



LETTER OF INTEREST (LOI)

July 30, 2019

Solicitation: D410020002/A

Letter of Interest (LOI) – To identify potential suppliers for a traditional competitive procurement

The Canadian Transportation Agency (the Agency) invites you to submit a written response to this **Letter of Interest (LOI)**:

The purpose of this Letter of Interest (LOI) is to identify a source of qualified suppliers, who are capable and interested in bidding on a requirement to provide the Agency with Canadian bus transportation data as described herein.

To comply with this LOI, your written response **should** be received at the following email address by no later than **August 14, 2019; 2:00 p.m. (EDT)**. Late responses may, or may not be considered by the Agency and may be returned unopened to Respondent.

Response Address:

otc.soumission-bid.cta@otc-cta.gc.ca

Responses submitted by facsimile or other means of electronic transmission, as well as oral responses, will not be accepted. However, responses may be amended by email if such amendment is received prior to the closing date and time for responses.

Inquiries

All inquiries regarding this LOI are to be addressed to the Contracting Authority identified below:

Bernadette Beaudoin
Canadian Transportation Agency
17th floor, 15 Eddy St., Gatineau, Quebec, Canada
Telephone: 819-953-8958
Email: Bernadette.beaudoin@otc-cta.gc.ca

Canadian Bus Data - LOI

1. This Letter of Interest (LOI) consists of the components described below:

COMPONENT	DESCRIPTION
Part 1: Letter of Interest	Contains a description of the Agency's purpose, objectives and timetable with respect to this LOI.
Part 2: Response Template	Provides a detailed description of the information which the Agency is seeking.

2. Respondents are asked to clearly identify in their response package, the following:
 - **Solicitation Number: D410020002/A**
 - **Project Name: Letter of Interest**
 - **Closing Date/Time: August 14, 2019, 2:00 p.m. (EDT)**
 - **Respondent's Name and Address**
3. Responses received after the specified closing deadline for this LOI may or may not be considered, since the Agency's timeline and schedule may not allow time for their consideration. Responses received after the closing deadline will not be considered by the Agency.
4. Questions concerning the LOI **should** be in writing, and may only be directed to the Contract Officer named in the Letter of Invitation. The deadline for the receipt of written questions from Respondents is **August 11, 2019**. The Agency may provide written answers to all questions received on or before this date by means of an amended LOI or Questions & Answers distributed via the Buy and Sell Website to all Respondents who acquired a copy of the LOI.
5. Respondents may develop their responses in either official language of Canada.
6. Respondents may amend or withdraw their response at any time prior to the stated closing deadline, and may do so in writing, by facsimile or by e-mail.
7. Wherever possible, the information requested in this LOI should be presented in the order presented in **Part 2: Response Template**.
8. The Agency assumes no responsibility whatsoever for any response which has been improperly addressed.
9. All requirements and conditions in this LOI are for the benefits of the Agency, and are not to be misconstrued as undertakings or obligations on the part of the Agency with respect to their enforcement.

Canadian Bus Data - LOI

10. All responses received and assessed by the Agency will be kept strictly confidential and will be retained to support the further development of internal Agency planning documents and decisions.
11. Unless specifically requested, responses received and assessed in relation to this LOI will not be returned to Respondents by the Agency.
12. The Agency will not be responsible for any costs incurred by Respondents associated with the preparation and submission of responses to this LOI.
13. The Agency solicits information via this LOI solely for its own benefit, and makes no commitment whatsoever that a resulting contract award will be made to any Respondent replying to this LOI.
14. Canada will not reimburse any Respondent for expenses incurred in responding to this LOI.
15. This is not an offer or bid solicitation.
 - I. This LOI will not result in the award of any standing offer or contract or lead to any development funding initiative.
 - II. Potential suppliers of any goods described in this LOI should not reserve stock as a result of any information contained in the LOI.
 - III. This LOI will not result in the creation of any source list.
 - IV. Potential supplier responds to this LOI will not preclude that supplier from participating in any future procurement.
 - V. The procurement of any of the goods described in this LOI will not necessarily follow this LOI.
 - VI. This LOI is simply intended to solicit feedback from industry with respect to matters described in this LOI.

16. Nature and Responses Requested

Use of Responses: Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this LOI. Canada will review all responses received by the LOI closing date. Canada may, in its discretion, review responses received after the LOI closing date.

Review Team: A review team composed of representatives of Canada will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response.

Confidentiality: Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.

Canadian Bus Data - LOI

Follow-up Activity: Canada may, at its discretion, meet with respondents who indicate in their responses that they wish to participate in a follow-up meeting. Such follow-up activity, if conducted, may include, but is not limited to, individual meetings and/or conferences. Canada may, in its discretion, contact any respondents to follow up with additional questions, for clarification of any aspect of a response or to arrange an instrument demonstration.

Canadian Bus Data - LOI

PART 1: LETTER OF INTEREST

1. CONTEXT

The Agency does not currently have access to a range of bus transportation metrics data describing industry performance including detailed route information and passenger transportation volumes.

The Analysis & Regulatory Affairs Directorate requires detailed bus transportation data to conduct further analysis informing the state of the bus carriers' performance in Canada.

The Centre for Expertise in Accessible Transportation (CEAT) would equally benefit from this database as it will provide greater information with respect to accessible transportation by bus transportation service providers in Canada.

2. OBJECTIVE

The Canadian Transportation Agency (CTA) requires detailed records from the bus transportation sector for a variety of Agency functions, most notably for a better understanding of the industry.

