





**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 4**

1.1 INTRODUCTION.....4

1.2 SUMMARY .....4

1.3 DEBRIEFINGS.....4

**PART 2 - BIDDER INSTRUCTIONS ..... 5**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....5

2.2 SUBMISSION OF BIDS.....5

2.3 ENQUIRIES - BID SOLICITATION.....6

2.4 APPLICABLE LAWS.....6

**PART 3 - BID PREPARATION INSTRUCTIONS..... 7**

3.1 BID PREPARATION INSTRUCTIONS .....7

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 10**

4.1 EVALUATION PROCEDURES.....10

4.2 BASIS OF SELECTION.....10

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 12**

**PART 6 - SECURITY REQUIREMENTS..... 17**

6.1 SECURITY REQUIREMENTS .....17

**PART 7 - RESULTING CONTRACT CLAUSES ..... 18**

7.1 STATEMENT OF WORK.....18

7.2 STANDARD CLAUSES AND CONDITIONS.....18

7.3 DISPUTE RESOLUTION.....18

7.4 SECURITY REQUIREMENTS .....19

7.5 TERM OF CONTRACT .....19

7.6 AUTHORITIES .....19

7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....20

7.8 PAYMENT .....20

7.9 INVOICING INSTRUCTIONS .....20

7.10 CERTIFICATIONS .....21

7.11 APPLICABLE LAWS.....21

7.12 PRIORITY OF DOCUMENTS .....21

7.13 INSURANCE .....21

7.14 CONTRACT ADMINISTRATION .....21

**ANNEX “A” - STATEMENT OF WORK..... 23**

**ANNEX “B” - BASIS OF PAYMENT..... 32**

**APPENDIX “A” - EVALUATION CRITERIA ..... 33**

**APPENDIX “B” – FINANCIAL PROPOSAL FORM ..... 36**



The Articles contains in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and the Basis of Payment.

The Appendixes include the Evaluation Criteria and the Financial Proposal Form.

### 1.2 Summary

By means of the RFP, NRCan is seeking proposals from bidders for the provision of telematics services; to collect real-world behaviour data for medium and heavy-duty vehicles which will then be used by the Fleet Forward Program in order to validate and inform advancements to the design of the modeling tool.

The period of the contract shall be from **Contract Award to March 1<sup>st</sup>, 2020 with final deliverable by February 15<sup>th</sup>, 2020.**

There is no security requirement associated with this bid solicitation or any resulting contract.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

- **In the complete text content (except Section 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete:** Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit - Mailroom  
588 Booth Street  
Ottawa, Ontario K1A 0Y7  
**Attention: Lucie Lepage**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

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

The address above is reserved for the submission of your proposal. No other communication should be sent to that address.



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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

NRCan will accept your bids in one of the following formats:

#### **HARD COPY:**

**Section I:** Technical Bid – 4 copies (1 original, 3 copies)

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

OR:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### **ELECTRONIC STORAGE MEDIA:**

Since NRCan is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid –1 copy

**NOTE:** 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)

**Section II:** Financial Bid - 1 copy (included with original Technical Bid) saved separate on USB.

**Section III:** Certifications – 1 copy (included with original Technical Bid and sole Financial Bid)

**Note:** NRCan will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCan's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and



- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.
- iii. use a numbering system that corresponds to the bid solicitation.

## **1. 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 must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

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 and may result in a loss of points. 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.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

## **2. Page 1 of the RFP Document**

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) prior to submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

## **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Financial Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.





Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.

3.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

**4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



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## 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

Mandatory and point rated technical evaluation criteria are included in Appendix "A" – Evaluation Criteria.

#### 4.1.2 Financial Evaluation

Mandatory financial evaluation criteria are included in Appendix "A" – Evaluation Criteria.

The maximum funding available for the Contract resulting from the bid solicitation is **\$150,000.00 (applicable taxes included)**. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Technical Rating (80%) and Price (20%)

To be declared responsive for an applicable resource, a bid must:

- i) comply with all the requirements of the RFP; and,
- ii) meet all mandatory technical evaluation criteria; and,
- iii) obtain the required minimum numbers of points specified in the point rated technical evaluation

Bids not meeting (i) or (ii) or (iii) will be declared non-responsive for the applicable resource.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 %.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where the selection of the contractor is determined by a 80/20 ratio of the technical merit and price, respectively.

