



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement Canada</p> <p>Josee.francoeur@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre</p> <p>Design and Creation of a Transportation Interface (Dashboard)</p>	
	<p>ECCC Bid Solicitation No. /SAP No. – N° de la demande de soumissions ECCC / N° SAP 5000032441</p>	
	<p>Date of Bid solicitation (2017-09-12) – Date de la demande de soumissions (2017-09-12)</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le October 12, 2017</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time EST</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Josee.francoeur@canada.ca</p>	
	<p>Telephone No. – N° de téléphone 819-938-3822</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</p>	
	<p>Destination - of Services / Destination des services</p>	
	<p>Security / Sécurité There is no security requirement.</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security and Other 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 Attachments include, a Confidentiality Agreement, the Information - Ontario Labour Legislation, Financial Bid Presentation Sheet, Mandatory Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, the Schedule of Milestones, and any other annexes.

2. Summary

2.1 The ITP section is aiming to award a contract for design and creation of an interface (dashboard) that visually showcase the transportation sector trends based on a list of pre-selected matrices provided by the Project Authority. The information obtained through this contract will help in closing the knowledge gap and help the section to increase its research capacity in providing better policy advice.

It will be a one-time contract for design and establishment of the interface (dashboard). The Contractor will be required to provide a visual analytical interface that exhibits the different characteristics of the transportation sector. The interface should be accompanied by sufficient data and evidence; supporting its findings.

2.2 Bidders must provide a list of names and other related information as required in accordance with Section 01 Provisions for the Integrity of the Standard Instructions.

2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003, 2014-09-25 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada (ECCC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

The standard instructions 2004 are modified as follows:

Under "Text" at 02:

Delete: "Procurement Business Number"

Insert: "Deleted"

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: "Deleted"

At Section 07 Rejection of Bid, Subsection 07 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 10 Joint Venture, Subsection 10 (1b):

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

2. Submission of Bids

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

3. 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 FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- 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 page 7, definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- 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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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.

5. 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.

6. Basis for Canada's Ownership of Intellectual Property

The Crown has determined that any intellectual property arising from the performance of the Work under the contract will vest in Canada, on the following grounds:

Where the foreground consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software, ECCC will retain the associated intellectual property rights of the dashboard.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I: Technical Bid (1 electronic copy),
- Section II: Financial Bid (1 electronic copy),
- Section III: Certifications (1 electronic copy)
- Section IV: Additional Information (1 electronic 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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet as seen in attachment 1 to part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet as seen in attachment 1 to part 3. The total amount of Applicable Taxes

must be shown separately.

- 1.3** Bidders must submit their price and, rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

- 1.5** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID**

The tenderer must complete the presentation sheet of the financial bids and include in its financial bid when completed. At the very least, the bidder must meet this financial bid Format Sheet by including in its financial bid for the periods indicated below its rate for each deliverables

ECCC wishes to establish a contract until March 31, 2018

The cost quotation must identify the level of effort and estimated cost for each task in the Statement of Work

No.	Description	Firm, all – inclusive per diem (a)	Estimated Level of Effort (b)	Extended Cost (c) (a+b)
1	Project Manager			\$
2	Team member			\$
			Total (c)	\$

Taxes: \$ _____

NOTE: The contractor can add lines as per team members;

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.1 Evaluation Procedures **Lowest compliant cost-per-point**

This section details the criteria that will be employed for evaluating proposals from bidders. Proposals must address each of the evaluation criteria and in sufficient detail to allow evaluation of each criterion. Proposals will be evaluated and scored in accordance with the criteria below.

Proposals will be assessed against the requirements listed below. Proposals that do not achieve the minimum number of points required for each section of the rated criteria will be deemed non-compliant.

1.2 Evaluation Method

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation and;
 - b. obtain the required minimum of **45 points for the Technical Proposal** and **31 points for the Qualifications and Experience** section for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **55 for the Technical portion** and **45 for the Qualification and Experience portion**.

Bids not meeting (a) or (b) will be declared non responsive. The contract will be awarded to the respondent obtaining the lowest compliant cost-per-point proposal (Determined by dividing the bid price by the total points achieved in the evaluation of the bidder's proposal). If no acceptable bids are received, Environment and Climate Change Canada has the right not to award this contract. »

2.1 Rated Requirement

Point Rated Technical Criteria

Understanding of Requirements (16 points)

Proposals should clearly illustrate an understanding of the scope and objectives of the project.

