

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

kristen.scott@tc.gc.ca

Title: Framework for determining the potential for important environmental, social and economic effects of plan, policy, and program proposals.

Titre: Cadre visant à déterminer les possibles effets environnementaux, sociaux et économiques des projets de politiques, de plans et de programmes.

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

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

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

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

Proposition à : Transports Canada

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

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

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

Solicitation No. – N° de l'invitation		Date
T8080-200532		30-Mar-2021
Client Reference No. – N° référence du client		
T8080-200532		
GETS Reference No. – N° de référence de SEAG		
Solicitation Closes L'invitation prend fin		Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00	Eastern Daylight Time (EDT)
on – le	10-May-2021	Heure avancée de l'est (HAE)
F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/>	Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :		
Kristen Scott		
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel	
506-377-2564	kristen.scott@tc.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction		
National Capital Region		

Instructions: See Herein

Instructions : Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

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

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 \(2019-03-04\)](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Transport Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

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

2.3 Former Public Servant – Competitive Bid

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

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

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

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid** (one (1) electronic copy)
- Section II: Financial Bid** (one (1) electronic copy)
- Section III: Certifications** (one (1) electronic copy)

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

Interested Bidders are invited to submit a proposal, through Electronic Submissions at:
kristen.scott@tc.gc.ca.

Individual e-mails exceeding five megabytes (5MB), or that include other factors such as embedded macros and/or links may be rejected by the TC e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.

Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Bidders must provide necessary documentation to support compliance.

For work experience to be considered, the curriculum vitae must not simply indicate the title of the individual's position, but must demonstrate that the individual has the required work experience by describing the responsibilities and work performed while in the position in question. When multiple tasks are performed simultaneously, Bidders must provide the timeline for each task.

For any project examples provided in demonstration of mandatory or rated experience requirements, each example must not be longer than three (3) pages and must include information such as:

- a. The name of the client organization;
- b. The date, duration of the work or project, indicating the years and months in which the proposed resource participated;
- c. A description of the project and the activities carried out by the proposed resource;
- d. The extent to which the services were provided on-time, on-budget and in accordance with the established project; and
- e. Methodologies used to complete the project.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Mandatory Technical Criteria listed below will be evaluated on a simple met/not met (i. e. compliant/non-compliant) basis.

Each Mandatory Technical Criterion should be addressed separately. Proposals that do not meet the Mandatory Technical Criteria will be deemed non-responsive and given no further consideration.

Proposals must demonstrate compliance with all Mandatory Technical Criteria and must provide the necessary documentation to support compliance.

No.	Mandatory Technical Criteria	Bidder Response / Cross Reference to Proposal and/or CV	Met / Not Met
M1	<p>The Bidder must demonstrate that it has the following qualifications:</p> <p>A) Each resource must have a degree from a recognized postsecondary institution in a field related to the work being requested. A copy of the diploma(s) must accompany the bid.</p> <p>B) At least five (5) years total combined experience in each of the following areas:</p> <ol style="list-style-type: none"> 1. Sustainable development 2. Strategic environmental assessment 3. Policy analysis and framework development <p>To demonstrate the above, the Bidder must provide a detailed and up-to-date curriculum vitae (CV) for each proposed resource.</p> <p>The CV should be in chronological order and include at least the resource's education, fields of expertise and relevant experience.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

	The resource(s) must have the proficiency in English as described in Section 8 of the Statement of Work.		
M2	<p>Five (5) project examples must be provided demonstrating experience (as an individual or a team), within the past ten (10) years of the date preceding the closing date for bids, in:</p> <ol style="list-style-type: none"> 1. Sustainable development; 2. Strategic environmental assessment; 3. Policy analysis and framework development 		<input type="checkbox"/> Yes <input type="checkbox"/> No
M3	<p>The Bidder must submit a draft work plan demonstrating how it will complete the project tasks and the deliverables as described in the Statement of Work. The following information must be included:</p> <ol style="list-style-type: none"> A. The General Approach and Methodology that will be undertaken for the project; B. The Work Plan and Project Schedule cross referenced against the tasks and deliverables identified in the SOW; C. The planned start and completion dates for each of the steps; D. The role, responsibility and estimated level of effort (i.e., person days) of the proposed personnel in each step/method. 		<input type="checkbox"/> Yes <input type="checkbox"/> No

4.1.1.2 Point Rated Technical Criteria

Bids that meet all the Mandatory Technical Criteria will be evaluated and scored as specified in the tables below.

