



**Office des transports du Canada
Canadian Transportation Agency**

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

**Bids are to be submitted electronically
by e-mail to the following addresses:**

Attn : Alain.Huot@otc-cta.gc.ca and
Bernadette.Beaudoin@otc-cta.gc.ca

**Bids will not be accepted by any other
methods of delivery.**

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To:

Canadian Transportation Agency
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 thereof.

**Proposition à: L'Office des transports
du Canada**

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

Comments - Commentaires

**This document contains a Security
Requirement**

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

**Issuing Office – Bureau de
distribution**

Office des transports du Canada
Canadian Transportation Agency
15, rue Eddy, 15 Eddy Street,
Gatineau (Québec) K1A 0N9
Gatineau, Québec K1A 0N9

Title – Sujet: RFP - TRANSPORTATION OF MOBILITY AIDS ON AIRCRAFT	
Solicitation No. – N° de l'invitation D410018002	Date November 28, 2017
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N° VME N/A
Solicitation Closes – L'invitation prend fin at – à 2 :00 PM on – le December 13th, 2017	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Alain Huot at Alain.Huot@otc-cta.gc.ca and Bernadette Beaudoin at Bernadette.Beaudoin@otc-cta.gc.ca	Email:
Telephone No. – N° de téléphone : 819-665-0986 (Alain) or 819-953-8958 (Bernadette)	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein TBD	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
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 Security Requirements

There is no security requirement.

1.2 Statement of Work

This Statement of Work (SOW) identifies the work to be performed by the Contractor to convene an international working group which will develop options and recommendations to address the inability to transport large mobility aids on certain types of aircraft. The work to be performed is detailed under ANNEX "A" Statement of Work.

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 SACC Manual Clauses

SACC *Manual* Clause [2010B](#) dated 2016-04-04 General Conditions – Professional Services (Medium Complexity)

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>) 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 dated 2017-04-27 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 Integrity Provisions - Bid of the Standard Instructions incorporated by reference above are deleted in their entirety and replaced with the following:

Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.

Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

2.2 Submission of Bids

Bids must be submitted to Bernadette Beaudoin and Alain Huot by e-mail at alain.huot@otc-cta.gc.ca and to Bernadette.Beaudoin@otc-cta.gc.ca.

1. Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.
2. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by closing date and time a complete bid;
 - d. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 2 days before the end of the bid validity period. If the extension is

accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Bid documents and supporting information may be submitted in either English or French.
5. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).
6. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
7. A bid cannot be assigned or transferred in whole or in part
8. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Former Public Servant

This clause is to identify any bidder who may be a former public servant for approval purposes when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#);

1. the application of the \$5,000 contract fee limit, including Applicable Taxes, when the successful bidder is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, in receipt of a lump sum payment pursuant to a work force adjustment program; and
2. to advise the successful bidder that the published proactive disclosure reports will include information to indicate if the successful bidder is a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension.

Providing this information is a condition precedent to contract award as opposed to a mandatory requirement for evaluation purposes.

For more information, consult sections [3.90 Former Public Servants](#) and [7.65 Proactive Disclosure](#) of the [Supply Manual](#).

Legal text for SACC item

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 (To be completed by bidder and returned with bid)

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 2 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.

2.5 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.

2.6 SACC Manual Clauses

SACC *Manual* Clause [2010B](#) dated 2016-04-04 General Conditions – Professional Services (Medium Complexity)

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 1 copy by e-mail

Section II: Financial Bid 1 copy by e-mail

Section III: Certifications 1 copy by e-mail

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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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.

Resumes for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include resumes for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s).

The consultant(s) proposed must meet the education requirements for the category for which they are being proposed. Where the RFP requests the Supplier to provide information about the education of the proposed individual(s), the individual(s) must have obtained its education from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment ANNEX "B" The total amount of Applicable Taxes must be shown separately.

Section III: Certification

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

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

- 1.0 The Bidder must complete the pricing schedule attached at ANNEX B Basis of payment **and include it in its financial bid as a separate document.** The volumetric data included in this pricing schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada and that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Category	Level of Expertise	Language Requirement	Security Requirement for Category	Estimated Level of Effort	Number of Resources
Professional Engineering	Senior	[X] English	N/A	TBD	1
To be filled out by Bidder					
Category	Level of Expertise	Name of Proposed Resource	Number of Days	Firm per Diem rate	Total Cost
Professional Engineering	Senior				
				Applicable taxes (GST, QST or HST)	\$
				Total Cost	\$

Section III: Certifications

Bidders must submit the certifications 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

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.

d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4 Technical Criteria

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4 Technical Criteria

4.1.1.4 Financial Evaluation

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Basis of Payment detailed in ANNEX "B"

