

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

annette.damour@tc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions Set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) Set out thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions Set out in the resulting contract clauses included in the bid solicitation.

Proposition à : Transports Canada

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

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Challenges & Opportunities for Automation of Rail Operations in Canada / Défis & possibilités associés à l'automatisation des services de transport ferroviaire au Canada	
Solicitation No. – N° de l'invitation	Date
T8080-200113	July 23 2020
Client Reference No. – N° référence du client	
T8080-200113	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Time (ET)
on – le September 1, 2020	Heure de l'Est (HE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Annette D'Amour	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
506-377-2041	annette.damour@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region – La région de la capitale nationale	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	7
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	7
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS	10
6.1 SECURITY REQUIREMENTS	10
PART 7 - RESULTING CONTRACT CLAUSES	11
7.1 STATEMENT OF WORK.....	11
7.2 STANDARD CLAUSES AND CONDITIONS.....	11
7.3 SECURITY REQUIREMENTS	12
7.4 TERM OF CONTRACT	12
7.5 AUTHORITIES	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
7.7 PAYMENT	13
7.8 INVOICING INSTRUCTIONS	14
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.10 APPLICABLE LAWS.....	14
7.11 PRIORITY OF DOCUMENTS	15
7.12 INSURANCE	15
ANNEX "A"	16
STATEMENT OF WORK	16
ANNEX "B"	26
BASIS OF PAYMENT	26
ANNEX "C"	28
EVALUATION PROCEDURES AND BASIS OF SELECTION	28

ANNEX "D" 37
PRICING SCHEDULE37
ANNEX "E" TO PART 3 OF THE BID SOLICITATION 40
ELECTRONIC PAYMENT INSTRUMENTS40
ANNEX "F" 41
TASK AUTHORIZATION – AUTORISATION DE TÂCHES41

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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, The Mandatory and Rated Criteria, the Financial Bid, the Electronic Payment Instruments, and the Task Authorization Form.

1.2 Summary

1.2.1 Transport Canada is seeking a qualified organization to develop and execute a maintenance and training program for the Intelligent Transportation Systems (ITS) Architecture for Canada. The goals of the project are to:

- Ensure that the ITS Architecture for Canada and current Canadian unique service packages are up to date, relevant, and support the needs of Canadian users.
- Develop new service packages to address new needs, such as interoperability with other transportation modes and services.
- Improve understanding and uptake of the Architecture through the development of a training plan, training materials, and the deliver a series of training workshops.
- Maintain alignment with the U.S. ITS Architecture (ARC-IT).

The project is comprised of 5 components (3 mandatory and 2 optional):

Mandatory:

1) Maintenance of the ITS Architecture for Canada, unique Canadian service packages, and new products developed under this contract:

- Periodic updates as needed to ensure continued functionality.
- Engagement with stakeholders to ensure the service packages continue to meet users' needs and reflect use cases consistent with current practices.
- Development of new Canadian service packages that reflect unique ITS and CV/AV use cases in Canada.
- Communications to inform stakeholders of new updates.

2) Establishing a Stakeholder Advisory Committee (AC) and hosting AC meetings. The role of the AC to guide future activities including reviewing and recommending proposed changes to the ITS Architecture and its service packages.

3) Development and delivery of a training program to increase the uptake and integration of the ITS Architecture in transportation planning and design activities across Canada.

Optional:

4) Develop website design/layout and content to host the Architecture, training materials, reports, information on the service packages, etc. This website would be hosted by a third-party (i.e. not the contractor).

5) Additional work, such as preparing briefing documents, or providing ongoing technical support for Canadian stakeholders using the ITS Architecture and in developing regional architecture, requested on an "as needed" basis.

Contract Period:

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- I. The "Initial Contract Period", which begins on the date of Contract award and ends on March 31, 2022
- II. Two option periods of 12 months each, ending March 31, 2023 and March 31, 2024 respectively.

Security Requirement:

As the materials to be used for this work and the work products produced will both be Unclassified, there are no security clearance requirements for the Contractor.

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation. If your bid is transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Bids must be sent by Electronic Submission to annette.damour@tc.gc.ca

Refer to Part 3, section 3.1 "Bid Preparation Instructions".

2.3 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 25 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Transport has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- The main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically. Canada requests that the Bidder submits its bid in separate documents as follows:

Section I: Technical Bid (One (1) soft copy, submitted by E-mail)

Section II: Financial Bid (One (1) soft copy, submitted by E-mail)

Section III: Certifications not included in the Technical Bid (One (1) soft copy, submitted by E-mail)

The bids must be sent by E-mail to: annette.damour@tc.gc

Epost Connect service and facsimile are not accepted by Transport Canada at this time.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders use a numbering system that corresponds to the bid solicitation in the preparation of their bid.

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the "Pricing Schedule in Annex "D".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "C".

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

2. Bids not meeting "a" or "b" or "c" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4. 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price in accordance with the table below and the ratio of 30%.

Pricing Table / Tasks	Average per Diem Rate	Total Evaluated Fixed Price	Weighting	Maximum Number of Points
TABLE A	N/A		50%	15
TABLE B – 1		N/A	30%	9
TABLE B – 2		N/A	10%	3
TABLE B – 3		N/A	10%	3
Total			100%	30

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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.

Notes:

TC may choose to terminate the evaluation upon the first finding of non-compliance.

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of 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 the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Status and Availability of Resources

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

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

5.2.3. 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to this Contract.