Bids that fail to obtain at least 60% (84 points) will be considered non-responsive. Each point rated technical criterion must be evaluated separately.

No.	Rated Requirements	Bidder Response / Cross Reference to Proposal and/or CV	Maximum Score	Bidder Score														
R1	<p>The Bidder should demonstrate that the lead resource or the team of resources has experience in strategic environmental assessment.</p> <p>Provide three (3) project examples, completed in the last ten (10) years prior to the bid closing period, along with details and a justification of how each demonstrates the above experience.</p> <p>Up to ten (10) points for each example for a total of thirty (30) points.</p> <table border="1" data-bbox="272 993 976 1472"> <thead> <tr> <th colspan="2">Rating scale</th> </tr> </thead> <tbody> <tr> <td>10</td> <td><i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i></td> </tr> <tr> <td>8</td> <td><i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i></td> </tr> <tr> <td>6</td> <td><i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i></td> </tr> <tr> <td>4</td> <td><i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i></td> </tr> <tr> <td>2</td> <td><i>Inadequate description, lacks detail/information.</i></td> </tr> <tr> <td>0</td> <td><i>No information provided or relevant to question asked.</i></td> </tr> </tbody> </table>	Rating scale		10	<i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i>	8	<i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i>	6	<i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i>	4	<i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i>	2	<i>Inadequate description, lacks detail/information.</i>	0	<i>No information provided or relevant to question asked.</i>		30	
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<p>R2</p>	<p>The Bidder should demonstrate that the lead resource or the team of resources has experience in synthesizing and reviewing data.</p> <p>Provide three (3) project examples, completed in the last ten (10) years prior to the bid closing period, along with details and a justification of how each demonstrates the above experience.</p> <p>Up to ten (10) points for each example for a total of thirty (30) points.</p> <table border="1" data-bbox="272 569 974 1033"> <thead> <tr> <th colspan="2">Rating scale</th> </tr> </thead> <tbody> <tr> <td>10</td> <td><i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i></td> </tr> <tr> <td>8</td> <td><i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i></td> </tr> <tr> <td>6</td> <td><i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i></td> </tr> <tr> <td>4</td> <td><i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i></td> </tr> <tr> <td>2</td> <td><i>Inadequate description, lacks detail/information.</i></td> </tr> <tr> <td>0</td> <td><i>No information provided or relevant to question asked.</i></td> </tr> </tbody> </table>	Rating scale		10	<i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i>	8	<i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i>	6	<i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i>	4	<i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i>	2	<i>Inadequate description, lacks detail/information.</i>	0	<i>No information provided or relevant to question asked.</i>		<p>30</p>	
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<p>R3</p>	<p>The Bidder should demonstrate that the lead resource or the team of resources has experience in the development of frameworks for environmental, economic and social analysis purposes.</p> <p>Provide three (3) project examples, completed in the last ten (10) years prior to the bid closing period, along with details and a justification of how each demonstrates the above experience.</p> <p>Up to ten (10) points for each example for a total of thirty (30) points.</p> <table border="1" data-bbox="272 1472 974 1873"> <thead> <tr> <th colspan="2">Rating scale</th> </tr> </thead> <tbody> <tr> <td>10</td> <td><i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i></td> </tr> <tr> <td>8</td> <td><i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i></td> </tr> <tr> <td>6</td> <td><i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i></td> </tr> <tr> <td>4</td> <td><i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i></td> </tr> <tr> <td>2</td> <td><i>Inadequate description, lacks detail/information.</i></td> </tr> </tbody> </table>	Rating scale		10	<i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i>	8	<i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i>	6	<i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i>	4	<i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i>	2	<i>Inadequate description, lacks detail/information.</i>		<p>30</p>			