4.2 Basis of Selection

1. Basis of Selection - Highest Combined Rating of Technical Merit 85% and Price 15%

- 1.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. complete the Former Public Servant Form in Section 2.3
- 1.2 Bids not meeting (a) or (b) above will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 1.3 The combined rating (CR) of technical merit and price of each responsive bid will be determined as follows: **CRi = PSi + TMSi**
- 1.4 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in 4.1.1.3 Point Rated Technical Criteria will be recommended for award of a contract
- 1.5 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.
- 1.6

Basis of Selection - Highest Combined Rating of Technical Merit (85%) and Price (15%) Business Transformation Architect, Senior Level			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	180/200	175/200	170/200
Bid Evaluated Price (\$)	870.00	890.00	846.25
Calculations	Technical Merit Score (OSi x 70)	Pricing Score (LP/Pi x 30)	Combined Rating
Bidder 1	180/200 X 70 = 63.00	*\$846.25/870 X 30 =29.18	92.18
Bidder 2	175/200 X 70 = 61.25	*\$846.25/890 X 30 =28.53	89.78
Bidder 3	170/200 X 70 =59.50	*\$846.25/846.25 X 30 = 30	89.50

ATTACHMENT 1 to PART 4 - TECHNICAL CRITERIA

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.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Budget for 2017/2018 is 13K (includes Travel expenses) and 2018/2019 is 37K (excluding all applicable taxes).

Number	Mandatory Technical Criterion	Met/ Not Met	Cross Reference to Proposal
M1	The bidder must have an engineering degree from a recognized university		
M2	The bidder must be a licensed professional engineer (e.g., P. Eng.).		
M3	The bidder should have a minimum of 10 years experience in consulting on projects regarding the accessibility of public transportation to passengers with disabilities, including experience producing technical reports and papers with recommendations for best practices and design specifications to ensure access to public transportation vehicles – such as aircraft - by persons using large mobility aids.		
M4	The bidder should have a minimum of 10 years experience in leading workshops, working groups, classes, or webinars related to the accessibility of public transportation to passengers with disabilities.		
M5	The bidder must demonstrate relevant experience in running inclusive and accessible meetings.		

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria for the Senior Professional Engineering will be evaluated and scored as specified in the tables inserted below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Verification of the bidder's certifications and experience may be done using reference checks and/or interviews. Please provide reference contact information with resume.

Number	EVALUATION FACTORS	Max Points	Rating	Cross-reference to proposal
R1	Level of education		150 Ph.D in engineering 100 Masters in engineering 50 Bachelors of Engineering	
R2	Engineering specialty		150 Rehabilitation engineering 150 Transportation engineering 75 Mechanical engineering with a specialty in transport vehicle design 0 all other engineering specialties	
R3	Experience as an engineer working on public transportation projects related to accessibility		250 Aviation 100 Passenger rail, light rail 100 Inter-city bus, municipal bus 0 Other	
R4	Public transportation projects related to accessibility (minimum of 3 within the last 7 years)		250 10+ projects 200 8-10 projects 100 5-8 projects 25 3-5 projects	
R5	Public transportation projects related to accessibility delivered to		250 government (all levels) 150 transportation industry	
R6	Experience in leading workshops, working groups, webinars, etc. related to the accessibility of public transportation (minimum of 3)		75 10+ examples 50 5-9 examples 25 3-5 examples	
R7	Experience in leading inclusive (i.e., involving accessibility) workshops, working groups, etc. (minimum of 3)		75 10+ examples 50 5-9 examples 25 3-5 examples	
R8	International recognition as an expert in accessible public transportation equipment		200 committee membership with international representation 150 working groups with international representation 100 publications 100 awards	
R9	Experience working on the issue of access by mobility aid users on public transportation (minimum of 7 years)		200 20+ years 100 15-19 years 50 10-14 years 25 7-10 years	
R10	Expertise in the movement and storage of large mobility aids onboard large transportation vehicles (e.g., municipal buses, trains, aircraft) and experience in providing advice/developing reports regarding the design of space for large mobility aids.		300 10+ projects 200 5-9 projects 100 3-5 projects	
R11	Providing advice on the design of large mobility aids		200 6+ projects 100 3-5 projects 50 1-2 projects	

	TOTAL POINTS		_____ /3725pts	
	MINIMUM PASS MARK 2800 Points			

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications listed in the Technical Criteria 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. Verification of the Bidder's certifications may be done using reference checks and/or interviews.

5.1 Certifications Precedent to Contract Award

The certifications listed below and in Section **4.1.1.3 Point Rated Technical Criteria** 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.

5.1.1 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.