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"

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Annette D'Amour
Contracting Specialist
Transport Canada
95 Foundry Street
Moncton, NB, E1C 5H7
Telephone: 506-377-2041
E-mail: annette.damour@tc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is: **(to be provided upon contract award)**

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Contractor's Representative (TBD)

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada

7.7 Payment

7.7.1 Basis of Payment

For the Work described in *the statement of work* in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm lot prices for a total cost of \$_____ (*amount to be inserted at contract award*).

Customs duties are included and Applicable Taxes are extra.

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

For the firm price portion of the Work only, 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.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$115,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 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 invoice 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.

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

7.7.5 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.

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed
- b. a copy of the release document and any other documents as specified in the Contract;
- c. the description and value of the milestone claimed as detailed in the Contract

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions, [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions, [2035](#) (2020-05-28), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____,

7.12 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.

ANNEX "A"

STATEMENT OF WORK

Development and Execution of a Maintenance and Training Plan for the ITS Architecture for Canada¹

1. INTRODUCTION

1.1. Project Objective

Transport Canada is seeking a qualified organization to develop and execute a maintenance and training program for the Intelligent Transportation Systems (ITS) Architecture for Canada.

The goals of the project are to:

- Ensure that the ITS Architecture for Canada and current Canadian unique service packages are up to date, relevant, and support the needs of Canadian users.
- Develop new service packages to address new needs, such as interoperability with other transportation modes and services.
- Improve understanding and uptake of the Architecture through the development of a training plan, training materials, and the deliver a series of training workshops.
- Maintain alignment with the U.S. ITS Architecture (ARC-IT).

1.2. Background

The ITS Architecture for Canada is a common framework for planning, defining, and integrating intelligent transportation systems. The Architecture describes interaction among physical components of the transportation systems including travelers, vehicles, roadside devices, and control centres. It also describes the information and communications system requirements, how data should be shared and used, and the standards required to facilitate information sharing. It was developed to support ITS implementations in urban, interurban and rural environments across the country. The ITS Architecture for Canada is also the foundation for ongoing ITS standards work.

The ITS Architecture for Canada (Version 1.0) was initially developed in 2000 based on the then current Version 3.0 of the U.S. National ITS Architecture. It represented a significant step in the advancement in promoting the interoperability of ITS within Canada and across North America.

In 2005, a joint Border Information Flow Architecture (BIFA) was developed to support border crossing operations at the Canada-US border.

The ITS Architecture for Canada was last updated in 2010 to version 2.0, where it was re-aligned with the US Version 6.1. Version 2.0 contained 101 unique Service Packages whereas U.S. Version 6.1 contained 91 Service Packages. The Canadian Turbo tool was also developed with fully bilingual user interface. In the past few years, the U.S. Architecture has undergone significant revisions to incorporate CV interfaces and prioritize standards development. The U.S. Architecture was re-branded as ARC-IT (Architecture Reference for Cooperative and Intelligent Transportation). In 2017 U.S. ARC-IT Version 8.0 incorporated the Connected Vehicle Reference Implementation Architecture (CVRIA).

The ITS Architecture for Canada has recently been updated to align with ARC-IT version 8.3.

¹ ITS Architecture for Canada and ITS Architecture are used interchangeably in this document. ARC-IT refers to the U.S. Architecture.

The design and architecture of Intelligent Transportation Systems will evolve as new transportation technologies, including connected vehicles (CV)² and automated vehicles (AV)³, are deployed. The ITS Architecture for Canada requires an on-going maintenance in order to keep pace with new technologies and business models, and to stay relevant for Canadian users.

2. SCOPE OF WORK

The project is comprised of 5 components (3 mandatory and 2 optional):

Mandatory:

1) Maintenance of the ITS Architecture for Canada, unique Canadian service packages, and new products developed under this contract:

- Periodic updates as needed to ensure continued functionality.
- Engagement with stakeholders to ensure the service packages continue to meet users' needs and reflect use cases consistent with current practices.
- Development of new Canadian service packages that reflect unique ITS and CV/AV use cases in Canada.
- Communications to inform stakeholders of new updates.

2) Establishing a Stakeholder Advisory Committee (AC) and hosting AC meetings. The role of the AC to guide future activities including reviewing and recommending proposed changes to the ITS Architecture and its service packages.

3) Development and delivery of a training program to increase the uptake and integration of the ITS Architecture in transportation planning and design activities across Canada.

Optional:

4) Develop website design/layout and content to host the Architecture, training materials, reports, information on the service packages, etc. This website would be hosted by a third-party (i.e. not the contractor).

5) Additional work, such as preparing briefing documents, or providing ongoing technical support for Canadian stakeholders using the ITS Architecture and in developing regional architecture, requested on an "as needed" basis.

3. TASKS

3.1. Project Work Plan and Schedule

In consultation with the Project Authority, following the project kickoff meeting, the contractor must prepare and submit an updated project work plan and schedule.

² **Connected Vehicle (CV)** systems use connectivity (via wireless communications including Dedicated Short Range Communications), positioning (via GNSS and digital maps) and data processing to enable vehicles, smart roadway infrastructure and personal mobile devices to exchange information with each other, and to provide road users with both safety and mobility advisories, warnings and alerts.

³ **Automated Vehicle (AV)** systems use in-vehicle technologies (e.g., cameras, sensors, positioning, intelligent controllers and, in some cases, connectivity) to enable vehicles to navigate while taking over some driving functions such as braking, steering and acceleration.