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R4	<p>The Bidder should demonstrate that the lead resource or the team of resources has experience in analyzing the interactions between sustainable development pillars.</p> <p>Provide three (3) project examples, completed in the last ten (10) years prior to the bid closing period, along with details and a justification of how each demonstrates the above experience.</p> <p>Up to five (5) points for each example for a total of fifteen (15) points.</p> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="272 747 979 787">Rating scale</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 787 367 848">5</td> <td data-bbox="367 787 979 848"><i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i></td> </tr> <tr> <td data-bbox="272 848 367 940">4</td> <td data-bbox="367 848 979 940"><i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i></td> </tr> <tr> <td data-bbox="272 940 367 1033">3</td> <td data-bbox="367 940 979 1033"><i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i></td> </tr> <tr> <td data-bbox="272 1033 367 1125">2</td> <td data-bbox="367 1033 979 1125"><i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i></td> </tr> <tr> <td data-bbox="272 1125 367 1161">1</td> <td data-bbox="367 1125 979 1161"><i>Inadequate description, lacks detail/information.</i></td> </tr> <tr> <td data-bbox="272 1161 367 1224">0</td> <td data-bbox="367 1161 979 1224"><i>No information provided or relevant to question asked.</i></td> </tr> </tbody> </table>	Rating scale		5	<i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i>	4	<i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i>	3	<i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i>	2	<i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i>	1	<i>Inadequate description, lacks detail/information.</i>	0	<i>No information provided or relevant to question asked.</i>		15	
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R5	<p>The Bidder should demonstrate that the lead resource or the team of resources has experience in designing and implementing assessment methodologies.</p> <p>Provide three (3) project examples, completed in the last ten (10) years prior to the bid closing period, along with details and a justification of how each demonstrates the above experience.</p> <p>Up to five (5) points for each example for a total of fifteen (15) points.</p> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="272 1591 979 1631">Rating scale</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1631 367 1692">5</td> <td data-bbox="367 1631 979 1692"><i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i></td> </tr> <tr> <td data-bbox="272 1692 367 1785">4</td> <td data-bbox="367 1692 979 1785"><i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i></td> </tr> <tr> <td data-bbox="272 1785 367 1875">3</td> <td data-bbox="367 1785 979 1875"><i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i></td> </tr> </tbody> </table>	Rating scale		5	<i>Excellent (clear, thorough) description, sufficient detail to provide understanding of work.</i>	4	<i>Good description, sufficient detail to provide understanding of work, but with minor weaknesses/gaps in information.</i>	3	<i>Adequate description, sufficient detail to provide understanding of work, but with weaknesses/gaps in information.</i>		15							
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R6	<p>In the form of a draft work plan, the Bidder should demonstrate their approach and methodology with respect to the proposed project as per the requirements of the Statement of Work.</p> <p>The following factors will be considered:</p> <ul style="list-style-type: none"> Proposed approach/methodology to develop a framework to assess the economic, social and environmental impacts of policy, plan and program proposals; The identification of challenges and/or problems that can be anticipated, and how these would be addressed; Detailed project plan showing the project schedule, tasks, and approach to ensure the timely submission of the deliverables; and The personnel allocated to each step with the appropriate experience, skills and academic qualifications for the work to be performed. <p>Up to five (5) points per each element for a total of twenty (20) points.</p> <table border="1" data-bbox="272 1522 974 1896"> <thead> <tr> <th colspan="2" data-bbox="272 1522 974 1554">Rating scale</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1554 365 1617">5</td> <td data-bbox="365 1554 974 1617"><i>Excellent demonstration with comprehensive, accurate and relevant information.</i></td> </tr> <tr> <td data-bbox="272 1617 365 1680">4</td> <td data-bbox="365 1617 974 1680"><i>Thoroughly demonstrated with general accuracies but lacking minor information.</i></td> </tr> <tr> <td data-bbox="272 1680 365 1743">3</td> <td data-bbox="365 1680 974 1743"><i>Adequate detail is lacking and/or there are minor deficiencies.</i></td> </tr> <tr> <td data-bbox="272 1743 365 1837">2</td> <td data-bbox="365 1743 974 1837"><i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i></td> </tr> <tr> <td data-bbox="272 1837 365 1896">1</td> <td data-bbox="365 1837 974 1896"><i>Poorly demonstrated with inaccuracies, and major deficiencies in information.</i></td> </tr> </tbody> </table>	Rating scale		5	<i>Excellent demonstration with comprehensive, accurate and relevant information.</i>	4	<i>Thoroughly demonstrated with general accuracies but lacking minor information.</i>	3	<i>Adequate detail is lacking and/or there are minor deficiencies.</i>	2	<i>Poor description, insufficient detail to provide understanding of work with major weaknesses/gaps in information</i>	1	<i>Poorly demonstrated with inaccuracies, and major deficiencies in information.</i>		20	
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	0	<i>Information not demonstrated, incomplete or inaccurate.</i>		
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Maximum available points	140		
Minimum overall points required	84		
Bidder score (*)		Met: <input type="checkbox"/>	Not Met: <input type="checkbox"/>