<b>Example of 80% Technical Merit and 20% Price Determination</b>			
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Technical Points Achieved by Bidder</b>	88	82	76
<b>Price Quoted by Bidder</b>	\$85,000	\$80,000	\$75,000
<b>CALCULATIONS</b>			
	<b>Technical Points Achieved</b>	<b>Rated Price Points Achieved</b>	<b>Total Points Achieved</b>
<b>Bidder 1</b>	$\frac{88 \times 80}{88} = 80.00$	$\frac{**75 \times 20}{85} = 17.65$	97.65
<b>Bidder 2</b>	$\frac{82 \times 80}{88} = 74.55$	$\frac{**75 \times 20}{80} = 18.75$	93.30
<b>Bidder 3</b>	$\frac{76 \times 80}{88} = 69.09$	$\frac{**75 \times 20}{75} = 20.0$	89.09
* Represents the highest technical score			
** Represents the lowest priced proposal			



**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional 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 if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder’s certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

**5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

**5.1.1 Declaration of Convicted Offences**

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

**5.2 Certifications Precedent to Contract Award and Additional Information**

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

**5.2.1 Integrity Provisions – List of Names**

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_



Member 3: \_\_\_\_\_  
Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

**5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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.

**5.2.3 Status and Availability of Resources**

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

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

**5.2.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that



every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**5.2.5 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

**Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

**Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant; \_\_\_\_\_
- b. date of termination of employment or retirement from the Public Service. \_\_\_\_\_



By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

Professional fees	Amount
_____	_____
_____	_____

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**5.2.6 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,



OR

- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements will render the bid/offer/arrangement non-responsive.





## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement associated with this bid solicitation or any resulting contract.



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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2010B \(2018-06-21\)](#), General Conditions – Professional Services - Medium Complexity, apply to and form part of the Contract.

- As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

### 7.3 Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator. The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties



respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### **7.4 Security Requirements**

7.4.1 There is no security requirement associated with this bid solicitation or any resulting contract.'

#### **7.5 Term of Contract**

##### **7.5.1 Period of the Contract**

The period of the Contract is from **Contract Award to March 1<sup>st</sup>, 2020 with final deliverables by February 15<sup>th</sup>, 2020.**

#### **7.6 Authorities**

##### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lucie Lepage  
Title: Contracting Officer  
Organization: Natural Resources Canada  
Address: 580 Booth Street, room 5-D2-2  
Telephone: 343-292-8370  
Facsimile: 613-947-5477  
E-mail address: [lucie.lepage@canada.ca](mailto:lucie.lepage@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.

##### **7.6.2 Project Authority (to be provided at contract award)**

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimile:  
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.



**7.6.3 Contractor's Representative (to be provided at contract award)**

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimile:  
E-mail address

**7.7 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.

**7.8 Payment**

**7.8.1 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 as specified in Annex B for a cost of \$ \_\_\_\_\_ including taxes (insert the amount at contract award).

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

**7.8.2 Method of Payment**

**Milestone Payments**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.8.3 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

**7.9 Invoicing Instructions**

Invoices shall be submitted using one of the following methods:

<p><u>E-mail:</u></p> <p><a href="mailto:NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCan.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p> <p><b>Note:</b></p>	<p><b>OR</b></p>	<p><u>Fax:</u></p> <p>Local NCR region: <b>613-947-0987</b></p> <p>Toll-free: <b>1-877-947-0987</b></p>
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Attach "PDF" file. No other formats will be accepted	<b>Note:</b> Use highest quality settings available.
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Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

## 7.10 Certifications

### 7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

### 7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

### 7.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the general conditions **2010B (2018-06-21), Medium Complexity – Professional Services**
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) the Contractor's bid dated \_\_\_\_\_,

### 7.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 7.14 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract



are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



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## ANNEX "A" - STATEMENT OF WORK

### SW.1.0 TITLE

Heavy-Duty vehicle data logging using telematics

### SW.2.0 BACKGROUND

#### 2.1 Purpose

The Government of Canada has committed to an aspirational GHG emissions reduction target of 40% from all Government of Canada operations, including fleets, by 2030.

Over the years, Natural Resources Canada (NRCan) has been successfully developing comprehensive methodologies, practices and tools to reduce energy consumption and greenhouse gas (GHG) emissions for the private and public sectors, including the federal government. In addition, since 1991, NRCan has offered support services to federal organizations engaged in reducing their energy and carbon footprint.

