and one sink in working condition in a closed-off area with a locking mechanism for privacy and must be sanitized daily and upon request by the Project Authority or its delegated representative.
- e. The Coach Bus must not be older than five years from the year in which the contract is awarded.
- f. The Bus must be a solid colour (preferably white) with minimal markings.
- g. The Coach Bus must be air conditioned with individual air flow to each seat.
- h. The Coach Bus must have tinted windows with blinds/curtains/window shades on all windows.
- i. The Coach Bus must be equipped with a radio, public address (PA) system and video player with a minimum of four screens and each seat must be equipped with an individual headset.
- j. The Coach Bus must have two tables with double seats facing each other. There must be one alternating current (AC) power outlet at each table set.
- k. The interior of the Coach Bus is to be cleaned daily and upon request by the Project Authority or its delegated representative. The exterior is to be cleaned as required and upon request by the Project Authority or its delegated representative.

3.2 Operator

- 3.2.1 One (1) Operator must be designated to the Coach Bus.
- 3.2.2 The Operator must be able to communicate in English fluently.
- 3.2.3 The Operator must be dressed in uniform in any colour supplied by the Contractor. The uniform must be a matching two-piece set.
- 3.2.4 The Operator must extend full courtesies to all passengers. The Operator must maintain a neat appearance and a professional deportment. The Operator must not use inappropriate/profane/foul language,
- 3.2.5 The Operator must possess the required licenses to operate the Coach Bus in compliance with applicable laws. The Operator must operate the Coach Bus in a safe manner.



- 3.2.6 The Operator must not smoke or chew tobacco, or be under the influence of alcohol or performance-affecting drugs in performing the Work.
- 3.2.7 The Operator must periodically inspect the Coach Bus, and if it is determined to be unsafe, to notify both the Contractor and the Project Authority or its delegated representative.
- 3.2.8 The Operator must follow any and all direction given by the Project Authority or its delegated representative. Such direction will not contravene any laws or regulations and generally relate to the following areas considered fundamental to the successful completion of the Tours:
 - a) Times of travel
 - b) Speed of travel
 - c) Rest stops as required
 - d) Vehicle inspection

4 RCMP Responsibility

It is the RCMP responsibility:

- 4.1 To the maximum extent possible, notify the Contractor in advance for unscheduled services;
- 4.2 To periodically inspect the Coach Bus, and if determined to be unsafe or unsatisfactory, to prohibit its use until such unsafe or unsatisfactory condition(s) have been corrected; and
- 4.3 To report unsafe or unsatisfactory conditions to the Operator and/or the Contractor if they become known.

5 Contractor Responsibility

It is the Contractor's responsibility:

- 5.1 To provide replacement Coach Bus, when necessary, in order to adhere to RCMP schedules;
- 5.2 To replace an Operator unable to perform the Work for personal or other reasons;
- 5.3 At the request of Canada, to replace any Operator who does not perform the Work in accordance with the specifications detailed herein;
- 5.4 In the event that the Contractor employee(s) strike, to obtain (at the Contractor's expense) qualified resources to continue services described herein;
- 5.5 To ensure that the Coach Bus is kept clean inside and out at all times;
- 5.6 To provide all maintenance and repair services required to ensure that the Coach Bus is fully fuelled, serviceable, and mechanically safe, meet technical specifications outlined in 3.1 above and meet applicable local vehicle safety inspection requirements; (All maintenance and repair is to be performed off-site. The Operator's daily safety and maintenance checks may be performed when the Coach Bus is stationed at its departure site)
- 5.7 To ensure that the Coach Bus is thoroughly inspected periodically and if determined to be unsafe or unsatisfactory, to prohibit its use until such unsafe or unsatisfactory condition(s) have been corrected;
- 5.8 To maintain, without interruption, the services described herein;
- 5.9 To respond to unscheduled service requests with as little as 30 minutes advance notice; and
- 5.10 To acquire and maintain all required permits and licenses to perform the Work at its own expense, including pick-up and drop-off licenses in the Canadian provinces and the American states in which travel may be require.