(*) Overall technical score: This value constitutes the technical evaluation score for bid evaluation and contractor selection purposes.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

4.2.1 To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation;
- (b) Meet all the mandatory evaluation criteria; and,
- (c) Obtain the required minimum of 84 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 140 points.

4.2.1.2 Bids not meeting either (a), (b) or (c) above will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

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

The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 70 = 61.6$	$50,000 / 60,000 \times 30 = 25$	86.6
Bidder 2	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.3$	84.7
Bidder 3	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30$	94.4

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Status and Availability of Resources

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

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

5.2.3 Education and Experience

SACC *Manual* clause [A3010T](#) (2010-08-16) Education and Experience

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 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of contract award to December 31, 2021 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kristen Scott
Contracting Specialist
Transport Canada
95 Foundry Street, 6th Floor
Moncton, NB E1C 5H7
Telephone: 506-377-2564
E-mail: kristen.scott@tc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (to be announced at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (to be announced at contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

SACC Manual clause C0207C (2013-04-25) Basis of Payment: Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

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.

6.7.2 Milestone Payments

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

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

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- c) the general conditions [2010B](#) (2020-05-28) Professional services (medium complexity);
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment
- f) the Contractor's bid dated _____ (*insert date of bid*)

6.12 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. TITLE

Framework for determining the potential for important environmental, social and economic effects of plan, policy, and program proposals.

2. OBJECTIVE

Transport Canada requires the services of a Consultant to develop a quantitative decision making framework for assessing the environmental, social and economic impacts of policies, plans and program proposals. The portion of the assessment focused on *environmental* impacts must be consistent with the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (Cabinet Directive).

This framework will help ensure that sustainable development principles are factored into policy, plans and programs developed by Transport Canada.

3. BACKGROUND

Transport Canada is committed to sustainable development and wants to ensure it is reflected in its processes and practices. To do so, decision makers at all levels must take economic, social and environmental considerations into account in order to make informed decisions.

As outlined in the Cabinet Directive, strategic environmental assessment (SEA) is a systematic decision support process aimed at ensuring environmental impacts of policy, plan or program proposals are considered. The process begins with a preliminary scan, which screens proposals for potential important environmental effects, which can be either positive or negative. If important environmental effects are identified, an SEA is required. The SEA process contributes to the development of proposals by considering the scope and nature of the environmental effects that are likely to occur, the need for mitigation to reduce or eliminate adverse effects, and the importance of any adverse environmental effects, taking mitigation into account.

In 2013, Transport Canada developed the Sustainable Transportation Assessment Tool (STAT) that acts as an enhanced preliminary scan that aims to assess proposals through a sustainable development lens. The STAT assesses not only the potential environmental impacts of a proposal but also the potential impacts to the economy and society.

The STAT is a qualitative assessment that utilizes a series of questions to determine whether a policy, plan or program proposal will result in potential important effects, either positive or negative. The assessment is based on a qualitative scale that ranges from significantly negative to significantly positive. Although broad guidance is provided, the assessment is often subjective because it is completed by the Officer of Primary Interest (OPI) responsible for the development of the policy, plan or program proposal. Officials completing the STAT typically have vastly different skillsets, and in most cases do not have a background in environmental or impact assessment. This has led to inconsistent application of the rating criteria and corresponding uncertainty with respect to the impact determinations. A quantitative method (or point system) based on clear decision making criteria is required to ensure OPI's, regardless of knowledge or experience, will arrive at the same determinations regarding potential for important environmental effects.

4. TERMINOLOGY

The *Cabinet Directive on the Environmental Assessment of Policy Plan and Program Proposals* and Transport Canada internal guidance define several relevant terms.