NRCan is enhancing its suite of services to help federal organizations achieve the ambitious 40% GHG reduction target. Guidance is provided to federal organizations in the establishment of strong governance to provide the leadership and structured approach necessary to achieve their carbon reduction goals in facilities and fleets. The NRCan Greening Government Operations for Fleets program offers services to achieve continued incremental savings for light-duty vehicles include technical assistance for data collection, training, planning, project implementation and long term monitoring.

#### 2.2 Summary understanding of current state

A modeling tool currently exists capable of evaluating the performance of battery electric buses with respect to diesel buses. However, at this moment, fleets are not able to compare between other fuel types such as natural gas (NG) and other vehicle types such as refuse trucks.

The modeling tool was created to investigate city buses, yet is flexible enough that a model can be created for any vehicle type. A preference is afforded to heavy-duty vehicles, both because of the focus of the Fleet Forward Program and because they generally have prescribed routes. There are some limitations for the tool in the type of routes the vehicle is used on. A vehicle without regular, strictly defined routes is more difficult to evaluate, solely because the simulated routes will need to be more numerous to encompass expected results.

### SW.3.0 OBJECTIVES

Through the provision of telematics services, the objective of this contract is to collect real-world vehicle behaviour data for medium and heavy-duty vehicles which will then be used by the Fleet Forward Program in order to validate and inform advancements to the design of the modeling tool.

### SW.4.0 PROJECT REQUIREMENTS

#### SW.4.1 Tasks, Deliverables, Milestones and Schedule

The Office of Energy Efficiency requires fleet telematics services (including equipment rental, installation, database management and analysis) to collect data for medium and heavy-duty vehicles.

#### Simulation Outputs, Possible Analysis, and Methods of Comparison

The following is a list of data elements required to be captured by the telematics devices.



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### Energy Consumption

- Costs of fuel (Regional, Time of Day/Year)
- Energy Efficiency Relative to:
  - Elevation
  - Vehicle Mass
  - Time of Day/Year
  - Idling
  - Drivers
  - Route Types
  - Operational Roles
- Component influence on performance
  - New Tires
  - Aerodynamic Improvements
  - Auxiliary Power Demands (for Electric & Hybrid)

### Emissions

- Requires external data relating energy demands to emissions
- Regional (well to wheel differentiates based on location)

### Component Performance

- Simulations would provide continuous data for all components' performance
- Duty cycle and peak demands could lead to external analysis of wear on parts
- Could investigate scenarios pertaining to component failure/wear (ie. Brake failure, battery wear, engine/motor inefficiencies)

### Route Selection

- Where do vehicles best perform, either relative to other vehicles or generally
  - Long hauls vs. quick stops
  - Hilly vs. flat
  - Concentrated activities vs. evenly distributed
- Very conditional relative to the vehicle function

### Vehicle Selection

- How to select and manage vehicles
  - Cost of operation of vehicles on particular routes
  - Expansion of vehicles to new regions
  - Gains when replacing old vehicles with new ones

### Data Requirements and Preferences

### Fleet Requirements

This section enumerates the characteristics a fleet must comply with to be accepted for this request for proposal. This entails both composition and operation (routing) of the fleet.





**Definitions:**

- Class: is defined as Heavy-Duty, Medium-Duty, Light-Duty.
  - Light-Duty: Class 1 or 2 between 6000lb to 10000lb
  - Medium-Duty: Class 3, 4, 5 or 6 between 10000lb to 26000lb
  - Heavy-Duty: Class 7 or 8 more than 26000lb
- Platform: is defined as type/fuel/make/model of vehicle.
  - Examples:
  - Platform-1: HD/CNG/ Model-X
  - Platform-2: HD/Diesel/ Model-Y
- Instrumented: telematics are installed to collect data during normal operation.
- Function: the use of the vehicle (e.g. delivery, garbage collection, school bus).

**Fleet Composition**

**Minimum Requirements:**

- At least 04 Medium or Heavy-Duty (Class-4 or higher) vehicles within the fleet.
- At least two different Medium or Heavy-Duty vehicle platforms.
- At least one Vehicle Platform using Natural Gas.
- At least one Vehicle Platform using another fuel (Diesel, Hydrogen, Hybrid, Electric)
- At least two instrumented vehicles per platform.
- All vehicles evaluated must have the same function.

