



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Innovation, Science and Economic
Development Canada
Innovation, Sciences et Développement
économique Canada

Email: hong.fong@canada.ca
and
Email : [ic.cmmbidreceiving-
receptiondesoffrescgm.ic@canada.ca](mailto:ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca)

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Innovation, Science and
Economic Development 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.

**Proposition aux: Innovation, Sciences et
Développement économique 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).

Comments - Commentaires

Issuing Office – Bureau de distribution

Innovation, Science and Economic
Development Canada / Innovation, Sciences et
Développement économique Canada
Contracts & Materiel Management / Contrats et
gestion du matériel
235 rue Queen Street
Ottawa, Ontario, K1A 0H5

Title – Sujet Analysis Expert Services on Global, North American and Canadian Automotive Sector Trends	
Solicitation No. – N° de l'invitation ISED197344	Date 2021-03-22
Solicitation Closes – L'invitation prend fin at – à 14 :00 PM on – le 2021-04-20	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: : Other-Autre: X	
Address Inquiries to : - Adresser toutes questions à: Hong Fong hong.fong@canada.ca	
Telephone No. – N° de téléphone : 343-649-0547	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein Précisé dans les présentes	

Instructions : See Herein
Instructions: Voir aux présentes

Delivery required - Livraison exigée	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six 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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Sample Task Authorization (TA) Form, Pricing Schedule, and Technical Evaluation Criteria.

1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of Innovation, Science and Economic Development Canada (ISED) for the provision of Analysis Expert Services on Global, North American and Canadian Automotive Sector Trends on “as and when required basis”. The work to be performed is detailed under Annex A-Statement of Work.

It is intended to result in the award of 1 contract. The period of any resulting contract will be from Contract award to March 31, 2022. Any resulting contract will include an irrevocable option allowing Canada to extend the resulting contract term by up to two (2) additional one (1) year periods under the same terms and conditions.

1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership, Canada-European Union Comprehensive Economic and Trade Agreement, Canada-Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Canada - Honduras Free Trade Agreement, Canada - Korea Free Trade Agreement, Canada – Peru Free Trade Agreement, Canada - Panama Free Trade Agreement, Canada-Ukraine Free Trade Agreement, and World Trade Organization – Agreement on Government Procurement.

1.2.3 There is no security requirement applicable to this requirement.

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 calendar days

2.2 Submission of Bids

a) Email Address for Bid Submission: Bids must be submitted only to Innovation, Science and Economic Development Canada by the date and time of closing identified on page 1 of the bid solicitation. Bids must be emailed to the Contracting Authority at hong.fong@canada.ca and ic.cmmbidreceiving-receptiondesoffrescgm.ic@canada.ca.

b) Format of Email Attachments: The approved formats for email attachments are any combination of:

- i) PDF attachments; and
- ii) documents that can be opened with either Microsoft Word or Microsoft Excel.

Bidders that submit attachments in other formats do so at their own risk.

c) Email Size: Bidders should ensure that they submit their bid in multiple emails if any single email, including attachments, will exceed 20 MB. Except as expressly provided below, only emails that are received at the **Email Address for Bid Submission** by the closing date and time will be considered part of the bid.

d) Email Title: Bidders are requested to include the Solicitation Number identified on page 1 of the bid solicitation in the “subject” line of each email forming part of the bid.

e) Time of Receipt: All emails received at the **Email Address for Bid Submission** showing a “received” time before the bid closing date and time will be considered timely. In the case of a dispute regarding the time at which an email arrived at ISED, the time at which the response is received by ISED will be determined.

f) Email Acknowledgement of Receipt by ISED: On the closing date, the Contracting Authority or an ISED representative will send an email acknowledging receipt of each bid (and each email forming part of that bid, if multiple emails are received) that was received by the closing date and time at ISED’s **Email Address for Bid Submission**.

g) Delayed Email Bids: ISED will not consider any electronic bids delivered after the stipulated solicitation closing date and time, unless the Bidder can demonstrate that any delay in delivering the



email to the ISED **Email Address for Bid Submission** is due to Canada's systems. Bids received by email after the closing date and time will not be accepted under any other circumstances. As a result, Bidders who have tried to submit a bid, but have not received an email acknowledging receipt from ISED shortly thereafter should contact the Contracting Authority so that they can determine whether or not the bid arrived at the ISED **Email Address for Bid Submission** on time.

h) **Responsibility for Technical Problems:** Canada will not be responsible for:

- 1) any technical problems experienced by the Bidder in submitting its bid, including emails that fail to arrive because they exceed the maximum email size of 20 MB or that are rejected or quarantined because they contain malware or other code that is screened out by ISED's security services; or
- 2) any technical problems that prevent ISED from opening the attachments to the email(s). For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Bidders will not be permitted to submit substitute attachments to replace any that are corrupt or empty or submitted in an unapproved format.

