



RETURN BIDS BY EMAIL TO:  
Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions aux : Travaux publics et Services gouvernementaux 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

|  |   |                      |
|--|---|----------------------|
| Solicitation No. - N° de l'invitation<br>10073408  | Type - Genre  | Update - Mise à jour |
| Solicitation closes - L'invitation prend fin<br>at - à 2:00 PM (EST) - 14h00 (HNE)<br>on - le 2021-12-13 | PWGSC File No. - N° de référence de TPSGC<br>10073408 |                      |

↑ Please ensure this area appears in window of return envelope / S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↑



|  |                                    |
|--|------------------------------------|
| Date of Solicitation - Date de l'invitation<br>2021-11-18  |                                    |
| Address inquiries to - Adresser toute demande de renseignements à :<br><br>Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca |                                    |
| Area code and Telephone No.<br>Code régional et N° de téléphone  | Facsimile No.<br>N° de télécopieur |
| Destination<br>NCR   |                                    |

**Instructions:**  
Municipal taxes are not applicable.

**Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.**

**Instructions:**  
Les taxes municipales ne s'appliquent pas.

**Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.**

|   |                                       |
|---|---------------------------------------|
| Delivery required - Livraison exigée  | Delivery offered - Livraison proposée |
| Vendor Name and Address - Raison sociale et adresse du fournisseur  |                                       |
| Facsimile No. - N° de télécopieur   |                                       |
| Telephone No. - N° de téléphone   |                                       |
| Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression) |                                       |
| Signature   | Date                                  |

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**High Complexity Bid Solicitation and Resulting Contract Template (HC)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

### **1.2 Summary**

- 1.2.1 Public Services and Procurement Canada (PSPC) has a requirement, through a request for proposals (RFP) for a life cycle assessment or greenhouse gas (GHG) measurement specialist/consultant to develop the PSPC carbon footprint methodology for the light-duty vehicle category.

The project goals include the development of a transparent, standardized, category-specific methodology for measuring the carbon footprint of light-duty vehicles as well as the development of a stakeholder engagement plan. Optional services include conducting stakeholder engagement activities as well as developing the materials and tools required to apply and implement those methodologies in PSPC procurement.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **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.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) by email to the Contracting Authority by the date and time indicated on page 1 of the bid solicitation.

Bidders must submit Page 1 of this Request for Proposal, duly completed, signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC 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 FPS in receipt of a pension, as applicable:

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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

Public Services and Procurement Canada 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.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid – One (1) soft copy Portable Document File (PDF);  
Section II: Financial Bid – One (1) soft copy Portable Document File (PDF);  
Section III: Certifications – One (1) soft copy Portable Document File (PDF); and  
Section IV: Additional Information – One (1) soft copy Portable Document File (PDF).

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

Canada requests that bidders submit their bids in unprotected (i.e. no password) PDF format by email.

**The PWGSC email attachment size limit is 10MB.** Emails exceeding 10MB will not be received. Bidders may split their submitted content into multiple emails by identifying, for example 1 of 3, 2 of 3 etc..

It is the sole responsibility of the Bidder to ensure a timely submission of their bid is made. Canada will not be responsible for late bids received at destination after the closing time, even if it was submitted before.

Bidders should also ensure that their email message indicates the legal name of the bidding entity.

#### **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 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 and Attachment 1 to Part 4, contain additional instructions that bidders should consider when preparing their technical bid.

#### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **3.1.2 Exchange Rate Fluctuation**

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

#### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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

**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 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;
4. for Part 2, article 2.3, Former Public Servant, of the Request for Proposal: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the Request for Proposal:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - i. the name of the individual;
    - ii. the date of birth of the individual; and
    - iii. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 7 – Security Requirements.

**ATTACHMENT 1 TO PART 3 PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid its quoted all-inclusive fixed price.

**A – Professional Fees**

**1. Required Services**

|  |   |
|--|---|
| For the entirety of the Work described in section 5 – Requirements and section 9 – Deliverables of the Statement of Work in Annex A. | \$ _____<br>Expressed as a Fixed Price in Canadian dollars. Custom duties included, Applicable Taxes are extra. |
|--|---|

**2. Optional Services** (exercised through a contract amendment)

|  |   |
|--|---|
| For the Optional Services Work described in section 6 – Optional Services of the Statement of Work in Annex A. | \$ _____<br>Expressed as a Fixed Price in Canadian dollars. Custom duties included, Applicable Taxes are extra. |
|--|---|

| <b>TOTAL EVALUATED PROPOSAL PRICE</b>                                     |                   |
|---|-------------------|
| (in Canadian dollars, custom duties included, Applicable Taxes are extra) |                   |
| <b>Item</b>   | <b>Sub-Totals</b> |
| 1. Required Services  | \$                |
| 2. Optional Services  | \$                |
| <b>Total Evaluated Proposal Price</b>                                     | <b>\$</b>         |