- a) The bidder must demonstrate, through a written narrative, knowledge of matrices that will be used in the interface.
- b) Similarly, the bidder needs to provide a written narrative, demonstrating knowledge of prospective data sources available and needed for the completion of the project.
- c) The bidder needs to provide a written overview of the interface in terms of its mechanics and the structure.
- d) The bidder must have a clear idea of the requirement and the scope and objectives of the study.

Approach, Methodology and Work Plan (28 points)

Proposals should outline the comprehensive approach and specific tasks and steps proposed to complete all aspects of the project. Sufficient detail should be provided to allow for a complete understanding of the bidder's approach to the work and characteristics of the deliverables. This must include:

a) Approach Methodology/ Interface Design

- Soundness and completeness of the methodology in gathering the data based on the respective matrices
- Advantages of the proposed approach over alternatives
- A description of expected interface design
- A portrayal of probable infographics
- Original or innovative ideas

b) Work Plan - must demonstrate the feasibility of their proposed work plan, including the organization of work tasks, within the timeframe set out in the Terms of Reference. Bidders must ensure that the number of personnel assigned to the project team is sufficient to meet the timeline for the project. A breakdown of the estimated time that each of the proposed personnel will devote to the different tasks must be included.

- Logical organization of tasks to be completed and their scheduling
- Details on team composition, the responsibilities and expected efforts by team member

Recognition of possible problems, proposed solutions, and additional suggestions (11 points)

Points are awarded for the recognition of any potential problems and for solutions to the identified potential problems. Proposals should indicate if certain information listed in Task A is not accessible to the bidder and why. In such cases, the bidder needs to identify the potential proxies that will be used instead. Points are also awarded for additional suggestions that could improve the work.

Qualifications & Experience (45 POINTS)

Project Manager (7 points)

In their proposal, the bidder must detail the project manager's past experience and qualifications in conducting similar projects. Points are awarded for showcasing the relevant skills required to effectively execute and manage this project.

Project Team Members (5 points)

The bidder must demonstrate the experience of each individual team member in working on previous projects of a similar or related scope and nature, in either the public or private sectors. Each member of the bidder's proposed team must indicate a commitment of his or her availability throughout the duration of the project. Points are awarded for previous experiences pertaining to completion of similar projects, and relevant educational background and skills to effectively execute this project.

Previous Experience in designing interface (dashboard) (33 points)

The bidder must provide a list of the relevant projects carried out by the project manager and by the team members, including a brief description of each of these projects, the responsibilities of the individuals, and the client for whom the work was performed. Points are awarded for the experience in similar projects for each of the organization, the project manager and the project team. Points are awarded for previous experiences in designing similar interfaces, infographics, data collection and model processing.

2.2 Technical Rated Criteria

Respondents must achieve a minimum of **45 points in Technical Proposal** and **31 points in Qualifications and Experience** sections in order to be considered for the contract.

	Maximum score	Score Obtained
Technical Proposal		
Understanding of Requirements (total of 16 points)		
<ul style="list-style-type: none"> • Knowledge of matrices that will be used in interface 	4	
<ul style="list-style-type: none"> • Knowledge of prospective data sources 	4	
<ul style="list-style-type: none"> • Overview and outline of interface in terms of its mechanics and structure 	4	
<ul style="list-style-type: none"> • Understanding of project scope 	4	
Approach, Methodology and Work (28 points)		
<ul style="list-style-type: none"> • Soundness and completeness of the methodology 	5	
<ul style="list-style-type: none"> • Advantages of the proposed approach over alternatives 	3	
<ul style="list-style-type: none"> • A description of expected interface design 	5	
<ul style="list-style-type: none"> • A portrayal of probable infographics 	4	
<ul style="list-style-type: none"> • Original or innovative ideas 	3	
<ul style="list-style-type: none"> • Logical organization of tasks to be completed and their scheduling 	5	
<ul style="list-style-type: none"> • Details on team composition, the responsibilities and expected efforts per task by team member 	3	