Due to the nature of the bid solicitation, bids transmitted by facsimile to ISED will not be accepted.

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: 2019-01](#) 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 Inquiries - 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 - Bid

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 seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate sections as follows:

- Section I: Technical Bid (1 electronic copy);
- Section II: Financial Bid (1 electronic copy);
- Section III: Certifications (1 electronic copy);
- Section IV: Additional Information (1 electronic copy).

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Résumés for proposed resources

The technical bid must include résumés for the proposed resource(s) as identified in Annex C – Pricing Schedule. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements).

With respect to the proposed resources:

- i. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- ii. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.



Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex C.
- B. Bidders must submit their rates in Canadian dollars, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 6.6, Payment, of Part 6 of the bid solicitation.

D. SACC Manual Clauses

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

E. Electronic Payment of Invoices - Bid

Canada requests that bidders:

- 1. select option 1 or, as applicable, option 2 below; and
- 2. include the selected option in Section II of their bid.

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

Option 1:

The Bidder accepts to be paid by 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)

Option 2:

- The Bidder does not accept to be paid by Electronic Payment Instruments.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- 1. their legal name;
- 2. their Procurement Business Number (PBN);
- 3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid; and
- 4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information.



3.2 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

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

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

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

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

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

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

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.



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

4.1.1.2 Mandatory Technical Criteria

Refer to Annex D.

Bids not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

4.1.1.3 Point Rated Technical Criteria

Refer to Annex D.

Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Annex C.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]

- a) To be declared responsive, a bid must:
 - 1) comply with all the requirements of the bid solicitation; and
 - 2) meet all mandatory criteria; and
 - 3) obtain the required minimum points for each criterion, specified in Annex D for the point rated technical criteria.
- b) Bids not meeting a) (1) or (2) or (3) will be declared non-responsive.
- c) 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.
- d) 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%.
- e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio 30%.
- f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g) 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.
- h) In the event that two or more responsive bids have the same highest combined rating of technical merit and price, the following will be applied in the order provided below until there is only one remaining bid ranked highest:



- 1) In the event that two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be ranked highest;
 - 2) In the further event that two or more responsive bids have the same lowest evaluated price, the responsive bid that obtained the highest overall score for point rated technical criteria PR2, PR3, PR4, PR5, PR6, PR 7, PR8, PR9 and PR10 will be ranked the highest;
- i) The highest ranked responsive bid will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



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 and Additional Information Required with the 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 and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information 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 procurement agreement of the [Ineligibility and Suspension Policy](#) (<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 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.htm#>).

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

5.2.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may



propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.2.5 Certification of Language skills - English

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, the individual proposed has the language skill required to execute the work stated in the Statement of Work.

5.2.6 Submission of Only One Bid

The Bidder certifies that it does not consider itself related to any other Bidder.

By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

Date: _____

Signature: _____

Title: _____
(Title of duly authorized representative of business)

Legal Name of Bidder: _____



PART 6 – RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

6.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A, Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract.

6.1.2 Task Authorization

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex B, Task Authorization Form. An authorized TA is a completed Annex B signed by the TA Authority.

C. TA Authority and Limit

Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$50,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 6.6.1.3 (Canada’s Total Liability, Cumulative Total of all authorized TAs) not being exceeded.



E. TA Process

For each task or revision of a previously authorized task, the ~~the~~ Project Authority will provide the Contractor with a request to perform a task prepared using Annex B Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task.

F. Within three (3) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

- 1) the total estimated cost proposed for performing the task or, as applicable, revised task;
- 2) a breakdown of that cost in accordance with the Basis of Payment specified in the Contract.
- 3) and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :
 - i. the name of the proposed resource;
 - ii. the resume of the proposed resource; and
 - iii. a demonstration that the proposed resource meets :
 - i. all the mandatory criteria.