6 Constraints

- 6.1 The Contractor must provide replacement Coach Bus and/or Operator within five (5) hours of notification by either the Operator or Project Authority or its delegated representative.
- 6.2 Due to the unique nature of the 2017 cross-country tour, there will be instances when two buses are required in one day (e.g. one bus will drop the passengers off at an airport and a different bus will pick them up at the next destination). This is a result of the assigned bus being unable to meet the travel requirements of the Musical Ride's tour schedule (due to distance, drive time, etc.)

It is possible that two buses may be required in one day in subsequent tour years as well.



6.3 The Contractor is responsible for the cost of lodging accommodations for the Operator when required and authorized by the Project Authority or its delegated representative.

7 Musical Ride Tour Schedule (Delivery Points)

The current Musical Ride Tour Schedule is published on the RCMP website at the following address: <http://www.rcmp-grc.gc.ca/en/schedule-and-locations>. The schedule and locations differ year after year therefore the schedule will be provided to the Contractor in advance.



ANNEX B: BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm all-inclusive per diem rates, including fuel and other consumable costs, as detailed in the Basis of Payment below, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

Contract Period	Firm all-inclusive per diem rate <i>(Rates will be specified at award of contract.)</i>
Initial contract period (from date of Contract to March 31, 2018 inclusive)	\$

Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the following firm all-inclusive per diem rates to perform all the Work in relation to the contract extension, including fuel and other consumable costs. Customs duties are included and Applicable Taxes are extra.

Option Period	Firm all-inclusive per diem rate <i>(Rates will be specified at award of contract.)</i>
Option Year 1, if exercised	\$
Option Year 2, if exercised	\$
Option Year 3, if exercised	\$
Option Year 4, if exercised	\$

Accommodation Expenses

The Contractor will be reimbursed for the authorized accommodation expenses reasonably and properly incurred in the performance of the Work (maximum of one double room), at cost, without any allowance for overhead or profit, in accordance with the provisions of the [Treasury Board Travel Directive](#) referring to "travellers", rather than those referring to "employees".

All accommodation expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost per period: \$17,000.00



ANNEX C: INSURANCE REQUIREMENTS

1 Commercial General Liability Insurance

1.1 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.

1.2 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 and/or Royal Canadian Mounted Police.
- 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) Owners' 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.
- n) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact



the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2 Automobile Liability Insurance

2.1 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.

2.2 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) OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
- f) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27



ANNEX D: TASK AUTHORIZATION FORM

Task Authorization (TA) No.: _____

Title of the task, if applicable: _____

Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

1. REQUIRED WORK			
A. Description of the Work required			See attached <input type="checkbox"/>
B. Period of task			
Start date:		End date:	
C. Cost of task			
i. Labour			
Firm all-inclusive per diem rate:	\$		(A)
Estimated level of effort (in days):			(B)
Total estimated cost of labour (AxB):	\$		(C)
ii. Applicable Taxes	\$		(D)
iii. Subtotal (C+D)	\$		(E)
iv. Estimated accommodations, if applicable (Applicable Taxes included)	\$		(F)
v. Total cost of task (E+F)	\$		
D. Method of Payment			
<input type="checkbox"/> Monthly Payment(s)		<input type="checkbox"/> Single Payment	
2. CONTRACTOR'S SIGNATURE			
The following individual is authorized to sign for the Contractor.			
Name:			
Title:			
Signature:			
Date:			
3. AUTHORIZATION(S)			
By signing this TA, the RCMP Project Authority and the RCMP Contracting Authority certify that the content of this TA is in accordance with the conditions of the contract.			
RCMP Project Authority, or delegate:		RCMP Contracting Authority:	
Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	



ANNEX E: FINANCIAL PROPOSAL PRESENTATION SHEET

The Bidder's financial proposal must be firm all-inclusive per diem rates as follows, for work described in Annex A, Statement of Work, including fuel and other consumable costs. Customs duties are included and Applicable Taxes are extra.

Contract Period	Firm All-Inclusive Per Diem Rate (CAD) (i)	Estimated Level of Effort (in days)* (ii)	Extended Rate (i x ii)
Initial contract period (from date of Contract to March 31, 2018 inclusive)	\$	90	\$ (A)
Option Year 1, if exercised	\$	97	\$ (B)
Option Year 2, if exercised	\$	97	\$ (C)
Option Year 3, if exercised	\$	97	\$ (D)
Option Year 4, if exercised	\$	97	\$ (E)
Total bid price for evaluation: (A+B+C+D+E)			\$

* Note: The Estimated Level of Effort above is for bid price evaluation purposes only and is not to be interpreted as a commitment on the part of the Royal Canadian Mounted Police for future business.