3.2. ITS Architecture Maintenance Plan

In consultation with the project authority and the AC (see 3.4), develop a two-year maintenance plan that covers the following key areas:

- ***Elements of the ITS Architecture to be maintained.***
 - Components of the ITS Architecture that should be maintained, such as the Architecture Structure, Service Packages and website. All elements of the ITS Architecture must be consistent across the ITS Architecture and represent Canadian ITS users' needs.
- ***Process to Propose, Review, and Approve Architecture Updates***

Incorporating stakeholder engagement and the AC (see 3.4), develop a process to:

 - Ensure that the current service packages are up to date and meet Canadian the needs of Canadian road authorities and other users.
 - Develop new service package to reflect new transportation needs (additional transportation modes, transportation services, vulnerable road users including sensory impaired, new stakeholders etc.) and emerging technologies.
 - Review changes to a service package whether based on operational concept or information flow.
 - Maintain consistency across all of the ITS Architecture components and compatibility with ARC-IT tools.
 - Review need for additional unique service packages to meet the needs of Canadian road authorities and other users.
 - Notify stakeholders of updates or changes to the ITS Architecture (see 3.2 Communications).
- ***Timetable for the maintenance.***
 - Frequency of updates/reviews
- **Additional elements as determined by the Contractor and Project Authority**

3.3. Updates to the ITS Architecture for Canada and Development of New Service Packages

Various elements of the ITS Architecture are expected to require some ongoing maintenance (e.g. architecture structure, Canadian service packages).

a) **Architecture**

Version 3 of the ITS Architecture for Canada fully adopts all of ARC-IT Version 8.3, including complete 1-to-1 mapping to all Services Packages and supporting elements.

The Architecture was recently updated with a view of avoiding, or at least minimize, differences in comparison to the latest U.S. ARC-IT – to facilitate adoption of future updates and reduce future maintenance needs. As such, little maintenance to the Architecture or supporting tools is expected. Should any be required, it would be requested under through a task authorization.

b) **Service Packages**

Service Packages represent slices of the Physical View that address specific services like traffic signal control. A service package collects together several different physical objects (systems and devices) and their functional objects and information flows that provide the desired service. Version 3 of ITS Architecture for Canada includes the following Canadian-unique Service Packages:

- CVO20 - International Border Registration
- CVO22 - International Border Coordination

- TM26 - Signal Enforcement
- WX04 - Roadway Micro-Prediction

New or updated service packages may be required to support the needs of Canadian users.

This will be determined in consultation with the Project Authority and the Advisory Committee, and approved by the Project Authority.

New or updated service packages must:

- Be compatible with the latest version of ARC-IT. The contractor will develop and implement a quality control process to address this requirement.
- Include a description, and relevant information such as goals and objectives, needs and requirements, and applicable standards
- Show all physical objects, functional objects, and information flows for all views of ARC-IT and the ITS Architecture for Canada (currently Enterprise, Functional, and Physical)
- Include physical diagrams in both SVG and PNG format, or other format as required for compatibility with ARC-IT.

The contractor will also be required to develop communications materials to inform stakeholders of completion of updates to the ITS Architecture and the availability of new or updated Canadian unique service packages.

Task 3.3 will be structured on the basis of Task Authorizations.

Upon request from the Project Authority, who will provide a Statement of Work, the contractor will submit a Scope of Work document within two weeks' notice, including:

- a) task work plan
- b) task outline
- c) schedule of conference calls
- d) time schedules for interim and final submissions
- e) task content and activities
- f) budget

The Scope of Work for each task must be approved by the Contracting Authority in writing prior to the commencement of any work.

For bid preparation purposes, the contractor is to provide a per-diem rate. As the ITS Architecture was recently updated, the total estimated expenditure for this task is not expected to exceed \$50,000 in the Initial Contract Period.

3.4. ITS Architecture for Canada Stakeholder Advisory Committee

The AC is expected to serve as a representative community of practice of ITS Architecture users. The AC would guide future activities such as reviewing and recommending proposed changes to the ITS Architecture and its service packages. The AC is expected to include representatives from academia, industry, and government. Members of the committee may include stakeholders beyond the traditional traffic, transit and maintenance areas such as railways, port authorities, first responders, and other agencies.

3.4.1. Membership

In consultation with the Project Authority:

- Recommend committee size.
- Identify and recommend industry, academic, and government stakeholders for participation.
- Contact approved participants and manage the membership list.

3.4.2. Terms of Reference

Develop the terms of reference (TOR) for the committee. The TOR must include:

- Purpose, objective and mandate of the AC;
- Leadership and structure;
- Role of members; and,
- Other aspects as determined in consultation with the Project Authority.

3.4.3. Organize and Facilitate AC Meetings

In consultation with the Project Authority, prepare and distribute meeting materials including but not limited to: invitations, agendas, presentations and summaries/minutes.

The Contractor will be required to organize up to **two meetings per year**, each expected to be up to 2 hours in duration. The meetings will be held via teleconference/WebEx using the Government of Canada teleconference service.

Within **10 days** following each meeting, the Contractor must provide to the Project Authority a summary of the meetings documenting the main discussions, issues raised, recommendations made etc.

3.5. Education and Training Program

The purpose of this task is to ensure Canadian users have access to the necessary resources to facilitate their use of the ITS Architecture. Following an assessment of gaps and needs, the contractor would propose a training plan and develop training material and user guides.