G. TA Authorization

- 1) The TA Authority will authorize the TA based on:
 - a) the request submitted to the Contractor pursuant to paragraph E of this clause;
 - b) the Contractor's response received, submitted pursuant to paragraph F of this clause;
and
 - c) the agreed total estimated cost for performing the task or, as applicable, revised task.
- 2) The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 of this clause.
- 3) The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 6.6.1.3 (Canada's Total Liability, Cumulative Total of all authorized TAs) ; and "Minimum Contract Value" means a fixed amount of \$4,000.00.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph H.3 of this clause. In consideration of such obligation, the Contractor agrees to stand



in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
 - a) the TA number appearing on the TA form;
 - b) the date the task was authorized appearing on the TA form;
 - c) the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - d) the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - e) the TA revision number;
 - f) the date the revision to the task was authorized;
 - g) the authorized increase or decrease (Applicable Taxes extra);
 - h) the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - i) the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - j) the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - k) the total amount of Applicable Taxes invoiced;
 - l) the total amount paid, Applicable Taxes included;
 - m) the start and completion date of the task (as last revised, as applicable); and



- n) the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- a) the sum (Applicable Taxes extra) specified in clause 6.6.1.3, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
 - b) the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - c) the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - d) the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
 - e) the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

6.2 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.

6.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following replacements:

Section 08 – Replacement of Specific Individuals, of 2035 (2020-05-28) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
 - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.



3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

Section 17 - Interest on Overdue Accounts, of 2035 (2020-05-28) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

With respect to **Section 30 - Termination for Convenience**, of 2035 (2020-05-28) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract
- 05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
 - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

6.2.2 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, applies to and form part of the Contract.

6.2.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.



6.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

List of Names: *(To be inserted at Contract Award)*

6.3 Security Requirement

There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 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 period(s) under the same terms and 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 -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.

6.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hong Fong
Senior Contracts & Procurement Advisor
Corporate Finance, Systems and Procurement Branch
Innovation, Science and Economic Development Canada
235 Queen Street
Ottawa, Ontario K1A 0H5
Telephone: 343- 549- 0547
E-mail address: hong.fong@canada.ca

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



6.5.2 Project Authority

The Project Authority for the Contract is:

(To be inserted at 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.

6.5.3 Contractor's Representative

(To be inserted at Contract Award)

Name: _____
Telephone: ____ - ____ - ____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

a) Firm Lot Price Task Authorization

When the applicable basis of payment specified in a Task Authorization authorized and issued under the Contract is firm lot price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the firm lot price based on the firm all-inclusive **per diem rates** specified in Annex C – Pricing Schedule and as specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra.

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

Or

b) Ceiling Price Task Authorization

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all-inclusive **per diem rates** specified in Annex C – Pricing Schedule, to the ceiling price specified in the authorized Task Authorization. Customs duty are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.



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.

Or

c) Task Authorization (TA) subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is a limitation of expenditure, the Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, in accordance with the firm all-inclusive **per diem** rates specified in Annex C – Pricing Schedule, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

6.6.1.2 Authorized travel and living expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.6.1.3 Canada's Total Liability

Cumulative Total of all authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ *(to be insert at contract award)*. Customs duties are included and the Applicable Taxes are extra.
- B. 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.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:



1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 6.6.1.1 (b), TA subject to a Limitation of Expenditure],

whichever comes first.

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

6.6.2 Method of Payment – Authorized TA

One, several or all of the following methods of payment will form part of the authorized TA:

Single Payment

SACC Manual clause H1000C (2008-05-12)

or

Milestone Payments

SACC Manual clause H3009C (2016-01-28) or H3010C (2016-01-28) and H4012C (2010-01-11), as applicable; and include the schedule of milestones in the annex: "Task Authorization Form")

or

Progress Payments (using Progress Claim Form PWGSC-TPSGC 1111)

SACC Manual clause H1003C (2010-01-11)

or

Monthly Payments

SACC Manual clause H1008C (2008-05-12)

6.6.3 SACC Manual Clauses

SACC Reference	Title	Date
C0711C	Time Verification	2008-05-12

6.6.4 Electronic Payment of Invoices – Contract

(To be inserted at Contract Award)

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

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



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

- a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.7 Invoicing Instructions

1. 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 copy of time sheets to support the time claimed.

2. Invoices must be sent by e-mail to the following address for certification and payment:

(to be inserted at Contract Award)

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Applicable Laws - Contract

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28) General Conditions - Higher Complexity - Services;
- (c) the supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) Annex A, Statement of Work;
- (e) Annex C, Pricing Schedule;
- (f) The signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated *(To be inserted at Contract Award)*, as clarified on *(To be inserted at Contract Award)* and, as amended on *(To be inserted at Contract Award)*.

6.11 SACC Manual Clauses



SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
G1005C	Insurance	2016-01-28

6.12 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.

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX A - STATEMENT OF WORK

1.0 TITLE OF PROJECT

Analysis Expert Services on Global, North American and Canadian Automotive Sector Trends.