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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

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

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirements

N/A

6.2 Statement of Work

This Statement of Work (SOW) identifies the work to be performed by the Contractor to convene an international working group which will develop options and recommendations to address the inability to transport large mobility aids on certain types of aircraft. The work to be performed is detailed under ANNEX "A" Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B dated 2016-04-04 General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4009 Dated 2013-06-27 apply to and form part of the Contract.

6.3.3 SACC Clauses

SACC Manual Clause 2010B dated 2016-04-04 General Conditions – Professional Services (Medium Complexity)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award date to March 31, 2019

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address: Canadian Transportation Agency (CTA)

15 Eddy Street, Gatineau, Quebec K1A 0N9

Contact Name: Alain Huot

Telephone: 819-665-0986

E-mail address:Alain.Huot@otc-cta.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.

6.5.2 Project Authority (to be completed at contract award)

Department Name and Address

Canadian Transportation Agency (CTA)
15 Eddy Street, Gatineau, Quebec K1A 0N9

Contact Name:
Telephone:
E-mail address:

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

6.5.3 Contractor's Representative (TBD)

Contact Name:
Telephone:
Facsimile:
E-mail address:

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (insert amount at contract award). Customs duties are _____ (insert "included", "excluded" or "are subject to exemption") and Applicable Taxes are extra.

6.7.2 Authorized Travel and Living Expense

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle 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".

[National Joint Council Travel Directive](#)

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

Estimated Cost: \$3000.00

NOTE: Original receipts must be provided.

6.8 Method of Payment (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.

6.9 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ including taxes.
2. 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:
 - a. when it is 75 percent committed, or
 - b. One (1) month before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.10 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment

immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.11 Invoicing Instructions

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
- b. contract number on each invoice (s)

The original must be forwarded to the following address for certification and payment:

All invoices must be sent to factures-invoices@otc-cta.gc.ca

6.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.13 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.14 Applicable Laws

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

6.15 Priority of Documents

If there is a discrepancy between the wordings 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 supplemental general conditions 4009 Dated 2013-06-27 apply to and form part of the Contract
- (c) the general conditions [2010B](#) dated 2016-04-04 General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment

- (g) the Contractor's bid dated

6.16 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.17 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.18 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.19 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.

6.20 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.21 SACC *Manual* Clauses

SACC Manual Clause [2010B](#) dated 2016-04-04 General Conditions – Professional Services
(Medium Complexity)

ANNEX "A" Statement of Work

PROJECT TITLE:

Transportation of Mobility aids on aircraft

Identification:

This Statement of Work (SOW) identifies the work to be performed by the Contractor to convene an international working group which will develop options and recommendations to address the inability to transport large mobility aids on certain types of aircraft.

Background:

The Canadian Transportation Agency (Agency) is an independent quasi-judicial tribunal. The role of the Agency is to make decisions on a wide range of matters involving air, rail and marine modes of transportation under the legislative authority of Parliament and, for certain accessibility matters, extra-provincial bus transportation.

With respect to its accessibility mandate, Part V of the Canada Transportation Act (CTA) requires the Agency to eliminate undue obstacles to the mobility of persons with disabilities in the federal transportation network. Part V of the CTA gives the Agency the power to make regulations and to hear complaints as the principal means of removing undue obstacles.

To this end, the Agency develops and administers accessibility standards – regulations, codes of practice, guidelines, and publishes resource tools; resolves disputes (complaint adjudication, informal resolution); monitors compliance and promotes awareness, with a view to achieving positive results with the needs and means of industry taken into account; focuses on strong communication with stakeholders; and collaborates with other government departments and agencies.

Purpose

In keeping with its obligation to ensure the accessibility of the federal transportation network, the Agency's Centre of Expertise for Accessible Transportation (CEAT) wishes to explore ways of addressing the inability to transport large mobility aids on certain types of aircraft.

The Agency would like to contract someone to convene an international working group made up of mobility aid and aircraft manufacturers, air carriers, international organizations (such as aviation organizations), ramp personnel and disability groups representing persons with mobility disabilities to explore this issue.

The Contractor, a recognized accessibility expert, will be an engineer with good working knowledge of, and experience with, the challenges of carrying large mobility aids on small aircraft. The Contractor will be expected to use its pre-existing contacts in the aviation industry and mobility aid industry to facilitate the work of the international working group.

The working group, comprised of international members, will explore the issue of carrying large mobility aids on smaller aircraft, and make recommendations on possible solutions, best practices for the passenger aviation industry, the community of persons with disabilities, and mobility aid manufacturers. It is expected that this work will be completed no later than March 31, 2019.

Deliverables:

The deliverables shall be delivered to the project authority

Acceptance

The Project Authority shall acknowledge the acceptance of deliverables under separate correspondence. If the Contractor has not received a notification to the contrary within ten (10) working days, the deliverable will be deemed to have been accepted.