Recognition of possible problems, proposed solutions, and additional suggestions (11 points)		
<ul style="list-style-type: none"> Awareness of potential problems 	2	
<ul style="list-style-type: none"> Identification of potential inaccessible data 	3	
<ul style="list-style-type: none"> Proposed solution to problems 	2	
<ul style="list-style-type: none"> Proposed identification of proxies 	3	
<ul style="list-style-type: none"> Additional suggestions to improve the work 	1	
Minimum required 45/55	Sub-total	55
Qualifications and Experience		
Project Manager (total of 7 points)		
<ul style="list-style-type: none"> Years of experience as a project manager (5+ years = 2 marks) 	2	
<ul style="list-style-type: none"> Relevant projects related to Relevant skills to effectively manage this project 	5	
Project team members (total of 5 points)		
<ul style="list-style-type: none"> Relevant skills to effectively execute this project 	4	
<ul style="list-style-type: none"> Commitment level available from the project team for this project 	1	
Experience in designing interface (dashboard) (total of 33 points)		
<ul style="list-style-type: none"> Previous experience of the proposed contractor and its team in conducting similar projects (2 points are awarded for each previous project with similar requirements for which the prospective team was involved) 	8	
<ul style="list-style-type: none"> Previous experience of the project team in designing interface (dashboards) and infographics 	15	
<ul style="list-style-type: none"> Previous experience of the project team in data collection and data processing 	10	
Minimum required 31/45	Sub-total	45
Total		100

2.3 Financial Criteria

<i>MF-1 Financial Criteria</i>	<i>Met</i>	<i>Not Met</i>
Environment and Climate Change Canada has established funding for this project at a maximum amount of \$60,000.00 (in Canadian dollars) – excluding taxes – for professional services.		

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. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

Certifications Required Precedent to Contract Award

1. Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Additional Certifications Required Precedent to Contract Award

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

2. 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. Failure to comply with the request may result in the bid being declared non-responsive.

2.1 Education and Experience

PWGSC SACC Manual clause A3010T 2010-08-16 Education and Experience

2.2 Former Public Servant in Receipt of a Pension

As per page 7, definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- c. name of former public servant;
- d. 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:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. 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.

Signed

Date

PART 6 – SECURITY AND OTHER REQUIREMENTS

1.0 Security Requirement

There are no security requirement.

2.0 Insurance Requirements

N/A

PART 7 - RESULTING CONTRACT

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

TITLE: Design & Creation of a Transportation Interface (Dashboard)

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2010B 2014-09-25, General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007, 2010-08-16, *Canada to own Intellectual Property Rights in Foreground*

3. Security Requirement

3.1 N/A

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award to **March 31, 2018** inclusive.

4.2 Option Period

N/A

4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 5 days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 5 days calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Josée Francoeur
 Title: Contracting Officer
 Environment and Climate Change Canada
 Procurement and Contracting Division
 Address: 200 Sacré-Coeur Blvd.,
 Gatineau, QC

Telephone: 819-938-3822
 Facsimile: 819-938-4848
 E-mail address: josee.francoeur@canada.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.

5.2 Technical Authority (at contract award)

The Technical Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

5.3 Contractor's Representative (at contract award)

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (at contract award) and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
- (c) 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.

7.3 Time Verification

C0711C 2008-05-12 Time Verification

8. Invoicing Instructions

8.1 Milestone Payments

H3010C, 2010-01-11 Milestone Payments

8.1.1 The Contractor must submit invoices in accordance with Annex "B" Basis of Payments.

9. Certifications

9.1 Compliance

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

10. Applicable Laws

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

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) [4007](#) Supplemental General Conditions, 2010-08-16;
- (c) 2010B General Conditions - Professional Services (Medium Complexity) 2014-09-25 as modified;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____, as clarified on _____ **or** as amended on _____

ANNEX A STATEMENT OF WORK

CONFIDENTIALITY

I. Confidentiality

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative, any information obtained in the course of the performance of the ensuing contract.

The Contractor shall maintain the confidentiality of all facility-specific information obtained in the course of the ensuing contract that has been identified as confidential. Confidential information shall not be included in reports, and must be generalized sufficiently such that the data cannot be identified with an individual facility. Information which was submitted as confidential but which, due to aggregation, cannot be related to a specific facility may be included in the main report.

Information that a facility requests to be kept confidential shall be compiled in the Excel spreadsheet (refineries' individual profiles) and under separate cover (for additional information that doesn't belong to the refineries' individual profiles) and labelled confidential within the meaning of the *Access to Information Act*.

Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.

II. Use / destruction / return of information

The information and documentation provided to the Contractor by the Departmental Representative are to be used for the purpose of this contract only and shall not be used for other purposes unless duly authorized by the Departmental Representative. After completion of the contract or in the event of contract termination and upon request, the supplied information shall be destroyed in a manner deemed appropriate by the Departmental Representative. The Contractor shall send a letter to the Departmental Representative acknowledging the disposition of the information.