2.0 PURPOSE

Innovation, Science and Economic Development Canada (ISED) requires the services of an experienced and knowledgeable Contractor to undertake analysis of the Canadian automotive manufacturing sector and the global automotive industry as a whole.

The purpose of this Contract is to have efficient access to external automotive expertise covering areas, that are outside of ISED's internal capacity, including specific information on the automotive industry, financial and corporate governance, plant risk assessment, alternative powertrains, and advanced vehicle technologies. This Contract will enable ISED to receive strategic information and intelligence from industry experts on a timely and as-needed basis.

3.0 BACKGROUND

ISED develops and implements policies and initiatives to encourage innovation, international competitiveness and sustainable growth in the automotive manufacturing sector and other industries that manufacture land-based transportation equipment such as rail, urban transit, heavy trucks, buses, and commercial vehicles. ISED fulfils its mission by gathering and analysing sectoral and business intelligence to develop evidence-based policies, strategies and programs that promote trade, attract investment, advance new technologies and skills, and enhance competitiveness.

As one of Canada's largest manufacturing sectors, the automotive industry is a key driver of Canada's economy. In 2019, the industry contributes about 8% of manufacturing Gross Domestic Product (GDP) and employs over 134,600 Canadians in assembly and auto parts manufacturing. Canada's automotive footprint includes five (5) global vehicle manufacturers (General Motors, Ford, Stellantis, Toyota and Honda) which are concentrated in southern Ontario with over 600 auto suppliers, as well as a variety of automotive researchers across Canada.

Trade agreements are vitally important to the competitiveness of the Canadian automotive industry, as Canada exports over 90% of its vehicle production. On November 30, 2018, Canada, the United States and Mexico signed an agreement to replace North American Free Trade Agreement (NAFTA) with the Canada-United States-Mexico Agreement (CUSMA), which entered into force on July 1st, 2020. The revised automotive rules of origin provide a stable and predictable trade environment for the North American auto industry in the long term. The strengthened rules of origin for vehicles and automotive parts are expected to create new opportunities for Canadian parts and steel producers in the North American region.

In addition, the global automotive industry is in a period of immense change as major technological advances bring several innovations in the industry, such as new materials and manufacturing technology, intelligent mobility technology and advances in powertrain and energy storage. These innovations are driven by strict regulations to meet fuel efficiency, emission, and safety standards, as well as growing consumer expectations. New vehicle and production innovations, and non-traditional players in the automotive field will be transforming the global automotive industry business models, and add significant emphasis on the importance of research and development.

Over the past few months, the rise of global trade uncertainties and economic shocks have severely disrupted global supply chains, dampened vehicle sales, exports, profitability, and investment in automotive sector. While the economy is in the path to recovery, access to an automotive expert allows



ISED to monitor the industry and gather necessary industry information, specifically in support of ISED program funding and policy activities.

4.0 OBJECTIVE

To satisfy its specific information needs, ISED requires an external automotive expert to provide timely strategic information, analysis, intelligence, and advice on various aspects of the automotive manufacturing sector and other land-based transportation industries. The Contractor must perform the work based on its own access to proprietary, licensed and public-domain automotive analysis tools or models and associated data sets

5.0 SCOPE OF WORK

5.1 General Project Requirements

- a. There may be multiple projects per year. Within two (2) weeks of Contract Award, the Contractor is required to discuss the potential projects with the Project Authority.
- b. The work for each project will be requested on an “as needed” basis and must be only performed through the issuance of Task Authorization (TA). When the Project Authority requests a project to be completed under the Contract, the Contractor is required to submit a scope of work document outlining a project workplan including project outline, conference calls, time schedules for interim and final submission, project content, budget and activities and or tasks required. The work plan must be approved by the Project Authority and service will be requested through the issuance of Task Authorization.
- c. The Contractor must deliver the requested work by the deadline(s) indicated on the approved Task Authorization during the Contract period.
- d. All deliverables must be completed by five (5) business days from the Contract end date.
- e. The Contractor must be available to discuss or answer any questions related to invoicing or other administrative aspects of this Contract.