3.5.1. Assessment of education and training gaps/needs

Review existing online training materials including:

- Free and fee-based courses offered by organizations such as, but not limited to, academic institutions, the Consortium for Innovative Training and Education (CITE)⁴, USDOT ITS Professional Capacity Building Program⁵, and the ARC-IT website⁶.
- Relevant user guides.

Following the review, the contractor will:

- Prepare a presentation deck summarizing providing an overview of the scope of the training materials and guides that were reviewed, and create an initial list of potential gaps/needs that are unmet by the existing materials.
- Develop and lead online consultation with the AC and other stakeholders regarding training gaps/needs. This includes holding 1-2 webinars and online consultations sessions.
- Prepare and submit a report summarizing training course availability, gaps/needs, and recommendations for new training materials.

⁴ <https://www.citeconsortium.org/>

⁵ <https://www.pcb.its.dot.gov/>

⁶ <https://local.iteris.com/arc-it/html/resources/training.html>

3.5.2. Training Plan

Based on the report prepared for task 3.5.1, and in consultation with the Project Authority, AC, and other stakeholders, develop a Training Plan that would:

- Outline the content of proposed training materials (e.g. slide presentations, user guides)
- Provide a brief assessment of training delivery options (e.g. webinars and workshops), based on factors such as cost effectiveness, reach, number of participants etc.

3.5.3. Training Material & User Guides

It is expected the contractor will be required to prepare training materials (recorded one hour webinar consisting of up to 50 slides) relating to the following:

- How to develop and implement a local or regional architecture using the ARC-IT framework and tools with supporting examples
- How to use the ITS Architecture in transportation planning, budgeting and project implementation.

The contractor will also develop user or best practice guide pertaining to the Canadian service packages.

Additional training aspects will be determined in consultation with the Project Authority and AC.

3.5.4. Training Workshops – Outline

In consultation with the Project Authority, the AC, and other stakeholders, develop the outline for a three-day workshop to provide hands-on technical training on using ARC-IT / the ITS Architecture for Canada.

3.5.5. Training Workshops – Materials

Develop all necessary workshop materials (should these not already be available) such as presentations and agendas. T

3.5.6. Training Workshops – Delivery

Organize (including agenda, venue, audio/visual, hospitality and other logistics) and deliver up to **four** workshops as per 3.5.4.

The workshops would be geographically distributed across Canada. Due to COVID-19 restrictions relating to travel, one or more of these workshops may be run virtually instead of in-person.

Task 3.5.6 workshop venue, hospitality and materials will be structured on the basis of Task Authorizations

For all workshops, the Contractor will be reimbursed for the authorized venue, hospitality and workshop material costs to deliver the workshop reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

For bid preparation, the bidder should include an estimated venue, hospitality and workshop material cost of \$50,000 for four workshops to be delivered during the Initial Contract Period.

All hospitality and event expenditures must be in accordance with the Government of Canada Directive on Travel, Hospitality, Conference and Event Expenditures and authorized in advance by the Technical Authority.

Working days to organize and lead the workshops must be included in Contractor's bid.

3.6. ITS Architecture for Canada Website (Optional)

Develop website design layout and content relating to the ITS Architecture for Canada. The content would include the following elements:

- Background information

- Canadian service packages descriptions and diagrams
- Links to the ARC-IT webpages including RAD-IT, SET-IT, and Training and Workshops.
- Descriptions of Architecture resources such as user guides, training materials
- News posting, updates and events calendar
- Frequently asked questions
- Glossary of terms specific to Canadian jurisdictions with their U.S. equivalent.
- Contact information

For clarity, the contractor is not required to develop webpages. Rather, the contractor will be developing content and proposed layout for a possible ITS Architecture website, which would be hosted by a third-party.

3.7. Additional Work Requested on an “as needed” basis (Optional)

Deliverables in accordance with this Section, will be defined on an “as needed” basis.

Deliverables may take the form of:

- Preparation of briefing material on the ITS Architecture
- Updating training materials prepared under task 3.5
- Providing technical support to Canadian stakeholders in using the ITS Architecture and developing regional architecture.
- Organizing additional in-person training workshops, or live webinars
- Participation in related meetings on behalf of Transport Canada

It is anticipated that this option will be used to supplement or elaborate/further develop tasks identified in Section 3 and address gaps that are not foreseeable at this time.

When the Project Authority requests a project under this option, the contractor is required to be made available within two weeks’ notice from Technical Authority to discuss specific tasks and deliverables.

Upon request from the Project Authority, who will provide a Statement of Work, the contractor will submit a Scope of Work document within two weeks’ notice, including:

- a) project work plan
- b) project outline
- c) schedule of conference calls
- d) time schedules
- e) project content and activities
- f) budget

The Scope of Work for each project must be approved by the Contracting Authority in writing prior to the commencement of any work under this option.

3.8. Deliverables and Acceptance Criteria

All deliverables are to be provided in electronic version compatible with MS Word or MS PowerPoint in English. Presentations, outlines, interim and final reports will be in English only.