III. Background

In conjunction with the Pan Canadian Framework on Clean Growth and Climate Change and Mid-Century Long-Term Low-Greenhouse Gas Development Strategy, federal government is aiming to design and implement appropriate policies to mitigate greenhouse gas (GHG) emissions. Transportation is identified to be the second largest and fastest growing pollutant sector within the country. Based on the latest estimates, the transportation sector encompasses 23% or 171 megatons of the CO₂ gases. As such, the mitigation of GHG emissions in the transportation sector is considered to be one of the primary objectives in achieving significant results in curbing down the GHG emissions. At present however, there is lack of available easy to access information, which has impose constrains on the policy decision making. As such, the Integrated Transportation Policy section (ITP) based in Environment & Climate Change Canada (ECCC) is trying to bridge the knowledge gap through obtaining the relevant information acquired from this contract. ITP section carries a mandate to provide

policy analysis and support the decision making process in respect to environmental standards in the transportation sector.

IV. Objective

The ITP section is aiming to award a contract for design and creation of an interface (dashboard) that visually showcase the transportation sector trends based on a list of pre-selected matrices provided by the Project Authority. The information obtained through this contract will help in closing the knowledge gap and help the section to increase its research capacity in providing better policy advice.

It will be a one-time contract for design and establishment of the interface (dashboard). The Contractor will be required to provide a visual analytical interface that exhibits the different characteristics of the transportation sector. The interface should be accompanied by sufficient data and evidence; supporting its findings.

V. Scope of Work

Deliverables

The Contractor is required to provide a visual interface (dashboard) showcasing the characteristics of the Canadian transportation sector; in respect to Light Duty Vehicles (LDVs), Heavy Duty Vehicles (HDV), Marine, Aviation, Rail, Off-Road and Active Transportation sub-sectors (cycling, walking, etc.).

The incorporated matrices in this respect shall be consisting of:

- Sub-sectors GHG Emission (listed above)
- Intensity
- Distribution of Fleet by Province/Territory
- Fleet Breakdown by Age
- Age/GHG Emission

- Fuel Used Per Capita
- Fuel Used Per GHG
- Fleet Size per capita
- Activity
- Infrastructure Capacity
- Fleet Size
- Fuel Used

The interface (dashboard) needs to be populated and made up of free reputable data, gathered from authoritative sources, which could include ECCC itself. Where free reputable data are not available, non-free data sources should be identified (but these data should not be purchased). The Contractor is required to incorporate data for periods between 2000 and 2016 in four year period intervals at minimum. A detailed overview and description of above matrices can be found in Appendix I.

Task A – Project Plan

A project plan highlighting Contractor's approach in carrying out the commission is required to be provided to the Project Authority for approval. The plan will outline Contractor's data sources, analytical approach and the interface design.

The project plan needs to be submitted one (1) month after the start of the contract. In a kick-off meeting, the Project Authority and the Contractor will mutually agree upon these respective key elements. The Project Authority holds the right to terminate the remaining length of the contract if not satisfied with the project plan's key elements.

Task B – Data Collection

In conjunction with the tasks mentioned above, the Contractor is required to collect data for the respective matrices in relation to Light Duty Vehicles (LDVs), Heavy Duty Vehicles (HDV), Marine, Aviation, Rail, Off-Road, Active Transportation sub-sectors. The data are required to be obtained from free authoritative sources, which could include ECCC itself. Where free reputable data are not available, non-free data sources should be identified (but these data should not be purchased). The data sources need to be clearly declared and be included with the interface (dashboard). The data need to be on the basis of four year interval period (at minimum) for periods between 2000 and 2016. For parameters where no data are available, the Contractor needs to identify and use relevant proxies instead. However, it needs to support and justify the use of the respective proxies.

Task C – Interface (Dashboard) Design

The Contractor is required to build an interface that provides a platform for the users to automatically generate table and charts (info-graphics) for transportation sub-sectors through providing the option to select and filter the different matrices. As such, the data are required to be organized in a highly elaborated and dynamic spreadsheet that permits the opportunity to dropdown from an allowed set of options to automatically generate the respective info-graphics. The matrices must be designed to be updatable/upgradable with newer/additional data when they become available.

Given the nature and different characteristics of each metrics, the Contractor is at liberty to choose the best visual representation layout for the info-graphics. In line with Task A however, it needs to be first approved by the Project Authority.