5.2 “As and when requested” Services

The Contractor must provide the “as and when requested” services including but not limited to the following:

- a) Provide North American and global automotive forecasting by tracking future production programs, analysing current and potential sourcing strategies, and advising on Canadian automotive industry development strategies
- b) Conduct analysis on Original Equipment Manufacturers (OEM), analysing sourcing strategies, tracking North American automotive production mandates and advising on Canadian automotive industry development strategies;
- c) Identify on key global automotive industry issues relating to forecasts, including but not limited to corporate viability and strategies; changes in the industry, trade, M&A, volume and market share assumptions; supply base dynamics; labour economics and negotiations; and other Canada-specific topics including assembly sourcing, distribution, product mandate decisions, investment, and research and development (R&D) activities;



- d) Evaluate the strengths, weaknesses, opportunities and threats related to each Canadian OEM and within the global automotive industry as a whole; and conduct in-depth analysis of any one of the Canadian OEMs and its supply chain;
- e) Assess the competitiveness of existing Canadian production mandates, including a risk assessment;
- f) Provide assessments and advice on greenfield and re-investment prospects to attract new investments and strengthen the long-term viability of the industry;
- g) Evaluate automakers' manufacturing safety standards on strengthened health and safety protocols in the workplace, taking into account supplier readiness, national movement restrictions and, dealer sales sites, as well as customer demand in Canada;
- h) Provide different perspectives and policy implications of trade agreements, regulations, and trends in technology and investments in the automotive industry to ISEDC; and
- i) Develop recommendations for ISEDC as needed on various issues relating to the above.
- j) Complete tasks, activities, and deliverables related to automotive analysis on global, North American and Canadian automotive sector trends.

5.2.1 Definition of Deliverables

Deliverables will be defined on an "as needed" basis under this contract and the deliverables will include but not limited to the following:

- a) Prepare and produce written reports on different aspects of the automotive manufacturing sector, on an "as needed" basis, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region;
- b) Provide oral and written expert advice and information to the Project Authority on options to provide independent insight and perspective on developments impacting the Canadian, North American, and global automotive manufacturing industry;
- c) Prepare, and participate in, meetings, roundtables and workshops, when and as required;
- d) Participate in stakeholder engagement events and auto shows with industry, academia and government officials;
- e) Supply data and forecasts on light vehicle production, on a plant basis, in MS Office format, including MS Word, MS Powerpoint and MS Excel, through different deliverables such as reports, briefings, and presentations;
- f) The deliverables deadlines for each project will be defined in the issued Task authorization,
- g) The Project Authority will provide feedback to the Contractor for projects on interim reports and the Contractor must incorporate the feedback into its final report. The Contractor must submit the final deliverables in the appropriate format to the Project Authority and possibly present to senior government officials in Ottawa, Canada, if requested.
- h) The control procedures to be completed by the Contractor during the performance of the



work include progress meetings, acceptance meetings, and presentations.

6.0 CONTRACTOR'S OBLIGATIONS:

In addition to the requirements specified in the Statement of Work, the Contractor must:

- a) Inform the Project Authority by telephone and suggest options to respond to departmental concerns, if there is a concern regarding completing a deliverable on time or over expenditure.
- b) Ensure that the work is completed on time, on budget and to the satisfaction of the Project Authority.

7.0 INNOVATION, SCIENCE, AND ECONOMIC DEVELOPMENT CANADA OBLIGATIONS:

ISED will ensure to provide the Contractor the following inputs:

- a) Access to government or departmental public publications, reports, and studies.
- b) Access to a staff member who will be available to coordinate activities.
- c) Provide comments on draft reports as set out in the agreed upon project timelines.

8.0 CONSTRAINTS

Not applicable.

9.0 WORK LOCATION

The work will take place at the Contractor's place of business. If required to attend meeting at ISED's location at 235 Queen Street in Ottawa, the Contractor will be escorted by an ISED employee.

10.0 TRAVEL

There is no travel requirement associated with this contract.

11.0 SECURITY REQUIREMENT

There is no security requirement applicable to this requirement.

12.0 OFFICIAL LANGUAGES

The Department has an obligation to respect the spirit and the letter of the Official Languages Act. All communications or correspondence, and deliverables must be provided in English.

13.0 INTELLECTUAL PROPERTY

The Contractor will own the Foreground arising from the performance of the Work under the Contract.

14.0 MANAGEMENT OF THE PROJECT

This Project will be managed by ISED's Automotive, Transportation and Digital Technologies Branch.