Item	Task	Deliverables	Timeline (within X weeks of contract award)
1	3.1	Project Plan and Schedule	2
2	3.2	Maintenance Plan - outline	4
3	3.2	Maintenance Plan – draft	6
4	3.2	Maintenance Plan - final	10

5	3.4.1	Proposed AC membership list	4
6	3.4.2	Draft AC Terms of Reference	6
7	3.4.2	Final AC Terms of Reference	8
8	3.4.3	Organize and deliver first AC Meeting: -Materials – agenda, invitation, presentation (draft and final) -Host meeting -Meeting summary (draft and final)	12-18
9	3.4.3	Organize and deliver second AC Meeting: -Materials – agenda, invitation, presentation (draft and final) -Host meeting -Meeting summary (draft and final)	TBC est. 38
10	3.4.3	Organize and deliver third AC Meeting: -Materials – agenda, invitation, presentation (draft and final) -Host meeting -Meeting summary (draft and final)	TBC est. 64
11	3.4.3	Organize and deliver fourth AC Meeting: -Materials – agenda, invitation, presentation (draft and final) -Host meeting -Meeting summary (draft and final)	TBC est. 90
12	3.5.1	Assessment of education and training gaps/needs – draft report	12
13	3.5.1	Host online consultation session on training gaps/needs (including 1-2 webinars)	14-18
14	3.5.1	Assessment of education and training gaps/needs – final report	20
15	3.5.2	Training Plan – draft	22
16	3.5.2	Training Plan – final	24
17	3.5.3	Training Material – draft	30
18	3.5.3	Training Material – final	34
19	3.5.4	Outline of Training Workshops – draft	32
20	3.5.4	Outline of Training Workshops – final	35
21	3.5.5	Training Workshops – Materials – draft	40
22	3.5.5	Training Workshops – Materials – final	45
23	3.5.6	Organize and Delivery Training Workshops # 1	55
24	3.5.6	Organize and Delivery Training Workshops # 2	60
25	3.5.6	Organize and Delivery Training Workshops # 3	75
26	3.5.6	Organize and Delivery Training Workshops # 4	80
27	3.3	Updates to the ITS Architecture for Canada and Development of New Service Packages	Anticipated week 50

4. LANGUAGE OF WORK

The principal language of communications both verbally and written will be English. Transport Canada will facilitate and pay the costs when translations are required.

5. WORK LOCATION

Work will be conducted at Contractor's place of business. Travel within Canada and the United States will be required to conduct meetings, consultation sessions and workshops. Location of meetings, consultation sessions and workshops will be determined by the Technical Authority.

6. SECURITY

As the materials to be used for this work and the work products produced will both be Unclassified, there are no security clearance requirements for the Contractor.

7. CONTRACT PERIOD

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- I. The "Initial Contract Period", which begins on the date of Contract award and ends on March 31, 2022
- II. Two optional extensions of 12 months each, ending March 31, 2023 and March 31, 2024 respectively. Each extensions includes the following tasks (see details in the respective sections above):
 - Task 3.3: Updates to the ITS Architecture for Canada and Development of New Service Packages
 - *Task 3.4.3: Organize and Facilitate AC Meetings*
 - Task 3.7 Additional Work Requested on an "as needed" basis (Optional).

8. EXTENSION OPTION

Option to Extend the Contract:

The Contractor grants to Canada the irrevocable option to extend the tasks, deliverables and period of the contract by two periods of up to 12 months each. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Canada may exercise option to extend the contract at any time by sending a written notice to the Contractor before the expiry date of the Contract Period. The options may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

9. TRAVEL

Travel will be required for occasional face-to-face meetings to engage with stakeholders and provide training throughout the course of the contract as outlined in Section 3.

The travel costs for the Contractor to provide sessions and workshops shall be included in the price of the contract and paid in accordance with the applicable provisions set out in the Basis of Payment. **For bid preparation, the bidder should include an estimated travel cost of \$15,000 during the Initial Contract Period.**

All travel must have the prior authorization of the Technical Authority through a Travel Authorization. All payments are subject to government audit.

10. INTELLECTUAL PROPERTY

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

"Where the main purposes of the Crown procurement contract or of the deliverables contracted for, is to generate knowledge and information for public dissemination".

11. METHOD OF PAYMENT

Payment for services rendered will be made upon receipt and acceptance of deliverables by the Departmental Representative, and upon receipt of detailed invoices. All payments will be contingent upon TC's satisfaction with the deliverables.

ANNEX "B"

BASIS OF PAYMENT

METHOD OF PAYMENT

Payment for services rendered will be made upon receipt and acceptance of deliverables by the Departmental Representative, and upon receipt of detailed invoices. All payments will be contingent upon TC's satisfaction with the deliverables.

The schedule of milestones/tasks for which payments will be made in accordance with the Contract is as follows:

Initial Contract Period from Contract Award to March 31, 2022

1. Upon Completion and Acceptance of **Task 3.1** – Project Work Plan and Schedule -
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
2. Upon Completion and Acceptance of **Task 3.2** – ITS Architecture Maintenance Plan –
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
3. Upon Completion and Acceptance of **Task 3.4** - ITS Architecture for Canada Stakeholder:
 - a. **3.4.1** – Membership
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - b. **3.4.2** – Terms of Reference
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - c. **3.4.3** – Membership
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
4. Upon Completion and Acceptance of **Task 3.5** – Education and Training Program:
 - a. **3.5.1** – Assessment of education and training gaps/needs
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - b. **3.5.2** – Training Plan
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - c. **3.5.3** – Training Material & User Guides
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - d. **3.5.4** – Training Workshops (Outline)
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - e. **3.5.5** – Training Workshops (Materials)
For a fixed price of \$ [Insert at contract award] (GST/HST extra)
 - f. **3.5.6** – Training Workshops (Delivery)
For a fixed price of \$ [Insert at contract award] (GST/HST extra)

FOR A TOTAL FIXED PRICE OF: \$ [Insert at contract award] (GST/HST extra)

5. Professional Services (Task Authorization)

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the task hourly rates detailed below:

- a. **Task 3.3** – Upon completion of updates to the ITS Architecture for Canada and Development of New Services Packages -
For a fixed per diem price of \$ **[Insert at contract award]** (GST/HST extra)
- b. **Task 3.6** - Upon completion of the ITS Architecture for Canada Website -
For a fixed per diem price of \$ **[Insert at contract award]** (GST/HST extra)
- c. **Task 3.7** – For additional work – Requested on an “as needed” basis –
For a fixed per diem price of \$ **[Insert at contract award]** (GST/HST extra)

6. Authorized Travel and Living Expenses for the Work:

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); outside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](#), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). All travel must have the prior authorization of the Project Authority.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.” and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.”