Example:

Quantity	Class	Fuel	Model	Function
02	HD	CNG	Model-A	Garbage collection
02	HD	Diesel	Model-B	Garbage collection

**Optional Considerations:**

- Preference for more platforms and vehicles

**Routes and Operation**

**Minimum Requirements:**

- Data will be collected from actual daily operations of vehicles ; no changes business or routing
- Minimum 1000km of data per vehicle

**Optional Considerations:**

- Qualitative description of the operation of the vehicle pertaining to the data (e.g. vehicle makes trips between 10 delivery points in city and depot for parking and re-fueling. The routes were performed during normal business hours, equally at all times through the year in City X. The routes between delivery points were normalized save for occasional traffic and construction considerations. The order of delivery point visits varied greatly.)
- Preference for repeatable routes performed in a regular manner. (i.e. the vehicles travel from point A to Z through stops B, C, D, etc. This is ideally served by having all platforms drive the same routes.)



- If the data pertains to routes as defined in the point above, please provide qualitative description of the routes (e.g. drive through suburban areas making frequent stops (approx. every 2km))
- Preference for more routes per platform, more repetitions per route and longer routes.
- Preference for non-highway operation.

## **Data Requirements**

### **Static Parameters**

These parameters represent fixed characteristics of vehicles. They have to be specified only once unless they change during the data collection period.

The application must include a description of these parameters for all the vehicles in the fleet. If new vehicles are added or vehicle parameters change they have to be reported in a change log register to be included in each report delivered.

#### **Minimum Requirements:**

- Provide the Vehicle Make, Model and VIN for each vehicle
- List any modifications performed on the vehicle
- Tire makes and models

#### **Optional Considerations:**

- Energy capacity (Tank Size, Battery Size)
- Fuel consumption rates from refueling statistics
- Provide the static mass of the vehicle prior to and/or after daily operation
- For all Battery-Electric vehicles and Hybrid-Electric vehicles specify:
  - Battery Chemistry
  - Size/Capacity
  - Architecture (e.g. number of cells, cell organization).

### **Dynamic Parameters**

The data provided for the following must be derived from information captured through telematics during vehicle operation. It is expected that the information would be taken from the J1939 port, and the source and justification of each parameter below must be provided in the application.

#### **Minimum Requirements:**

- Fuel consumption
- GPS position (minimum 1Hz resolution)

#### **Optional Considerations:**

- Elevation
- Dynamic vehicle mass
- Ambient temperature
- Motor torque
- Motor speed
- Air Conditioning power
- Non-driving apparatus duty cycles (e.g. Pneumatic/Hydraulic motors for lifts and compactors, refrigerators)



- Non-driving apparatus power demands
- For Battery/Hybrid vehicles:
  - State of charge
  - Battery pack voltage, power and current, as available.
  - Regenerative braking power
  - Charging system voltage, power and current, as available.
  - Vehicle auxiliary energy demands, discretized as possible (e.g. Lights, HVAC, Doors)

**Reporting Requirements**

- **Periodic reports.** Monthly reports of dynamic parameters for all instrumented vehicles in the fleet. In CSV files using template agreed at kick-off meeting.
- **Change logs.** Monthly change logs indicating changes in Fleet composition, routes and vehicle characteristics.

**Vehicle Platform**

Note the term Vehicle Platform is used below. This means a type/make of vehicle.

<b><u>Requirements</u></b>	
<b>Item</b>	<b>Comments</b>
One Natural Gas Vehicle Platform	
Two instrumented vehicles per platform	
<b><u>Preferences</u></b>	
<b>Item</b>	<b>Comments</b>
Two Different Vehicle Platforms	
Heavy-Duty Vehicles	Class 4 Vehicles and up (see figure below)
Different Energy Sources for the two vehicle types	Diesel, Gas, Hydrogen, Hybrid, Electric, for example



<i>Light-Duty</i>		<i>Medium Heavy-Duty</i>				<i>Heavy-Duty</i>	
Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
Less than 6,000 lb	6,000 to 10,000 lb	10,000 to 14,000 lb	14,000 to 16,000 lb	16,000 to 19,500 lb	19,500 to 26,000 lb	26,000 to 33,000 lb	Greater than 33,000 lb

**Operating Routes**

<b><u>Requirements</u></b>	
<b>Item</b>	<b>Comments</b>
<p>The routes for should have at least the following minimum conditions:</p> <ul style="list-style-type: none"> <li>-3 routes</li> <li>-Repeatable (10 repetitions &amp; 100km per route)</li> </ul>	<p>These are per vehicle platform. Require full dataset as established by the static and dynamic parameter lists below.</p>
<b><u>Preferences</u></b>	
<b>Item</b>	<b>Comments</b>
<p>Non-Highway / Non-Freeway Routes</p>	<p>Less eventful operation results in less useful simulation</p>
<p>More routes are better beyond the minimum requirements established above.</p>	<p>Not all routes require all data captured. Can use the 3 required routes to calibrate the model. This calibrated model can use position data (ie. Route data) to predict performance.</p>

**Logistical Issues**

A preference will be afforded to annual data collection with results in multiple seasons.