ANNEX B- SAMPLE TASK AUTHORIZATION (TA) FORM

Contractor:		Contract No.:		
Task Authorization No.:		Date:		
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED				
1.1 Contract Security Requirements (as applicable)				
This task includes security requirements.				
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.				
2.0 Applicable Basis of Payment				
3.0 Applicable Method of Payment				
4.0 PERIOD OF SERVICES				
Start date:		End date:		
5.0 SERVICES TO BE PERFORMED FOR: (LOCATION / ADDRESS)				
6.0 AUTHORITIES				
7.0 COST BREAKDOWN OF TASK				
Service Category	Name	Per Diem Rate	No. of Days to Perform the Tasks/Work	Total
				\$
			Applicable taxes	\$
			TOTAL	\$
You are requested 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 services listed herein and on any attached sheets at the price set out therefor.				
8.0 AUTHORIZATION				
By signing this TA, the Project Authority or the Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.				
Name of Project Authority				

Signature _____			Date _____	
Name of Contracting Authority				



Signature _____	Date _____
Contractor's Signature	
Name and title of individual authorized to sign for the Contractor _____	
Signature _____	Date _____



ANNEX C - PRICING SCHEDULE

The volumetric data (level of effort days) included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all-inclusive per diem rate in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included, for each of the resource categories identified for each of the Contract period. The quoted all-inclusive per diem rates offered apply to the initial period and subsequent option periods, if exercised.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 6 of the bid solicitation.

Under any resulting contract, 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.

Note: It is anticipated that the total value of all the authorized Task Authorizations will not exceed CAD\$120,000 (Applicable Taxes excluded) per year or CAD\$360,000 (Applicable Taxes excluded) over three years: initial period plus two (2) option years.

Initial Contract Period: Date of Contract Award to March 31, 2022					
Option Year 1: April 1, 2022 to March 31, 2023					
Option Year 2: April 1, 2023 to March 31, 2024					
During the period of the Contract, the Contractor will be paid firm all-inclusive per diem rates in Canadian dollars as follows:					
Item	Resource Category	Full Name of the Proposed Resource	Firm All-Inclusive Per Diem Rate (Applicable Taxes excluded)	Level of Effort Days (estimated)	Total Cost
			A	B	C = AXB
1	Project Manager/Leader	_____	\$ _____	15	\$ _____
2	Senior Researcher/Analyst	_____	\$ _____	33	\$ _____
3	Intermediate Researcher	_____	\$ _____	48	\$ _____
4	Junior Researcher	_____	\$ _____	2	\$ _____
6	Support Resource	_____	\$ _____	2	\$ _____



Total (applicable taxes extra) (for the purpose of evaluation only)	\$ _____
Total evaluated price(applicable taxes extra) = Total X 3 years (for the purpose of evaluation only)	\$ _____

Applicable Taxes (Insert the applicable tax)	PST: \$ _____ GST: \$ _____ HST: \$ _____
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Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours.}$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



ANNEX D -TECHNICAL EVALUATION CRITERIA

For **Mandatory Technical Criteria** and **Point Rated Technical Criteria** listed below, the Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation. Only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must provide complete details as to where, when and how (through which activities / responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Number	Mandatory Technical Criteria	Met or not Met Cross Reference to Proposal <i>[Bidder to insert]</i>
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MC1	The Bidder must demonstrate knowledge and understanding of the Canadian, North American and global automotive by describing in particular the automotive manufacturing and key areas of automotive research and development including emerging trends on electrification, green technologies, connected and autonomous vehicles, up to 1,000 words.	
MC2	The Bidder must provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in providing strategic information, analysis, intelligence, and advice to federal,, provincial or state governments on the automotive sector. For each proposed project, the following must be provided: a) Name of the project b) Name of the client organization c) Start and end date (month/year) of the period during which the Bidder performed the work for the client. d) Detailed description of the work performed must include the Bidder's experience with respect to providing strategic information, analysis, intelligence, and advice to federal, provincial or state governments on various aspects of the automotive sector.	
MC3	The Bidder must demonstrate that each of the following proposed resources has a minimum of a post-secondary degree or diploma: 1. Project Manager/Leader 2. Senior Researcher/ Analyst 3. Intermediate Researcher	
MC4	The Bidder must demonstrate that the proposed Project Manager/Leader has minimum ten (10) years of experience in performing automotive industry analysis in at least one of the following: a) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region; b) Independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry; or c) Proprietary data and forecasts on light vehicle and on a plant or model basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	



MC5	<p>The Bidder must demonstrate that the proposed Senior Researcher/Analyst has minimum five (5) years of experience in performing automotive industry analysis in at least one of the following:</p> <ul style="list-style-type: none">d) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region;e) Independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry; orf) Proprietary data and forecasts on light vehicle and on a plant or model basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	
MC6	<p>The Bidder must demonstrate that the proposed Intermediate Researcher has minimum three (3) years of experience in performing automotive industry analysis in at least one of the following:</p> <ul style="list-style-type: none">g) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region;h) Independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry; ori) Proprietary data and forecasts on light vehicle and on a plant or model basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	
MC7	<p>The Bidder must demonstrate that the proposed Junior Researcher has minimum one (1) year experience in performing automotive industry analysis in at least one of the following:</p> <ul style="list-style-type: none">j) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region;k) Independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry; orl) Proprietary data and forecasts on light vehicle and on a plant or model basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	



MC8	The Bidder must demonstrate that the proposed Support Resource has minimum two (2) years of experience using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	
MC9	The Bidder must demonstrate that the proposed Project Manager/Leader has a minimum of ten (10) years of automotive industry analysis experience, in the 15 years before the bid closing date. The automotive industry analysis must include: a) The area of light vehicle production at firm and plant levels; b) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region; c) Independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry; and Proprietary data and forecasts on light vehicle and on a plant or model basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.	
MC10	The Bidder must demonstrate that the proposed Project Manager/Leader has a minimum of ten (10) years, in the 15 years before the bid closing date, of dedicated access to North American automotive associations and groups, as well as automotive industry stakeholders, that provided in-depth insights into the Canadian and North American automotive sector. The in-depth insights must include at least one of the following areas: a) Automotive production mandates analysis; b) Company's financial health; c) Geopolitical trade analysis; d) Emerging and future automotive technologies; e) Investment implications for Canadian automotive industry development.	
MC11	The Bidder must demonstrate it has access to existing proprietary, licensed and public-domain automotive sector analysis tools or models, and associated data sets to conduct the work described in the Statement of Work. Demonstration must include a detailed description, of up to 1000 words, of the proposed light vehicle forecasting tools, models and data sources used for analysis required for the work described in the Statement of Work.	



Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive.

Each point rated technical criterion should be addressed separately.

Summary of Point Rated Criteria

ITEM	TITLE	MINIMUM POINTS REQUIRED	MAXIMUM POINTS AVAILABLE	POINTS ACHIEVED
PR1	Bidder knowledge and understanding of relevant issues and trends	PR1: 25	PR1: 35	
PR2 to PR10	Bidder work experience	PR2: 20 PR3: 20 PR4: 20 PR5: 20 PR6: 20 PR7: 20 PR8: 30 PR9: 20 PR10:70	PR2: 30 PR3: 30 PR4: 30 PR5: 30 PR6: 30 PR7: 30 PR8: 45 PR9: 30 PR10 :90	
PR11	Bidder's access to relevant tools, models and data	PR11:20	PR11: 30	
Total		285	410	

Number	Point Rated Evaluation Criteria	Points			Cross Reference to Proposal [supplier to insert]
		Minimum Required	Maximum Available	Awarded	