ANNEX F: TECHNICAL EVALUATION CRITERIA

1 Overview

- a. The statements and requirements in this article apply to the Mandatory Evaluation Criteria.
- b. To demonstrate the experience of the Bidder or its personnel (i.e. resources), the Bidder must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is recommended to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months). The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.
- c. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- d. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - i. "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - ii. "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - iii. "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
- e. Phrases such as "within the past five (5) years" used in this solicitation mean "within the five (5) years preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
- f. The Bidder must provide a response to the mandatory requirements and should use the table format below. Note: Simply repeating the statement contained in the bid solicitation is not sufficient. The Bidder must respond to the corresponding mandatory requirements by providing a description explaining, demonstrating, substantiating and justifying their qualifications or approach to meet the requirement. The Bidder is requested to utilize the unique number and associated title/description of each mandatory requirement in their responses. Bidders are requested to provide a response to the mandatory requirement or indicate where their mandatory requirement is met by entering the location (e.g section/volume number, page number, etc.) in the "Substantiation" column.

2 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.



Item	Requirement	Met/ Not Met	Substantiation
M1	<p>The Bidder must demonstrate, through a detailed description that their proposed coach bus meets compliance with the Technical Specifications stipulated in Section 3.1 of Annex “A” Statement of Work.</p> <p>If a detailed description demonstrating compliance is not provided with the bid, the bidder will not be given further consideration.</p>		
M2	<p>The Bidder must provide a corporate profile demonstrating:</p> <ol style="list-style-type: none"> 1. a minimum of five (5) years’ experience providing services similar to the Statement of Work. 2. a minimum of two (2) years’ experience within the last five (5) years, in coordinating transportation services similar in size, scope, and complexity to the Statement of Work. <p>If a corporate profile demonstrating the required experience is not provided with the bid, the bidder will not be given any further consideration.</p>		
M3	<p>The Bidder must provide the curriculum vitae (CV) of a proposed primary driver resource (Operator 1) demonstrating a minimum of two (2) years’ driving experience within the last five (5) years similar in size, scope, and complexity to the Statement of Work.</p> <p>If a CV is not provided for a specific driver resource with the bid, demonstrating the required experience, the bidder will not be given any further consideration.</p> <p>Statements such as “available on request” will not be considered compliant for the purposes of this evaluation.</p>		
M4	<p>The Bidder must provide the curriculum vitae (CV) of a proposed back-up driver resource (Operator 2) demonstrating a minimum of two (2) years’ driving experience within the last five (5) years similar in size, scope, and complexity to the Statement of Work.</p> <p>If a CV is not provided for a specific driver resource with the bid, demonstrating the required experience, the bidder will not be given any further consideration.</p> <p>Statements such as “available on request” will not be considered compliant for the purposes of this evaluation.</p>		
M5	<p>The Bidder must provide for its proposed drivers</p>		



Item	Requirement	Met/ Not Met	Substantiation
	<p>(Operator 1 and 2):</p> <ul style="list-style-type: none">A. A legible copy of a valid driver's license indicating permission to operate a coach bus that conform to the specifications outlined in the Statement of Work, attached as Annex "A".B. A legible copy of a valid passportC. A valid document indicating that a police check has been conducted. <p>If the above supporting documentation is not provided for a specific driver resource with the bid, the bidder will not be given any further consideration.</p>		
M6	<ul style="list-style-type: none">A. If the Bidder's operation is based in Ontario, the Bidder must hold, and provide a copy with its bid, of its valid Public Vehicle Operating License issued by the Ontario Highway Transport Board authorizing the transport of passengers from points originating from and returning to Ottawa, Ontario. <p>OR</p> <ul style="list-style-type: none">B. If the Bidder's operation is based outside of Ontario, the Bidder must hold, and provide a copy with its bid, of its valid Extra Provincial Operating License issued by the Ontario Highway Transport board authorizing the transport of passengers from points originating from and returning to Ottawa, Ontario. <p>If this documentation is not provided with the bid, the bidder will not be given any further consideration.</p>		