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

ANNEX "C"

EVALUATION PROCEDURES AND BASIS OF SELECTION

General Requirements

The technical portion of bid should not exceed 15,000 words (excluding title, table of contents, and CVs).

For any *project summaries* provided in demonstration of mandatory or rated experience requirements, the resource must provide:

1. A description of the project, and the scope of services rendered and deliverables
2. The value of the project
3. If applicable: A solicitation reference number or award notice, with link to government tender site
4. The scale of the project (size of the client organization, if applicable).
5. The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).
6. A brief description of the proposed resource(s) role in the project.
7. The name of the client organization (to whom the proposed resource services were provided), and contact person for verification.
8. If the services rendered and deliverables met client expectations for time, budget, and quality of work.

The bidder may use an individual *project summary* to meet one or more of the mandatory or rated criteria. The bidder may choose to provide *project summaries* early in their proposal, reference these when responding to individual criteria, while providing additional clarification if needed. This will help the bidder avoid repeating the same information multiple times.

1. MANDATORY REQUIREMENTS

No.	Mandatory Criteria	Meets Criteria Met (✓)	Proposal Page No.
M1	<p>The Bidder's proposed resource(s) collectively must possess a minimum of 5 years of experience acquired within the last ten (10) years spanning at least two (2) of the following ITS activities:</p> <ul style="list-style-type: none"> - Applying elements from the ITS Architecture for Canada and/or ARC-IT to an ITS deployment project. - Developing ITS Architecture Service Packages. - Developing or maintaining a regional ITS architecture. - Developing system architectures for ITS projects. <p>Note: The proposed resource(s) are not required to have worked on the same projects for their individual experience to be counted.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p>		

<p>M2</p>	<p>The Bidder's proposed resource(s) collectively must be proficient in using the following software:</p> <ul style="list-style-type: none"> • MS Access or similar database software; and • MS Visio or similar flowchart and diagramming software. <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements, and/or by clearly referencing specific elements in the proposed resources' CV.</p>		
<p>M3</p>	<p>One or more of the proposed resources must have:</p> <ul style="list-style-type: none"> • An engineering degree with specialization in a relevant discipline, such as transportation, systems engineering, or traffic engineering; and, • Extensive experience and expertise with knowledge of systems engineering and transportation planning processes as applied to ITS. <p>Extensive experience is defined as a minimum of 3 years' experience acquired within the last ten (10) years.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements, and/or by clearly referencing specific elements in the proposed resource's CV.</p>		
<p>M4</p>	<p>At least one of the bidder's proposed resource(s) must have developed or delivered a technical course or training in the last 5 years in a relevant area e.g. ITS, transportation/traffic engineering.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements, and/or by clearly referencing specific elements in the proposed resource's CV.</p>		
<p>M5</p>	<p>The Bidder must include within their proposal a detailed curriculum vitae (CV) for each of their proposed resources for this contract and identify the role of each resource in delivering the contract.</p> <p>The CV for each proposed resources must include a summary/description of the previous projects/work experience for the last 10 years, and indicate when the work was carried out and for how long.</p>		

M6	<p>At least one proposed resource must demonstrate through their CV the following experience:</p> <ul style="list-style-type: none"> • delivering presentations to large stakeholder groups (over 50 people), • leading technical working groups, task forces, or other collaborative initiatives 		
M7	<p>At least one proposed resource must have experience using the ARC-IT tools (SET-IT and RAD-IT).</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p>		

2. TECHNICAL REQUIREMENTS

RATED REQUIREMENTS:

Bids must achieve an **overall minimum percentage of 50%**. Bids that do not meet this requirement will be declared non-responsive. Each point rated technical criterion should be addressed separately.

PROJECT SUMMARIES:

Rated Criteria	Point Rating	Maximum Points	Proposal Page No.
R1. QUALITY OF PROJECT PLAN			
<p>The Bidder must include a draft Project Plan for each project Phase in accordance with Tasks 3.1-3.5. The project plan should specify the weekly progress targets on all tasks and deliverables as well as the allocation of each project resource(s)' time in person-days.</p> <p>For the purposes of preparing the project plan, the bidder is to assume a contract award date of October 1, 2020.</p>	<p>No plan or inadequate plan with insufficient detail or clarity to show task allocation amongst project resource(s) and approach to meeting deliverables, major weaknesses/gaps in information = 0 Points</p> <p>Inadequate plan with detail or clarity to show task allocation amongst project resource(s) and approach to meeting deliverables, significant weaknesses/gaps in information = 3 Points</p> <p>Adequate plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables, some weaknesses/gaps in information = 6 Points</p> <p>Good plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables, few minor weaknesses/gaps in information = 9 Points.</p>	/12	