Environment

The components of the earth, including:

1. land, water and air, including all layers of the atmosphere;
2. all organic and inorganic matter and living organisms; and
3. the interacting natural systems that include components referred to in paragraphs 1 and 2.

Environmental effect

1. any change that the policy, plan or program may cause in the environment, including any effect of any such change on health and socio-economic conditions, on physical and cultural heritage, on the current use of lands and resources for traditional purposes by Aboriginal persons, or on any structure, site or thing that is of historical, archaeological, paleontological or architectural significance, and
2. any change to the policy, plan or program that may be caused by the environment, whether any such change occurs within or outside Canada.

Sustainable development: Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.

Sustainable Transportation Assessment Tool: Transport Canada's enhanced preliminary scan. It is the first step in Transport Canada's strategic environmental assessment process and determines whether important economic, social or environmental effects (either positive or negative) are likely. If important environmental effects are identified, a strategic environmental assessment is required.

Strategic environmental assessment: The systematic and comprehensive process of evaluating the environmental effects of a policy, plan or program and its alternatives. (Adapted from *The Practice of Strategic Environmental Assessment*, by Riki Thérivel and Maria Rosário Partidário, 1996.)

5. REFERENCE DOCUMENTS

Many data sources will be used in this initiative. Transport Canada will provide the Contractor with copies of general documents and studies as required to facilitate the completion of this analysis, including, but not limited to, the following:

Previously published documents of interest that are available on the Internet:

- The Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals: <https://www.canada.ca/en/impact-assessment-agency/programs/strategic-environmental-assessment/cabinet-directive-environmental-assessment-policy-plan-program-proposals.html>
- Guidelines for Implementing the *Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals*: <https://www.canada.ca/en/impact-assessment-agency/programs/strategic-environmental-assessment/cabinet-directive-environmental-assessment-policy-plan-program-proposals.html>

Documents to be provided at the kick-off meeting following contract award:

- Transport Canada's Sustainable Transportation Assessment Tool
- Transport Canada's Strategic Environmental Assessment Manual

- 2013 Policy Statement on Strategic Environmental Assessment at Transport Canada

6.0 DESCRIPTION OF REQUIREMENTS

The Contractor must develop a framework with a sound, defensible methodology based on scientific principles and policies to screen proposals for their potential important environmental, social and economic effects; either positive or negative.

OPIs at Transport Canada that will be using this framework will need to be able to accurately assess the potential effects of their proposal and determine, with certainty, whether an SEA is required for their proposal. In many cases, they will need to do so despite not having expertise on the elements (environment, economy, society) being assessed. Since the STAT is completed as early as possible in the proposal development process, OPIs must be able to apply the rating system within the framework to make a determination on the potential for important environmental effects before all the details of the proposal have been finalized.

The Contractor must develop the following deliverables:

- A decision framework for assessing the environmental, social and economic impacts of policies, plans and program proposals;
- A clear and simple user guide for OPIs to refer to and use when determining environmental, social and economic impacts of their proposals; and
- An overview presentation targeted towards Transport Canada Senior Management outlining the benefits of the framework and OPI user guide and describing how they function together to provide a strong and defensible assessment of policies, plans and programs.

6.1 DETAILED SERVICES AND TASKS

The Contractor must carry out the tasks and activities described below.

6.1.1 Project launch and work planning

A virtual kick-off meeting will be held within two (2) weeks of the contract award. The purpose of the meeting is to introduce the Contractor's team, discuss the work plan and proposed approach, as well as sharing of contact information for key individuals involved with SEA and relevant documentation. The Contractor must submit a preliminary work plan for approval by Transport Canada in the week following the launch meeting.

Questions, problems and delays must be reported to Transport Canada as they arise, or may be raised at additional meetings, if required.

6.1.2 Information gathering through interviews

The contractor will conduct interviews with key persons involved in the SEA process to provide insight into current processes (strengths and weaknesses of the current SEA process at Transport Canada) and how assessments are conducted (gather helpful information for development of the framework).

A minimum of four interviews will be required:

- One (1) interview with Transport Canada's officers responsible for the SEA program at Transport Canada.

- One (1) interview with Transport Canada's Environmental Policy group.
- Two (2) interviews with OPIs who have recently participated in the SEA process for one of their proposals.