Tasks/Activities	Deliverables	Time Schedule
<b>Phase 1 - Project design and scoping</b>		
Project Design & Scoping	Project Plan	Winter 2019
Fleet identification & communication planning	Implementation plan of highest priority fleets to engage in analysis	Winter 2019
<b>Phase 2 – Deployment of data loggers</b>		
Communications plan regarding the telematics service	Communication plan	Spring 2019
Deployment of loggers	Loggers sent to fleets	Spring 2019
Data logging		Summer to Winter 2019
Analysis & Reporting	Fleet Report	Winter 2020
<b>Phase 3 – Overall Analysis</b>		
Evaluation and reporting	Final Project report and recommendations	February 15, 2020

#### SW.4.2 Reporting Requirements

The Contractor will provide verbal bi-monthly (every 2 weeks) updates, and written monthly updates to the Project Authority to ensure the contract demonstrates timely deliverables, in accordance with the budget and acceptable quality.

The Contractor and Project Authority will attend monthly in-person or virtual meetings to ensure the project is on track, discuss challenges and revise planning and delivery accordingly.

The Contractor will be available to provide presentations to Project Authority management and to relevant stakeholders (OEE, stakeholders, etc.) at the frequency requested by the Project Authority.

The Contractor is responsible for data collection and performance measurement.

#### SW.4.3 Method and Source of Acceptance

All deliverables and services rendered under this contract are subject to inspection by the Project Authority.

The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

### SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

#### SW.5.1 Contractor’s Obligations

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- provide all public content in both official languages
- submit all written reports in hard copy and electronic Microsoft Office compatible documentary form
- attend meeting with stakeholders, as needed



- participate in teleconferences, as needed
- attend in-person meetings at NRCan once a month
- work on this iterative project in collaboration with the Project Authority and other stakeholders
- maintain all documentation in a secure area
- final report to be presented in English

### **SW.5.2 NRCan's Obligations**

The Project Authority will provide all relevant information and documentation related to the project and serve as point of contact on all matters associated to the work, including:

- access to departmental information documents such as publications, reports, studies; government and departmental policies and procedures
- coordination of meetings and presentations
- provide comments on draft reports within ten (10) working days
- provide approval of content
- provide other assistance or support as needed

### **SW.5.3 Estimated Period of the Contract**

The estimated period of the contract is from the date of **Contract Award to March 1<sup>st</sup>, 2020 with final deliverable by February 15<sup>th</sup>, 2020.**

### **SW.5.4 Location of Work, Work Site and Delivery Point**

The work is expected to be completed at the contractor's location, with regular meetings via teleconference.

### **SW.5.5 Language of Work**

All reports must be submitted in English. Correspondence with NRCan may be in the contractor's official language of choice.

### **SW.5.6 Special Requirements**

**Data Collection and Privacy:** This project will involve collecting non-identifying data in accordance with the Privacy Act.

The Contractor shall comply with applicable laws pertaining to privacy and confidentiality in dealing with information and records related to the Project. The contractor is subject to the federal Personal Information Protection and Electronic Documents Act and all substantially similar provincial legislation.

**Public Opinion Research:** This project will not involve public opinion research and all interventions will be factual and behavioural in nature.

### **SW.5.7 Insurance Requirements**

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract, and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.



Any insurance secured is to the benefit and protection of the Contractor and shall not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provisions of this Contract.



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**ANNEX “B” - BASIS OF PAYMENT**

**FIRM PRICE - MILESTONE PAYMENTS**

Bidder tendered all-inclusive firm price to perform the work is \$\_\_\_\_\_ in Canadian funds, GST/HST excluded. The price tendered will be payable in milestone payments.

<b>Milestone #</b>	<b>Description of Milestone</b>	<b>Milestone Firm Price (GST/HST excluded)</b>
<b>1</b>	Phase 1 – Project Design and scoping	\$
<b>2</b>	Phase 2 – Deployment of data loggers	\$
<b>3</b>	Phase 3 – Overall Analysis	\$
<b>Total Firm Price (excluding taxes)</b>		\$





**APPENDIX “A” - EVALUATION CRITERIA**

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

**1. TECHNICAL CRITERIA**

**1.1 MANDATORY EVALUATION CRITERIA**

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Requirements	Proposal Page #	Pass/Fail
M1	<p>The proposed resource MUST provide three (3) written project summaries describing in detail their current and previous experience in the provision of medium-heavy and heavy-duty vehicle fleet telematics and analysis services.</p> <p>At least one of the three (3) project summaries cited must be for services within a government agency or department. Within each project summary provided, bidders must indicate:</p> <ol style="list-style-type: none"> <li>1. the name of the client organization;</li> <li>2. a brief description of the scope of services provided;</li> <li>3. the dates and duration of the project;</li> <li>4. the dollar value of the project (to the Offeror);</li> </ol> <p><b><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy and veracity of each of the Bidders cited Project Summaries.</i></b></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No



<p><b>M2</b></p>	<p>The proposed resource MUST demonstrate, using project descriptions, the ability to data log class 4 to 8 medium-heavy and heavy-duty vehicles using telematics or equivalent methodologies for various drivetrains, which must include diesel and natural gas, as well as other renewable fuel types, for both dynamic and static parameters such as those listed within the Statement of Work.</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>M3</b></p>	<p>Bidders must include within their proposal a detailed curriculum vitae (CV) for each proposed resource named in their proposal. CVs must include the following:</p> <ol style="list-style-type: none"> <li>1. a detailed description of the proposed resource’s work experience (indicated in years/months) in the provision of services to a government agency or department;</li> <li>2. educational and professional designation attainments, and all other academic credentials for each proposed resource;</li> <li>3. the number of months of previous work experience during the past three (3) years in the provision of services.</li> </ol>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**1.2 EVALUATION OF RATED CRITERIA**

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required for each rated criterion to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

<p><b>Criterion ID</b></p>	<p><b>Point Rated Technical Criteria</b></p>	<p><b>Point breakdown</b></p>	<p><b>Maximum Points</b></p>	<p><b>Proposal Page #</b></p>
<p><b>R1</b></p>	<p>The proposed resource should demonstrate, using short project descriptions (maximum one page per project), <b>how many projects he/she has led</b> with fleet telematics or equivalent technology in the public sector.</p>	<p>1 project = 5 pts 2-4 projects = 10 pts 5-10 projects = 15 pts</p>	<p>15</p>	
<p><b>R2</b></p>	<p>The proposed resource should demonstrate, using short project descriptions (maximum one page per project), <b>how long he/she has led projects</b> using fleet telematics or equivalent technology in both the public and private sector. Time allotted to simultaneous projects is counted separately (e.g. two one-year projects = two years).</p>	<p>5 years = 4 pts 5-10 years = 8 pts 10-15 years = 12 pts</p>	<p>12</p>	
<p><b>R3</b></p>	<p>The proposed resource should demonstrate using short project descriptions (maximum one page</p>	<p>1 project = 10 pts</p>		



	per project), the ability to data log for distance travelled, idling time, and energy consumption on class 4 to 8 heavy and medium-heavy duty vehicles. Descriptions should demonstrate that logged vehicles encompass a variety of powertrains (including natural gas and diesel), and utilities (refuse collection, public transit, goods transportation, etc.).	2-4 projects = 20 pts 5-10 projects = 30 pts	30	
<b>Total Points Available</b>			<b>57</b>	

**2. FINANCIAL CRITERIA**

**2.1 MANDATORY FINANCIAL CRITERIA**

Bidders must provide financial details as requested in this appendix. Proposals which do not contain pricing details as requested below shall be considered incomplete and non-responsive.

**2.1.1 FUNDING LIMITATION**

The maximum funding available for the Contract resulting from the bid solicitation is **150,000.00** (applicable taxes included). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Any bids received in excess of this maximum funding will be automatically deemed non-responsive and will not be evaluated.



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**APPENDIX “B” – FINANCIAL PROPOSAL FORM**

**FIRM PRICE - MILESTONE PAYMENTS**

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded.

**The bidder must complete the schedule below indicating the firm proposed amounts for each step**

<b>DESCRIPTION</b>	<b>FIRM PRICE (excluding taxes)</b>
Phase 1 – Project Design and Scoping – Winter 2019	\$ _____
Phase 2 – Deployment of data loggers – Spring/Summer/Winter 2019-2020	\$ _____
Phase 3 – Overall Analysis – February 15, 2020	\$ _____
<b>Total Firm Price (taxes excluded):</b>	\$ _____