PR1	<p>The Bidder should provide a written background description, of up to a maximum of 1,000 words, that demonstrates knowledge and expertise on the automotive industry.</p> <p>The background description must include the following:</p> <ul style="list-style-type: none">a) The key trends and issues affecting global and North American automotive sectors (10 points); andb) The macro and micro-level strengths, weaknesses, opportunities and threats faced by at least three (3) of the Canadian-based light vehicle assemblers below:<ul style="list-style-type: none">i) GM (5 points)ii) Ford (5 points)iii) Stellantis (5 points)iv) Toyota (5 points)v) Honda (5 points)	25	35		
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<p>PR2</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing analytical advice to government (federal, provincial or state level).</p> <p>The strategic reports and advice must include the following;</p> <ul style="list-style-type: none"> a) Different aspects of the automotive sector, including forecasts and commentary on vehicle sales and production for Canada, North America and globally by region. <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> 1) Name of the client organization; 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraph a) above. <p>10 points per project to a maximum of 30 points.</p>	<p>20</p>	<p>30</p>		
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<p>PR3</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing analytical advice to government (federal, provincial or state level).</p> <p>The strategic reports and analytical advice must include the following:</p> <ul style="list-style-type: none"> a) independent insight and perspective on developments impacting the Canadian, North American, and global automotive industry. <p>To be awarded points, the following must be provided for each proposed project:</p> <ol style="list-style-type: none"> 1) Name of the client organization; 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraph a) above. <p>10 points per project to a maximum of 30 points.</p>	<p>20</p>	<p>30</p>		
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<p>PR4</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing analytical advice to government (federal, provincial or state level).</p> <p>The strategic reports and analytical advice must include the following:</p> <p style="padding-left: 40px;">a) Proprietary data and forecasts on light vehicle and on a plant basis in report, briefing, and presentation formats using Microsoft Office (MS) format including MS Word, MS PowerPoint, and MS Excel.</p> <p>To be awarded points, the following must be provided for each proposed project:</p> <ol style="list-style-type: none"> 1) Name of the client organization; 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a) above. <p>10 points per project to a maximum of 30 points.</p>	<p>20</p>	<p>30</p>		
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<p>PR5</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience of engagement with various automotive industry associations and stakeholders.</p> <p>The automotive industry engagement experience must include the following:</p> <ul style="list-style-type: none"> a) Preparation of and participation at meetings, roundtables and workshops; b) Participation at stakeholder engagement events and auto shows with industry, academia and government. <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> c) Name of the client organization; d) Start and end date (month/year) of the period during which the Bidder performed the work for the client e) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a), b) and c) above. <p>10 points per project to a maximum of 30 points.</p>	<p style="text-align: center;">20</p>	<p style="text-align: center;">30</p>		
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PR6	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing advice based on the monthly and quarterly forecasts of light vehicle sales and production on Canada and North American automotive industry.</p> <p>The strategic reports and advice must include the following:</p> <ul style="list-style-type: none">a) Automotive production mandate;b) Renewals;c) Plant risk assessment; andd) Potential greenfield investments. <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none">1) Name of the client organization;2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and3) Detailed description of the work performed including the Bidder's experience respect to paragraphs a), b), c), and d). <p>10 points per project to a maximum of 30 points.</p>	20	30		
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<p>PR7</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing in-depth insights into the Canadian and North American automotive sectors.</p> <p>The strategic reports and in-depth insights must include the following:</p> <ul style="list-style-type: none"> a) Automotive production mandates analysis; b) A company's financial health; c) Geopolitical trade analysis; d) Future technologies; and e) Investment implications for Canadian automotive industry development. <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> 1) Name of the client organization; 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a), b), c), d) and e). <p>10 points per project to a maximum of 30 points.</p>	<p>20</p>	<p>30</p>		
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<p>PR8</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before the bid closing date, of demonstrated experience in producing strategic reports and providing in-depth insights into the Canadian and North American automotive sectors.</p> <p>The strategic reports and in-depth insights must include at least two (2) of the following:</p> <ul style="list-style-type: none"> a) North American automotive associations (5 points) b) North American automotive research organizations (5 points) c) North American automotive manufacturing industry stakeholders (5 points) <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> 1) Name of the client organization; 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a), b), or c). <p>Up to 15 points per project to a maximum of 45 points</p>	<p>30</p>	<p>45</p>		
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<p>PR9</p>	<p>The Bidder should provide three (3) projects, in the ten (10) years before the bid closing date, of demonstrated experience in producing strategic reports:</p> <ul style="list-style-type: none"> a) On analysis done based on facts, based verified information, and valid proofs; b) To facilitate the decision makers in making the right decision; and c) That are result focused and objective oriented. <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> 1) Name of the client organization 2) Start and end date (month/year) of the period during which the Bidder performed the work for the client; and 3) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a), b), and c). <p>10 points per project to a maximum 30 points.</p>	<p>20</p>	<p>30</p>		
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<p>PR10</p>	<p>The Bidder should provide three (3) projects, in the five (5) years before bid closing date, of demonstrated experience in providing strategic information, analysis, intelligence, and advice to federal, provincial or state governments issues in the automotive sector.</p> <p>The strategic information, analysis, intelligence, and advice must include at least four (4) of the following:</p> <ul style="list-style-type: none"> a) industry cost competitiveness (5 points) b) emerging technologies and innovation (5 points) c) trade agreements impact (5 points) d) environmental regulations (5 points) e) supply chain (5 points) f) post-pandemic recovery (5 points) <p>To be awarded points, the following must be provided for each proposed project:</p> <ul style="list-style-type: none"> 4) Name of the client organization; 5) Start and end date (month/year) of the period during which the Bidder performed the work for the client; 6) Detailed description of the work performed including the Bidder's experience with respect to paragraphs a), b), c), d), e) or f). <p>Up to 30 points per project to a maximum of 90 points</p>	<p style="text-align: center;">70</p>	<p style="text-align: center;">90</p>		
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PR11	The Bidder should submit three (3) samples of work making use of automotive sector analysis tools or models and associated data sets. Each sample must include four (4) of the following; a) Proprietary b) Licensed c) Public-domain automotive sector tools d) Public-domain automotive sector models e) Associated data sets 10 points per sample of work to a maximum of 30 points.	20	30		
<p>Total maximum technical points available = 410</p> <p>Total Technical Points Awarded = _____</p>					