Government Furnished Equipment

The Contractor will work remotely except where in-person meetings of the working group or project team are required (this is anticipated to include only the 1-day workshop at a location within Canada which has yet to be determined).

The Government will not provide any equipment to the Contractor for the completion of the contract. The Contractor will need to use its own video conference and teleconference equipment in addition to any other equipment it may need.

TASKS

This SOW identifies a requirement for completion of the following tasks:

1. Submit a Workplan.
2. Develop list of international working group participants.
3. Invite potential members to join working group.
4. Prepare background materials and discussion items for working group.
5. Convene regular video or teleconferencing meetings with working group.
6. Provide guidance and direction to working group in ensuring there is progress towards achieving the goals and creating the final report.
7. Organize and facilitate a one-day workshop and site visit (at a location to be confirmed by CEAT) for demonstrations and discussions.
8. Prepare and submit a final report to CEAT.
9. Ensure the project authority is kept up to date on the progress of the initiative with regular emails.

First Task

Submit a detailed workplan, including project timelines, to CEAT for approval prior to starting the work.

Second Task

Develop list of potential working group members from the following groups: mobility aid manufacturers, aircraft manufacturers, air carriers, ramp personnel, organizations representing persons with mobility disabilities, and appropriate international organizations such as IATA and ISO, and submit to CEAT for approval.

Third Task

Once the list of invitees has been approved by CEAT, invite members to join working group.

Fourth Task

Prepare relevant background materials, items for discussion, agendas, and other materials as appropriate to ensure the working group has the information required to accomplish its mandate.

Fifth Task

Convene and facilitate regular meetings of the working group, whether by video conferencing, teleconferencing, etc.

Sixth Task

Generally guide the group and provide direction to the group towards the accomplishment of its mandate.

Seventh Task

In consultation with the project authority, organize and facilitate a one day workshop and site visit by the working group (location not yet determined) for demonstration purposes using one or more aircraft, boarding equipment and a variety of large mobility aids. Project authority to approve date, timelines, travel, etc.

Eighth Task

Prepare and submit a final report to CEAT. The report will outline the work undertaken by the working group and its recommendations for future action concerning the issue of transportation of large mobility aids on smaller aircraft.

Ninth Task

Provide regular status updates to the project authority on a regular, as requested basis.

Deliverables

The Contractor shall provide the following deliverables:

Item No.	Data Item	Deliverable Format	Date
1.	<i>Workplan</i>	<i>MS WORD COMPATIBLE</i>	<i>Two weeks after start of contract</i>
2.	<i>List of suggested invitees to working group</i>	<i>MS WORD COMPATIBLE</i>	<i>By the date in the approved workplan</i>
3.	<i>Deliver one day workshop</i>	<i>In format agreed upon with project authority</i>	<i>By the date in the approved workplan</i>
4.	<i>Final report</i>	<i>MS WORD COMPATIBLE</i>	<i>By date in the approved workplan</i>
5.	<i>Status updates</i>	<i>By e-mail</i>	<i>Upon request</i>

Deliverable descriptions

1. First Deliverable

The Contractor shall prepare the workplan in a format as approved by the Project Authority and submit this within two weeks of the start of the contract

.

2. Second Deliverable

The Contractor shall prepare and submit a list of suggested invitees to the working group in accordance with proposed workplan.

3. Third Deliverable

The Contractor will organize and deliver a one-day workshop to the working group, at a site not yet determined. The workshop will be designed in consultation with the project authority who will give final approval to the format and design.

4. Fourth Deliverable

The Contractor shall prepare a final report, submitted as per the approved workplan

5. Fifth Deliverable

Status updates to be provided by email on an as requested basis.

Government Furnished Equipment

The Contractor will work remotely except where in-person meetings of the working group or project team are required (this is anticipated to include only the 1-day workshop at a location within Canada which has yet to be determined).

The Government will not provide any equipment to the Contractor for the completion of the contract. The Contractor will need to use its own video conference and teleconference equipment in addition to any other equipment it may need.

ANNEX "B" BASIS OF PAYMENT

THE FINANCIAL PROPOSAL MUST BE SUBMITTED UNDER SEPARATE COVER AND NOT INCLUDED WITHIN THE TECHNICAL PROPOSAL

From contract award date to March 31, 2019

Category	Level of Expertise	Language Requirement	Security Requirement for Category	Estimated Level of Effort	Number of Resources
Professional Engineering	Senior	[] French [X] English	N/A		1
To be filled out by Bidder					
Category	Level of Expertise	Name of Proposed Resource	Number of Days	Firm per Diem rate	Total Cost
Professional Engineering	Senior				
				Applicable taxes (GST, QST or HST)	\$
				Total Cost	\$

Professional fees:

Travel and other expenses: