



PLACE DE VILLE
TOWER "C", 330 SPARKS STREET
OTTAWA, ONTARIO
K1A 0N5

February 8, 2019

ADDENDUM NO. 3

Subject: request for proposal no. T8080-180476

REVIEW OF TECHNOLOGIES FOR REDUCING FUEL CONSUMPTION AND GREENHOUSE GAS EMISSIONS FROM OFF-ROAD VEHICLES AND EQUIPMENT

Further to the above-mentioned Request for Proposal, this Addendum NO. (3) is to advise potential bidders of the amendment to the following:

1. Under Section Appendix C, 3.2 - Point Rated on pages 20 - 25:

Insert:

Point Rated Criteria

The Technical Bid will be evaluated and scored in accordance with the following evaluation criteria and point rating scale.

- Maximum Rated Points Available: 175 points
- Minimum Overall Pass Mark: 122.5 points (70%)

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. Point rated criteria not addressed in the Bidder's proposal will result in a score of zero being assigned against the particular criteria. Each point rated technical criterion should be addressed separately.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which address the requirement identified in the criteria.

R1-R3. Technical Proposal - Bidders should submit a detailed technical proposal that includes the sub-elements identified in the following criteria (R1-R3):

Rated Criteria	Scoring	Maximum Points	Proposal Cross-Reference
R1. Statement of understanding of the project's scope and objectives. The Bidder's technical	(20 points): Bidder's technical proposal demonstrates a complete and thorough understanding of the project's scope and objectives. (15 points): Bidder's technical proposal demonstrates a thorough understanding of the project's scope and objectives.	20	

Rated Criteria	Scoring	Maximum Points	Proposal Cross-Reference
<p>proposal should include a statement of understanding of the project's scope and objectives.</p>	<p>(10 points): Bidder's technical proposal demonstrates a general understanding of the project's scope and objective.</p> <p>(5 points): Bidder's technical proposal demonstrates an incomplete or incorrect understanding of the project's scope and objectives.</p> <p>(0 points): Bidder's technical proposal does not demonstrate or address any understanding of the project's scope and objectives.</p> <p>Please note the following definitions to be used for the purposes of evaluating R1</p> <ul style="list-style-type: none"> • Complete and through means the proposal addresses all elements of the objectives, tasks, and deliverables, and includes significant added insights that demonstrate the completeness of understanding of the objectives. • Thorough means the proposal addresses all elements of the objectives, tasks and deliverables. • General means the proposal addresses most but not all elements of the objectives, tasks, and deliverables. • Incomplete or Incorrect mean the proposal does not address or include elements of the objectives, tasks and deliverables. 		
<p>R2. Proposed approach</p> <p>The Bidder's technical proposal should include a proposed approach to how they would complete the tasks included in the Statement of Work (SoW).</p>	<p>(40 points): Bidder provides a comprehensive description of their proposed technical approach with significant added insights, which includes:</p> <ol style="list-style-type: none"> a) the technical issues to be addressed; b) methodology/approach to addressing the issues; c) description of potential risks and risk mitigation strategies; and d) identification and discussion of assumptions they make in their proposed approach. <p>(30 points): Bidder provides a complete description of their proposed technical approach with some added insights. Please note for the purposes of evaluating R2, a complete description is defined as follows:</p> <ol style="list-style-type: none"> a) the technical issues to be addressed; b) methodology/approach to addressing the issues; c) description of potential risks and risk mitigation strategies; and <p>(20 points): Bidder provides a general description of their proposed technical approach with few added insights. Please note for the purposes of evaluating R2, a general description is defined as follows:</p>	<p>40</p>	

Rated Criteria	Scoring	Maximum Points	Proposal Cross-Reference
	<p>a) the technical issues to be addressed; b) methodology/approach to addressing the issues;</p> <p>(10 points): Bidder provides an incomplete description of their proposed technical approach with no added insights. Please note for the purposes of evaluating R2, an incomplete description is defined as follows:</p> <p>a) The Bidder’s proposal identifies technical issues to be addressed;</p> <p>(0 points): Bidder does not provide a proposed approach to complete the Statement of Work.</p>		
<p>R3. Project plan and schedule</p> <p>The Bidder’s technical proposal should include a project plan and schedule that details deadlines and milestones. The project plan will be evaluated for its completeness, clarity and achievability, as demonstrated through use of a work-breakdown structure mapped to the Statement of Work (SoW) tasks.</p>	<p>(15 points): Bidder’s technical proposal includes a project plan that includes:</p> <p>a) Identification of management, administrative and engineering tasks required for successful completion of each task outlined in the SoW b) a schedule that includes all the tasks and subtasks, and the required inputs from Canada (if any is identified in the bidder’s proposal), c) identifies critical path activities; and presents consideration to anticipate and avoid delays;</p> <p>(10 points): Bidder’s technical proposal includes a project plan that includes:</p> <p>a) Identification of management, administrative and engineering tasks required for successful completion of each task outlined in the SoW b) a schedule that includes all the tasks and subtasks, and the required inputs from Canada (if any is identified in the bidder’s proposal),</p> <p>(5 points): Bidder’s technical proposal includes a project plan that includes:</p> <p>a) Identification of management, administrative and engineering tasks required for successful completion of each task outlined in the SoW</p> <p>(0 points): Bidder does not provide a project plan.</p>	15	

R4-R6. Experience

Bidders should submit projects, to illustrate the proposed Resource’s additional experience, as identified in the criteria below (R4-R6).

For criterion R4 to R6, Bidders can use the same project (or sub-projects) to demonstrate their experience. For example, consider a case where the bidder completed “PROJECT A” that required them to analyze technologies used to

reduce fuel consumption or GHG emissions in the off-road sector (R4), and conducting a comprehensive cost-benefit analysis (R5) as sub-project elements. In this case, the Bidder can submit PROEJCT A as experience under criteria R4 and R5. Alternatively, bidders can submit separate projects for each criterion.

Similarly, for criterion R4 to R6, Bidders can use the same Resource when demonstrating their experience. For example, consider a case where the bidder’s “RESOURCE A” completed a project that required them to work with off-road vehicles and/or equipment manufacturers in the agricultural sector (R4), and another project conducting technology cost analysis (R5). In this case, the Bidder can submit the same Resource under criteria R4 and R5. Alternatively, bidders can submit separate Resources for each criterion.

To be considered a project for the purposes of scoring, the required information should be provided:

- Client Name
- Client Contact Name
- Client Title
- Location Served
- Duration (mm-yyyy to mm-yyyy)
- Phone Number and/or Email

The Bidder should demonstrate this experience by providing a brief abstract of project(s) the proposed Resource has commenced and completed, **within the last eight (8) years**, measured from the date of bid closing, that clearly demonstrates the month and year commenced and completed, and how (through what activities, responsibilities and approach) they successfully completed each project.

Rated Criteria	Scoring	Maximum Points	Proposal Cross-Reference
R4 The Bidder should include in their technical proposal projects that demonstrate the Resource’s experience with analyzing the safety and environmental benefits and drawbacks of state-of-the-art technologies in the off road sector outlined in the Statement of Work (SOW) section 2.1.a 1-8.	(40 points): 4 or more projects. (30 points): 3 projects. (20 points): 2 projects. (10 points): 1 project (0 points): 0 projects.	40	
R5 The Bidder should include in their technical proposal projects that demonstrate the Resource’s experience in conducting a comprehensive cost benefit analysis of technologies for the off-road or on-road transportation sectors.	(40 points): 4 or more projects (30 points): 3 projects (20 points): 2 projects (10 points): 1 project (0 points): 0 projects.	40	

Rated Criteria	Scoring	Maximum Points	Proposal Cross-Reference
R6 The Bidder should include in their technical proposal projects that demonstrate the Resource's experience in providing advice and/or guidance to government agencies and/or off-road equipment manufacturers.	(20 points): 2 or more projects. (10 points): 1 project. (0 points): 0 projects.	20	

Total Possible Points	Maximum Rated Points Available: 175 points Overall Minimum Pass Mark: 122.5 points (70%)		
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And

Delete:

2. Point Rated Criteria

The Technical Bid will be evaluated and scored in accordance with the following evaluation criteria and point rating scale.

Maximum Rated Points Available: 180 points

Minimum Overall Pass Mark: 126 points (70%)

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. Point rated criteria not addressed in the Bidder's proposal will result in a score of zero being assigned against the particular criteria. Each point rated technical criterion should be addressed separately.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which address the requirement identified in the criteria.

	Scoring	Maximum Points	Proposal Cross-Reference
R1-R3. Technical Proposal			
Bidders should submit a detailed technical proposal that includes the sub-elements identified in the following criteria (R1-R4):			
R1. Statement of understanding of the project's scope and	(20 points): Bidder's technical proposal demonstrates a complete and thorough understanding of the project's scope and objectives, i.e. <u>addresses all</u> elements of the objectives, tasks, and deliverables, and includes significant added insights that demonstrate the completeness of understanding of the objectives. (15 points): Bidder's technical proposal demonstrates a thorough	20	

	Scoring	Maximum Points	Proposal Cross-Reference
<p>objectives.</p> <p>The Bidder's technical proposal should include a statement of understanding of the project's scope and objectives.</p>	<p>understanding of the project's scope and objectives, i.e. <u>addresses all</u> elements of the objectives, tasks and deliverables.</p> <p>(10 points): Bidder's technical proposal demonstrates a general understanding of the project's scope and objective, i.e. <u>addresses most</u> elements of the objectives, tasks, and deliverables.</p> <p>(5 points): Bidder's technical proposal demonstrates an incomplete or incorrect understanding of the project's scope and objectives, i.e. <u>does not address</u> or include significant elements of the objectives, tasks and deliverables.</p> <p>(0 points): Bidder's technical proposal does not demonstrate or address <u>any</u> understanding of the project's scope and objectives.</p>		
<p>R2. Proposed approach</p> <p>The Bidder's technical proposal should include a proposed approach to how they would complete the tasks included in the Statement of Work (SoW).</p>	<p>(40 points): Bidder provides a comprehensive description of their proposed technical approach with significant added insights. The Bidder identifies all of the technical issues to be addressed; provides a detailed methodology/approach to addressing the issues; includes a detailed description of potential risks and risk mitigation strategies; and clearly identifies and discusses all assumptions they make in their proposed approach.</p> <p>(30 points): Bidder provides a complete description of their proposed technical approach with some added insights. The Bidder identifies most of the technical issues to be addressed; provides a detailed methodology/approach to addressing the issues; includes a description of potential risks and risk mitigation strategies, and identifies most assumptions they make in the proposed approach.</p> <p>(20 points): Bidder provides a general description of their proposed technical approach with few added insights. The Bidder identifies the major technical issues to be addressed; provides a high-level methodology/approach to addressing the issues; provides a limited description of potential risks and risk mitigation strategies, and identifies only major assumptions they make in their proposed approach</p> <p>(10 points): Bidder provides an incomplete description of their proposed technical approach with no added insights. The Bidder does not identify technical issues to be addressed; provides an incomplete methodology/approach to addressing the issues; provides no description of potential risks and risk mitigation strategies, and does not identify any details on assumptions they make in their proposed approach</p> <p>(0 points): Bidder does not provide a proposed approach to complete the Statement of Work.</p>	40	
<p>R3. Project plan and schedule</p> <p>The Bidder's technical</p>	<p>(20 points): Bidder's technical proposal includes a detailed project plan that identifies all of the necessary management, administrative and engineering tasks required for successful completion of each task outlined in the SoW, and at a higher level of detail that is described in the SoW. All tasks and sub-tasks are reflected in a comprehensive schedule that includes risks, required inputs from Canada (if any is identified in the bidder's</p>	20	

<p>proposal should include a project plan and schedule that details deadlines and milestones. The project plan will be evaluated for its completeness, clarity and achievability, as demonstrated through use of a work-breakdown structure mapped to the Statement of Work (SoW) tasks.</p>	<p>proposal), identifies critical path activities and presents consideration to anticipate and avoid delays;</p> <p>(15 points): Bidder’s technical proposal includes a project plan that identifies the major management, administrative and engineering tasks required for successful completion of each task outlined in the SoW, and at level of detail that is described in the SoW, or higher. All tasks and sub-tasks are reflected in a comprehensive schedule that includes risks, required inputs from Canada (if any is identified in the bidder’s proposal), identifies critical path activities and presents consideration to anticipate and avoid delays.</p> <p>(10 points): Bidder’s technical proposal includes a project plan that only includes major management, administrative and engineering tasks required for successful completion of each task outlined in the SoW Only major tasks are reflected in a schedule; risks and required inputs from Canada, (if any is identified in the bidder’s proposal), are not identified; only high-level critical path activities are identified, and there is minimal consideration to anticipate and avoid delays.</p> <p>(5 points): Bidder’s technical proposal includes a project plan that does not include major management, administrative and engineering tasks required for successful completion of each task outlined in the SoW. Some major tasks are not reflected in a schedule; risks and required inputs from Canada (if any is identified in the bidder’s proposal) are not identified; there are no critical path activities identified, and there is no consideration to anticipate and avoid delays.</p> <p>(0 points): Bidder does not provide a project plan.</p>		
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R4-R6. Experience

Bidders should submit projects, to illustrate the proposed Resource’s additional experience, as identified in the criteria below (R4-R6).

For criterion R4 to R6, Bidders can use the same project (or sub-projects) to demonstrate their experience. For example, consider a case where the bidder completed “PROJECT A” that required them to analyze technologies used to reduce fuel consumption or GHG emissions in the off-road sector (R4), and conducting a comprehensive cost-benefit analysis (R5) as sub-project elements. In this case, the Bidder can submit PROEJCT A as experience under criteria R4 and R5. Alternatively, bidders can submit separate projects for each criterion.

Similarly, for criterion R4 to R6, Bidders can use the same Resource when demonstrating their experience. For example, consider a case where the bidder’s “RESOURCE A” completed a project that required them to work with off-road vehicles and/or equipment manufacturers in the agricultural sector (R4), and another project conducting technology cost analysis (R5). In this case, the Bidder can submit the same Resource under criteria R4 and R5. Alternatively, bidders can submit separate Resources for each criterion.