6.1.3 Development of the Framework, Associated OPI User Guide, and Overview Presentation

6.1.3.1 Framework

The framework must be flexible and suit the various types of proposals covered by the Cabinet Directive, such as Memoranda to Cabinet, regulatory proposals, and Treasury Board Submissions. The framework must be organized in a clear, user-friendly format.

The framework must include:

- a) A list of environmental, economic and social indicators used to comprehensively assess the positive and negative effects of policy, plan and program proposals;
- b) An explanation of why those specific indicators were chosen;
- c) A quantitative rating system for assessing the effects of the proposal on those indicators. This rating system will be used for two purposes:
 - i. Determining the potential for important environmental effects associated with the proposal; and
 - ii. Determining the sustainability score of the proposal;
- d) An overview of the methodology behind the quantitative rating system;
- e) Comprehensive rating guidance for each indicator including:
 - i. a description of what is being assessed;
 - ii. questions or statements to assess the potential impact. The scope of assessment must be clearly identified for each question or statement; and
 - iii. a corresponding rating scale based on responses and an overall weighting. The rating scale must have clear criteria against which Transport Canada employees can easily assess both the positive and negative impacts of their proposal on the indicator and must result in a quantitative score.
- f) A definition of important environmental effect;
- g) Guidance and criteria for determining definitively whether a project has the potential for important environmental effects and requires a Detailed SEA;
- h) A sustainability score that corresponds to the overall impact of the proposal on sustainable development. This score will be based on the identified environmental, economic, and social impacts of the proposal;
- i) Guidance and criteria for 4-5 sustainability categories that correspond to the sustainability score. These categories will be used to classify proposals and inform senior management of their contribution to sustainable development; and
- j) A glossary that defines each term used in the framework.

6.1.3.2 OPI User Guide

A user guide must be developed to complement the framework. The purpose of the OPI user guide is to provide guidance to OPIs undertaking the SEA process at Transport Canada so they may properly implement the policies and directives of the framework. The user guide must include all information required for OPIs to rate their projects using the quantitative rating system.

The OPI user guide must include:

- a) A step-by-step process for OPIs on how to apply the framework, including the rating system, to assess the potential impacts of their policy, plan and program proposal;
- b) Transportation related examples associated with each indicator to aid OPIs in applying the rating system to assess the impacts of their policy, plan or program proposal;
- c) The definition of important environmental effect (as defined in the framework);
- d) An overview of the criteria (i.e. score) in the rating system for determining whether a proposal has the potential for important environmental effects and requires a Detailed SEA;
- e) An overview of the sustainability score and corresponding sustainability categories that will be used to classify a proposal's impacts to sustainable development;
- f) A case study of the quantitative rating system, using details from a previously assessed project (to be provided by Transport Canada), that walks through the entire process of a project being assessed; and
- g) A glossary that defines each term used in the OPI user guide.

6.1.3.3 Overview presentation requirements

The contractor must develop an overview presentation that will be used to brief senior management on the new framework. The contractor is required to conduct the first presentation. Subsequent presentations will be delivered by Transport Canada employees and not the Contractor.

The overview presentation must:

- a) Be 30 minutes in length;
- b) Use Transport Canada's PowerPoint template; and
- c) Include robust speaking notes.

6.1.4 Draft and Final Deliverables

The Contractor must prepare draft deliverables for review. The proposed framework and OPI user guide each require two (2) drafts while the presentation to senior management requires one (1). Transport Canada will have three (3) weeks to review each of the draft documents and provide comments and feedback back to the Contractor. The Contractor will incorporate the suggestions, comments and feedback into subsequent versions of the documents. The Contractor must provide all second drafts and final documents within two (2) weeks after receiving Transport Canada comments on the draft deliverables.

6.2 DELIVERABLES SCHEDULE AND ACCEPTANCE CRITERIA

Step No.	Description or "deliverable"	Due date or "delivery date"
1	Launch and preparation of the schedule and work plan	Two (2) weeks after contract award
2	Draft framework and draft OPI user guide shared with Transport Canada	Eight (8) weeks after contract award
3	Second drafts of framework and OPI user guide shared with Transport Canada, along with draft overview presentation	Thirteen (13) weeks after contract award
4	Delivery of final framework, OPI user guide and overview presentation	Eighteen (18) weeks after contract award
5	Brief senior management on the new framework using the overview presentation	Twenty (20) weeks after contract award

Transport Canada will review each deliverable and indicate approval and acceptance of the deliverable or the need for Contractor revisions.