	<p>Excellent and thorough plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables; very minor gaps in information = 12 Points</p>		
<p>R2. ITS ARCHITECTURE EXPERIENCE</p>			
<p>R2 –A</p> <p>One or more of the proposed resources have experience applying the ITS Architecture for Canada, ARC-IT or other ITS Architecture to an ITS deployment project.</p> <p>The experience must have been acquired within the last ten (10) years.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements</p>	<p>Relevance and scope of experience:</p> <p>The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 Points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 3 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 7 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 11 Points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 15 Points</p>	<p style="text-align: center;">/15</p>	

<p>R2 - B</p> <p>One or more of the proposed resources have experience developing ITS Architecture Service Packages, and/or a regional/local ITS architecture.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements</p>	<p>Relevance and scope of experience:</p> <p>The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 Points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 3 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 7 points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 11 points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 15 points</p>	<p>/15</p>	
<p>R2- C</p> <p>One or more of the proposed resources have experience using ARC-IT with its associated tools (SET-IT and RAD-IT) or the ITS Architecture for Canada and the Turbo Tool.</p>	<p>Relevance and scope of experience:</p> <p>2 points per relevant project, up to a maximum of 8 points.</p> <p>An extra 2 points will be provided to bidders demonstrating using all three of the tools.</p>		

<p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements. The projects may be the same as those provided for R1-A.</p>	<p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>/10</p>	
<p>R3. EXPERIENCE WITH CONNECTED VEHICLE (CV) TECHNOLOGY AND/OR CV APPLICATIONS</p>			
<p>One or more of the proposed resources have technical experience with projects to test or evaluate CV) technology and/or CV applications.</p> <p>The project(s) must include an infrastructure component (i.e. projects that are exclusively focused on vehicle-to-vehicle communications shall not count towards this criterion).</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>Relevance and scope of experience:</p> <p>The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 Points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 2 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 4 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 6 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 8 Points</p>	<p>/8</p>	

R4. WORK EXPERIENCE IN LEADING MULTI-STAKEHOLDER WORKING GROUPS, CONSULTATIONS OR OTHER COLLABORATIVE WORKING INITIATIVES

<p>One or more of the proposed resources have experience in leading in multi-stakeholder working groups, consultations or other collaborative working initiatives.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>Relevance and scope of experience:</p> <p>The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 Points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 3 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 6 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 9 points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 12 points</p>	<p style="text-align: center;">/12</p>	
---	--	--	--

R5. WORK EXPERIENCE DEVELOPING BRIEFING MATERIAL AND PRESENTATIONS

<p>One or more of the proposed resources have experience developing briefing materials (e.g. memos, short summaries) and presentations that explain technical concepts to non-technical audiences.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>Relevance and scope of experience:</p> <p>The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 Points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 2 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 4 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 6 Points</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 8 points</p>	<p>/8</p>	
---	---	-----------	--

R6. WORK EXPERIENCE DEVELOPING USER GUIDES			
<p>One or more of the proposed resources has experience developing user guides related to transportation engineering applications (e.g. ITS Architecture, simulation software, MAP creation, Traffic Optimization tool)</p>	<p>Relevance and scope of experience: 5 points per relevant project up to a maximum of 10 points.</p> <p>For a project example to be considered relevant, the Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>/10</p>	
R7. WORK EXPERIENCE DEVELOPING AND DELIVERING A TECHNICAL TRAINING COURSE OR WEBINAR.			
<p>One or more of the proposed resources have experience in developing or delivering a technical training course or webinar in one or more of the following areas:</p> <ol style="list-style-type: none"> a. ITS technology b. ITS deployment c. ITS or CV applications (queue warning, speed advisory systems, lane drop alert, incident warning etc.) d. Using ITS Architectures 	<p>Relevance and scope of experience: 5 points per relevant example up to a maximum of 10 points.</p> <p>For a course example to be considered relevant, the Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>/10</p>	
<p>TOTAL RATED REQUIREMENT (MAX 100 POINTS) PASS MARK (50% - 50 POINTS)</p>		<p>Total Points</p>	<p>/100</p>

ANNEX "D"

PRICING SCHEDULE

4.1 COST PROPOSAL:

4.1.1 Professional Services and Associated Costs

The Bidders shall tender an **all-inclusive fixed price** for the conduct of all work as described in the Statement of Work.

TABLE A - Initial Contract Period – From Contract Award to March 31, 2022 - Bidders shall provide a total fixed price in accordance with the following grid:

TASK # and DESCRIPTION	TOTAL FIXED PRICE
Task 3.1: Project Work Plan and Schedule	\$ _____ (GST/HST extra)
Task 3.2: ITS Architecture Maintenance Plan	\$ _____ (GST/HST extra)
Task 3.4: ITS Architecture for Canada Stakeholder :	
• 3.4.1 – Membership	\$ _____ (GST/HST extra)
• 3.4.2 – Terms of Reference	\$ _____ (GST/HST extra)
• 3.4.3 – Organize and Facilitate AC Meetings	\$ _____ (GST/HST extra)
Task 3.5: Education and Training Program:	
• 3.5.1 – Assessment of education and training gaps/needs	\$ _____ (GST/HST extra)
• 3.5.2 – Training Plan	\$ _____ (GST/HST extra)
• 3.5.3 – Training Material & User Guides	\$ _____ (GST/HST extra)
• 3.5.4 – Training Workshops (Outline)	\$ _____ (GST/HST extra)
• 3.5.5 – Training Workshops (Materials)	\$ _____ (GST/HST extra)
• 3.5.6 – Training Workshops (Delivery)	\$ _____ (GST/HST extra)
TABLE A - Total Evaluated Fixed Price (Tasks: 3.1 + 3.2 + 3.4 + 3.5)	\$ _____ (GST/HST extra)

4.1.2 Professional Services (Task Authorization)

The Bidders shall tender an **all-inclusive Per Diem Rate** for the conduct of all work as described in the Statement of Work.