<p>Demonstrates experience with analyzing technologies used in the off-road sector to reduce fuel consumption and greenhouse gas emissions (GHG). The Bidder should demonstrate the proposed Resource’s</p>	<p>(40 points): Bidder demonstrates 5 or more projects involving analyzing GHG-reducing technologies in the off-road sector.</p> <p>(30 points): Bidder demonstrates 3 or more projects involving analyzing GHG-reducing technologies in the off-road sector.</p> <p>(20 points): Bidder demonstrates 2 projects involving analyzing GHG-reducing technologies in the off-road sector.</p> <p>(10 points): Bidder demonstrates 1 project projects involving analyzing GHG-reducing technologies in the off-road sector.</p>	<p>40</p>	
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<p>experience with analyzing the safety and environmental benefits and drawbacks of state-of-the-art technologies in the off road sector outlined in the Statement of Work (SOW) section 2.1.a 1-8.</p> <p>The Bidder should demonstrate this experience by providing a brief abstract of project(s) the proposed Resource has commenced and completed, within the last eight (8) years, measured from the date of bid closing, that clearly demonstrates the month and year commenced and completed, and how (through what activities, responsibilities and approach) they successfully completed each project.</p>	<p>(0 points): Bidder demonstrates 0 projects.</p> <p>The examples must include references with the following required information:</p> <ul style="list-style-type: none"> - Client Name - Client Contact Name - Client Title - Location Serviced - Duration (mm-yyyy to mm-yyyy) - Phone Number and/or Email 		
<p>R5 Experience in conducting a comprehensive cost benefit analysis of technologies for the off-road or on-road transportation sectors</p> <p>The Bidder should demonstrate the proposed Resource’s experience in conducting detailed cost analysis on technologies for the off-road or on-road transportation sectors</p> <p>The Bidder should demonstrate this experience by</p>	<p>(40 points): Bidder demonstrates 4 or more projects performing cost benefit analysis of technologies for the off-road or on-road transportation sectors</p> <p>(30 points): Bidder demonstrates 3 projects performing cost benefit analysis of technologies for the off-road or on-road transportation sectors</p> <p>(20 points): Bidder demonstrates 2 projects performing cost benefit analysis of technologies for the off-road or on-road transportation sectors</p> <p>(10 points): Bidder demonstrates 1 project performing cost benefit analysis of technologies for the off-road or on-road transportation sectors</p> <p>(0 points): Bidder demonstrates 0 projects.</p> <p>The examples must include references with the following required information:</p> <ul style="list-style-type: none"> - Client Name - Client Contact Name - Client Title - Location Serviced 	40	

<p>providing a brief abstract of project(s) the proposed Resource has commenced and completed, within the last eight (8) years, measured from the date of bid closing, that clearly demonstrates the month and year commenced and completed, and how (through what activities, responsibilities and approach) they successfully completed each project.</p>	<ul style="list-style-type: none"> - Duration (mm-yyyy to mm-yyyy) Phone Number and/or Email 		
<p>R6 The Bidder should demonstrate the proposed Resource’s experience in providing advice and/or guidance to government agencies and/or off-road equipment manufacturers.</p> <p>The Bidder should demonstrate this experience by providing a brief abstract of project(s) the proposed Resource has commenced and completed, within the last eight (8) years, measured from the date of bid closing, that clearly demonstrates the month and year commenced and completed, and how (through what activities, responsibilities and approach) they successfully completed each project.</p>	<p>(20 points): Bidder demonstrates 2 or more projects.</p> <p>(10 points): Bidder demonstrates 1 project.</p> <p>(0 points): Bidder demonstrates 0 projects.</p> <p>The examples must include references with the following required information:</p> <ul style="list-style-type: none"> - Client Name - Client Contact Name - Client Title - Location Serviced - Duration (mm-yyyy to mm-yyyy) - Phone Number and/or Email 	<p>20</p>	

Total Possible Points	Maximum Rated Points Available: 180 points Overall Minimum Pass Mark: 126 points (70%)		
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2. Under Appendix D, SELECTION CRITERIA 1.iii on page 25:

Insert:

The rating is performed on a scale of 175 points.

And

Delete:

The rating is performed on a scale of 180 points.

All other terms and conditions remain unchanged.

Tenderers are to acknowledge this Addendum by signing in the space provided below and enclosing a copy of this document with their tender submission.

Yours truly,

Barbara Gorman
Contracting Specialist
Materiel and Contracting Services
Telephone: (613) 993-8447
Email: Barbara.gorman@tc.gc.ca

RECEIPT ACKNOWLEDGED/ ACCUSÉ DE RÉCEPTION

Name of Company/ Nom de l'entreprise _____

Signature _____

Canada