In addition to providing the expected deliverables, the Contractor is responsible for the following activities: ensuring that the work is properly planned, organized, and carried out by experienced and competent staff; arranging appropriate meetings as required; and providing its own administrative and logistical support.

6.3 FORMAT OF DELIVERABLES

The Contractor will provide the following documents in English by email to Transport Canada:

- Electronic versions of the draft report and the final report in Microsoft Word and PDF formats;
- Electronic version of the overview presentation, using Transport Canada's PowerPoint template.
- A comprehensive list and provision of reference materials/bibliography and data sources; and
- A format that optimizes access to and sharing of knowledge/data with multiple organizations.

7. SUPPORT PROVIDED BY CANADA

Transport Canada will provide the Contractor with all necessary and relevant reference documents and will be available to answer questions throughout the project, as required.

8. LANGUAGE REQUIREMENTS

The work will be done in English, and the initial drafts and final report will be provided in English. Transport Canada will be responsible for translation for all documents from English to French.

The Contractor must possess oral, comprehension and written language proficiency at an advanced level in English as follows:

ADVANCED

ORAL	COMPREHENSION	WRITING
A person at this level can: <ul style="list-style-type: none"> • support his opinions • understand and express hypothetical and conditional ideas. 	A person at this level can: <ul style="list-style-type: none"> • understand the most complex details, the innuendo and the subtleties of meanings • have a good understanding of 	A person at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent way

	specialized or non-familiar material	
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9. LOCATION OF WORK

All work can be completed remotely at the Contractor's premises. Meeting and interviews will be conducted via teleconference or videoconference.

10. MEETINGS, WORKSHOPS AND TRAVEL

The Contractor must participate in the kick-off meeting. Other meetings may be scheduled if required and agreed upon by the Contractor and Transport Canada.

No workshops or travel are required as part of this contract.

11. SECURITY REQUIREMENTS

No security requirement is required. Contractor WILL not have access to any protected information.

12. INTELLECTUAL PROPERTY

Transport Canada will retain Intellectual Property rights. The main purpose is to generate knowledge and information for public dissemination.

ANNEX “B”

BASIS OF PAYMENT

The Bidder shall tender an all-inclusive fixed price for the conduct of all work described in the Statement of Work in Annex A, and in accordance with the Milestone Schedule and Tasks detailed below:

The price quoted includes all expenses that may be incurred in providing the services, such as profit, overhead, administrative costs, equipment, materials and travel.

Fiscal year 21/22 - from contract award date to October 31, 2021

Payment	Deliverable Item	Description	Fixed price
1	6.1.1	Launch and preparation of the schedule and work plan	\$ _____ (GST/HST extra)
2	6.1.3.1	Draft framework and draft OPI user guide shared with Transport Canada	\$ _____ (GST/HST extra)
3	6.1.3.2	Second drafts of framework and OPI user guide shared with Transport Canada, along with draft overview presentation	\$ _____ (GST/HST extra)
4	6.1.3.3	Delivery of final framework, OPI user guide and overview presentation	\$ _____ (GST/HST extra)
5	6.1.4	Brief senior management on the new framework using the overview presentation	\$ _____ (GST/HST extra)
Total All-Inclusive Fixed Price			
Sum of Milestone 1 to Milestone 5 (with no Taxes)			\$ _____
Applicable Taxes (insert the amount as applicable)			\$ _____
Total Cost (Taxes included)			\$ _____

Bidders shall provide a breakdown of the all-inclusive fixed price, quoted in the table above, in accordance with the following requirements:

Category of Personnel	Per Diem Rates	No. of Days Assigned	Total Amount

NOTE: The above cost breakdown is required to provide an indication of the level of effort and other activities proposed by the bidder, and may be used to facilitate the evaluation of the proposal. The breakdown is provided solely in support of the tendered all-inclusive fixed price for Professional Services and Associated Costs. **The tendered all-inclusive fixed price will prevail in the event of any discrepancies between the two.**

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

() Direct Deposit (Domestic and International);