TABLE B-1: INITIAL CONTRACT PERIOD – From Contract Award to March 31, 2022

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.3: Updates to the ITS Architecture for Canada and Development of New Services Packages	1. \$ _____ (GST/HST extra)
2. Task 3.6: ITS Architecture for Canada Website (Optional)	2. \$ _____ (GST/HST extra)
3. Task 3.7: Additional Work – Requested on an “as needed” basis (Optional)	3. \$ _____ (GST/HST extra)
TABLE B-1 TOTAL AVERAGE PER DIEM RATE (1+2+3 / 3 =)	\$ _____ (GST/HST extra)

TABLE B-2: OPTION YEAR 1 - From April 1, 2022 to March 31, 2023

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.3: Updates to the ITS Architecture for Canada and Development of New Services Packages	1. \$ _____ (GST/HST extra)
2. Task 3.4.3: Organize and Facilitate AC Meetings	2. \$ _____ (GST/HST extra)
3. Task 3.7: Additional Work – Requested on an “as needed” basis (Optional)	3. \$ _____ (GST/HST extra)
TABLE B-2 TOTAL AVERAGE PER DIEM RATE (1+2+3 / 3 =)	\$ _____ (GST/HST extra)

TABLE B-3: OPTION YEAR 2 – From April 1, 2023 to March 31, 2024

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.3: Updates to the ITS Architecture for Canada and Development of New Services Packages	1. \$ _____ (GST/HST extra)
2. Task 3.4.3: Organize and Facilitate AC Meetings	2. \$ _____ (GST/HST extra)
3. Task 3.7: Additional Work – Requested on an “as needed” basis (Optional)	3. \$ _____ (GST/HST extra)
TABLE B-3 TOTAL AVERAGE PER DIEM RATE (1+2+3 / 3 =)	\$ _____ (GST/HST extra)

4.1.3 Task 3.3: Updates to the ITS Architecture for Canada and Development of New Service Packages (Structured on the basis of Task Authorizations)

Working days to complete this task will be based on TABLE B – 3.3 fixed per diem rate. As the ITS Architecture was recently updated, the total estimated expenditure in the initial Contract Period for this task, is not expected to exceed:

Total maximum estimated cost..... \$50,000 (GST/HST extra)

4.1.4 Task 3.5.6: Training Workshops – Delivery, workshop venue, hospitality and materials (Structured on the basis of Task Authorizations)

Working days to organize and lead the workshops must be included in the prices for Items in TABLE A - 3.5 Education and Training Program. This section only applies to authorize receipt-based expenses for venue, hospitality and materials

Total maximum estimated cost..... \$50,000 (GST/HST extra)

4.1.5 Travel: Travel will be required for occasional face-to-face meetings to engage with stakeholders and provide training throughout the course of the contract.

Working days to organize and perform travel must be included in the prices for the appropriate item. This section only applies to authorized receipt-based expenses for travel costs per Section 9. All travel must have the prior authorization of the Technical Authority through a Travel Authorization.

Total maximum estimated cost..... \$15,000 (GST/HST extra)

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

ANNEX "F"

TASK AUTHORIZATION – AUTORISATION DE TÂCHES

All invoices must show the following agreement reference numbers. Toutes les factures doivent indiquer les numéros relatifs au contrat.

Order Office - Bureau Demandeur:	X	Contract Number - Numéro du Contrat:	X
Financial Code(s) - Code(s) financier(s):	X	Amount - Montant:	\$ Includes GST
		Request Date/Date de la demande	X

To Contractor - À L'Entrepreneur: <u>Vendor name here</u> XXXXXXXXXXXX BPN: <u>123861098PG0001</u> <u>Services for / pour:</u>	To the Contractor: You are requested to supply the following services in accordance with the terms of the above referenced contract. Only services included in the contract shall be supplied against this requisition. Please advise the undersigned if the delivery date cannot be met. Invoices shall be prepared in accordance with the instructions set out in the contract. A L'Entrepreneur: Vous êtes prié de fournir les services suivants en conformité des terms du contrat mentionnés ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.
---	--

Contract Item - No. d' article du contrat	Services (Resources)	Category	\$Rate \$Taux	\$Amount \$Montant
			\$	
			\$	
TOTAL				\$0.00

Statement of Work: Tasks/Deliverables Annoncé de travail: Tâches/Activités/Déliverables STATEMENT OF WORK:	Start/End Dates/Due Dates Debut/Fin/ Échéances
--	---

Signatures: Signatures are required prior to the contractor commencing work. Les signatures sont exigants avant que l'entrepreneur commence le travail.

Client Contract Authority	Name/Nom:	Signature:	Date
RC Manager - Gestionnaire C	Name/Nom:	Signature:	Date
Contractor Authorized Representative - Représentent de contracteur autorisé	Name/Nom:	Signature:	Date
Procurement Authority - Autorité contractante	Name/Nom:	Signature:	Date