3. SCOPE OF THIS LETTER OF INTEREST (LOI)

The details provided herein allow potential Respondents to determine if they are capable and interested to bid on a requirement of this nature.

4. DELIVERABLES

All respondents considering themselves capable and interested in providing the goods described herein are to demonstrate their ability to meet the requirements by submitting a response to the following deliverable elements:

1. The data shall be transferred to the CTA in accordance with the terms of the contract;
2. The data must include a codebook which will define any codes used in the dataset.
3. Upon receiving the data, the CTA will have 4 weeks to verify the data;
4. For the 8 weeks following data importation the contractor must respond to questions from the CTA within two business days.

5. DATA REQUIREMENT LIST

The Data shall include:

1. A complete list of all bus carriers who fall under federal jurisdiction;
2. For each relevant service provider, a complete list of all routes, including distances, frequencies, ticket prices, and, passengers carried, and number of available seats on each route, as well as fleet sizes, the number of employees (including contractual) and their wage rates, as well as an estimate of the

Canadian Bus Data - LOI

growth rate of each service provider, the estimated service life of a bus, the average bus age of the carrier's current fleet, the cost of implementing and maintaining service dog relief areas, the cost of providing accessible on-board entertainment content, the extent of carrier compliance with 1p1f (including the number of 1p1f requests and accommodations), and whether each carrier's website is W3C WCAG 2.0 compliant;

- the proportion of buses that operate at full capacity, have display boards, that are accessible, that have wheelchair-accessible washrooms, and the prevalence and character of safety briefing cards (including standard, Braille, and large print formats), tactile row markers, emergency call buttons, wheelchair stowage capacity, mobility aid spaces (including number of spaces per bus), wheelchair lifts (including maximum weight capacity), and on-board entertainment.
 - the proportion of passengers who request a mobility aid space accommodation the proportion of passengers who request any other type of accommodation (ideally categorized)
3. A complete list of bus terminals who serve carriers that fall under federal jurisdiction;
 4. For each relevant terminal, the number of and passengers and employees (including contractual) – and their wage rates – for each day, as well as the number of available wheelchairs and the prevalence of service dog relief areas, and whether the terminal offers curbside assistance, provides wheelchair lifts (including number and maximum weight capacity), is CSA B651(2018) compliant, and the terminal operator's website is W3C WCAG 2.0 compliant;
 5. Estimates of the costs of step boxes, boarding lifts, and terminal wheelchairs.

6. PROCUREMENT SCHEDULE

At present, the following estimated procurement schedule is anticipated:

1. Release of LOI to industry - Summer 2019;
2. Potential release of a Request for Proposal (RFP) to industry – Fall 2019;
3. Potential contract award - Fall 2019/2020;

7. SECURITY

There is no security requirement associated with this LOI; however, a possible future solicitation could include a security requirement.

8. CONFIDENTIALITY OF RESPONDENT INFORMATION

Although the Agency is requesting responses from the Respondents to this LOI, it is understood that Respondents may not be willing or able to address all of the information sought by the Agency.

Nevertheless, and in an effort to encourage Respondents to be as forthcoming as possible, it is understood and agreed that the Agency should, during and after the period of the LOI, treat as confidential and not

Canadian Bus Data - LOI

divulge, unless authorized in writing by the Respondent, any information obtained from the Respondent that has been identified by Respondents as “confidential” or “proprietary”, within their written response to this LOI.

Although the primary purpose of this LOI is to identify potential suppliers that will be used to support the Agency’s preparation in project planning, the Agency will in no way make any direct attribution of any information obtained from Respondents that has been identified by Respondents as “confidential” or “proprietary” within their responses.

The Agency will also not impose any future obligations or commitments on Respondents with respect to claims or cost information contained within their responses.

9. RESPONDENT TEMPLATE

In order to gain the greatest value from responses to this LOI, and to facilitate a consistent and structured assessment of the information provided to the Agency within their responses, Respondents are asked to structure their responses to match the order in which the questions are asked in **Part 2 - Response Template**, of this LOI package.

In addition to any other expressed or implied rights, the Agency reserves the right to:

1. Cancel this LOI process at any time and/or issue a new LOI for the same or similar information;
2. Change the structure and timing of the LOI process;
3. Vary or extend any date or time in this LOI at any time, and for such period as the Agency in its absolute discretion considers appropriate;
4. Make changes, including substantial changes, to this LOI provided that those changes are issued by way of addenda in the manner set out in this LOI;
5. Request written clarification or the submission of supplementary information from any or all Respondents, or provide additional information or clarification;
6. Contact any customer or reference provided within a Respondent’s submission, as part of its assessment process; and
7. Not consider any response which contains information which the Agency (in its exclusive opinion) believes to contain misrepresentations or any other inaccurate, suspicious or misleading information.

PART 2: RESPONSE TEMPLATE

In order to gain the greatest value from responses to this LOI, and to facilitate a consistent and structured assessment of the information provided to the Agency, Respondents are asked to structure their responses in accordance with the following **Response Template**:

Respondents are required to answer the following questions:

1. Can your company supply and deliver the requested Data?
 - I. YES, please identify and go to the next question.
 - II. NO, please describe the extent to which your company can meet the requirements. Please identify any gaps and list all assumptions.
2. Does your company have at least two Corporate or Government client references?
 - I. YES, please identify and go to the next question.
 - II. NO, please explain why your company does not have any corporate or Government clients.
3. Is your company interested in submitting a bid?
 - I. YES, please identify. Thank you!
 - II. NO, explain why you would not submit a bid. Please list all constraints and assumptions. Please include any questions or comments not previously raised throughout the LOI period.