VI. Deliverable Schedule

The Contractor needs to submit each of the following deliverables to the Project Authority:

1. **As described in Task A; the project plan highlighting the Contractor's analytical approach, data sources, and interface design needs to be submitted one (1) month after the start of the contract to the Project Authority.** After a close examination of the project plan, the Project Authority will meet with the Contractor to provide department's feedback. If deemed satisfactory, Contractor will continue with the ensuing deliverables. However, if the project plan was not deemed satisfactory, Project Authority holds the right to terminate the remaining length of the contract.
2. **Two (2) weeks after the initial meeting, the Contractor is required to re-submit the revised project plan, adjusted for all the impending alternations identified and shared by the Project Authority during the initial meeting.** With the new revised project plan, a summery draft, clearly highlighting all the changes and subsequent adjustments needs to be submitted as well.
3. **A preliminary pilot (sample) interface is needed to be submitted two (2) months after the re-submission of the revised project plan.** At this stage the interface is required to be fully designed and the Contractor to be in the process of populating the spreadsheet and designing the info-graphics. As such, the pilot interface needs to be functional at least at a 25% capacity. Any potential changes identified by the Project Authority need to be address by the Contractor in the final version.
4. **One (1) month after the submission of the preliminary interface, the Contractor is required to hand in the final completed version of interface.** In addition to the interface, the Contractor is required to hand in data sources, as well as drafting a report explaining the analytical framework (e.g. the use and justification of incorporated proxies) and the methodologies that were used in constructing the interface.
5. **The Project Authority holds the right to review and ask for any additional final revisions.** If required, the Contractor will be given **two (2) weeks** for the impending revisions. .

Note: All deliverables needs to be submitted in electronic format to the Project Authority. All relevant datasets and other drafts will be provided to the Project Authority in Microsoft Excel XLSX format that can be edited with Microsoft Excel 2010. Appropriate revisions will be made based on the input received from the Project Authority. The Project Authority may make use of the assistance of a project team during review and comment.

VII. Acceptance Criteria

All deliverables are subject to the approval and acceptance of the Project Authority.

VIII. Travel Considerations

The work will be completed exclusively within the Contractor's office. There is no allowance for travel for this contract.

IX. Language of Work

It will be required that the dashboard to incorporate both official languages.

**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)

Appendix I

Matrices

I. Distribution of Fleet by Province/Territory

This metrics will help with providing information and identifying quantity of fleets in the respective regions.

II. Fleet Breakdown by Age

As the name suggest, this metrics will categorize the fleets based on their respective age. This will be an advantageous and important metrics as it provides the possibility to increase the precision of future analytical/economic models by taking fleets age into account as an endogenous variable. It will enable to test the hypothesis as how significant and correlated the age of vehicles are to GHG emissions.

III. Age/GHG Emission

This metrics will further breakdown the age by GHG emission. It essentially will demonstrate what age group is responsible for what percentage of GHG emissions (e.g. 7-10 years age group responsible for 30% of GHG emission in the transportation sector)

IV. Fuel Used

This metrics will provide information regarding the intensity of fuel used for each of the sub-sectors. This is an advantageous proxy for analyzing the energy trends.

V. Fuel Used Per Capita

This metrics will transform the 'Fuel Used' parameter into per capita basis. It can enhance the detection of dynamic relationship and provide further insight into the socio-economic changes.

VI. Fuel Used Per GHG

This metrics will transform the 'Fuel Used' parameter into per GHG basis. It can provide information as how fuel consumption is related to GHG emission for each of the respective sub-sectors.

VII. Sub-Sectors GHG Emission

This metrics will identify the GHG emissions rates of the respective sub-sectors in millions of tons.

VIII. Intensity

- Total GHG Emission divided by Fleet Size data.

This metrics can assist in providing quick but informative information on the intensity of each sub-sector.

IX Fleet Size

- The quantity of vehicles in each sub-sector.

X. Fleet Size Per Capita

- The quantity of vehicles in each sub-sector divided by population.

XI. Activity

This metrics will quantify the economic activity of the sub-sectors. For example for rail and marine, it will look at the cargo volume or for light and heavy duty vehicles; it will look at the kilometers traveled. In aviation, both cargo volume as well as number of passengers needs to be incorporated. Furthermore, in respect to active transportation plan, the metrics needs to look at the average distance where the participants walk, cycle, etc. in a year.

XII. Infrastructure Capacity

This metrics will quantify the infrastructure prevalence of each sub-sector. For example, for rail, it will look at the total kilometer of active rail lines. In respect to heavy and light duty vehicles, in respective order it will consider the total highway network and inner cities road density. Similarly, for marine and aviation, it will respectively look at number of ports and airports within Canada. The active transportation plan will be based on the total network of official bike paths, multiuse pedestrian routes, etc.