**B – Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract.

| <b>Milestone No.</b> | <b>Deliverable</b>  | <b>Delivery Date</b>  | <b>Milestone payments</b>     |
|----------------------|---|---|-------------------------------|
| 1                    | D-1 Meetings  | No later than 2 weeks after contract award, & every second week over the term of the Contract | –                             |
| 2                    | D-2 Project plan  | No later than 1 week after D-1 meeting  | –                             |
| 3                    | D-3 R1 and R2 – Outline of written report/work                    | ~3 weeks after contract award   | –                             |
| 4                    | D-3 R1 and R2 – DRAFT   | February 21, 2022   | \$<br>(10% of contract value) |
| 5                    | D-3 R1 and R2 Final documents<br>D-4 R1 and R2 draft presentation | March 9, 2022   | (35 % of contract value)      |
| 6                    | D3 R3 – Outline of written report                                 | April 8, 2022   | –                             |
| 7                    | D5 – Presentation to PSPC of R1 and R2 findings                   | April 22, 2022  | –                             |
| 8                    | D-3 R3 – DRAFT  | May 6, 2022   | \$<br>(10% of contract value) |
| 9                    | D-3 R3 – Final documents<br>D-4 R3 – Draft presentation           | June 15, 2022   | \$<br>(15% of contract value) |
| 10                   | D5 – Presentation to PSPC of R3 findings                          | June 23, 2022   | –                             |

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

The maximum funding available for the Contract resulting from the bid solicitation is \$185,840.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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 Attachment 1 to Part 3.

### **4.2 Basis of Selection**

- 4.2.1 To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 4.2.2 Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

**Note:** In the event where there are two or more bids scoring the same overall highest number of points and that the evaluated price of each bid (applicable taxes excluded) does not exceed the maximum funding available for this requirement, a tie breaker will apply in the following order:

1. The bid with the highest score for point rated technical criterion R1 will be recommended for contract award.
2. If there is a tie for R1, the bid with the lowest evaluated price (applicable taxes excluded) will be recommended for contract award.
3. If there are two or more identical bids, where each bid scored the highest points for R1 as well as proposed the same price (applicable taxes excluded), the first bid received will be recommended for contract award.

**ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA**

**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.

| Item      | Criteria  | How the bidder demonstrates compliance   |
|-----------|---|--|
| <b>M1</b> | <p>The bidder’s proposal must demonstrate that at least one project team member has an academic background in a relevant environmental field (including environmental engineering, environmental impact assessment, environmental management, environmental science and/or studies, industrial ecology, and life cycle assessment).</p> <p>Academic certification must be obtained through a recognized academic institution in the field of expertise.</p> <p><u>Note: The public service recognizes Foreign Educational Credentials as long as they are deemed comparable to Canadian standards, through a recognized credential assessment service</u></p> | <p>The bidder must submit detailed evidence demonstrating that the project team member(s) meet(s) the minimum mandatory requirements for educational background.</p>   |
| <b>M2</b> | <p>The bidder’s proposal must demonstrate that the Project lead or Technical lead named in the proposal has experience leading two (2) projects completed after January 1, 2013 in one or both of the following areas:</p> <ul style="list-style-type: none"> <li>• Life Cycle Assessment conducted on products pursuant to the International Organization for Standardization (ISO) standards 14025, 14040, or 14044 , or in line with the GHG Protocol Product Life Cycle Accounting and Reporting Standard;</li> </ul> <p>OR</p>   | <p>In order to demonstrate this experience, the bidder must provide two (2) project summaries (3 pages or less) that must include:</p> <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Client organization name;</li> <li>• Project lead or Technical lead name and role on project;</li> <li>• Project start and end dates; and</li> <li>• Description of the work, project objectives, scope and outcomes.</li> </ul> |

|  |   |  |
|--|---|--|
|  | GHG quantification methodology development for products, pursuant to ISO standard 14025 or ISO 14067 or in-line with the GHG Protocol Product Life Cycle Accounting and Reporting Standard. |  |
|--|---|--|

**Point Rated Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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.

| Item | Rated criteria  | How the bidder demonstrates compliance  |
|------|---|---|
| R1   | <p>The bidder’s proposal should demonstrate that the proposed team members have experience conducting or participating in up to three (3) distinct projects related to Product Life Cycle Assessment, the development of Product Category rules, Environmental Product Declarations and/or GHG measurement in the area(s) of vehicles/transportation.</p> <p>Projects can come from different team members as long as they were completed after January 1, 2013. Projects used for the mandatory requirements can also be used to fulfill this rated criterion.</p> | <p>In order to obtain points for this criterion, the bidder should provide up to three (3) different project summaries (3 pages or less per project) that describe the required experience on projects as long as they were completed after January 1, 2013.</p> <p>Each summary should include all relevant details for the project, including:</p> <ul style="list-style-type: none"> <li>• Project title;</li> <li>• Client organization name;</li> <li>• Team member roles on project;</li> <li>• Project start and end dates; and</li> <li>• Description of the work, project objectives, scope and outcomes.</li> </ul> <p><b>Points:</b> The bidder will be awarded three (3) points for each compliant project, up to a maximum of nine (9) points.</p> |

|                  |   |  |
|------------------|---|--|
| <p><b>R2</b></p> | <p>The bidder's proposal should demonstrate that at least one project team member has demonstrated scientific and technical expertise with respect to life cycle assessment.</p>  | <p>The bidder should provide evidence of either:</p> <ul style="list-style-type: none"> <li>(1) Valid certification as a <a href="#">Life Cycle Assessment Certified Professional</a>;</li> <li>OR</li> <li>(2) LCA skills gained through submitting an LCA (in which one of the project team members is a listed author) that was either critically reviewed by a 3<sup>rd</sup> party or published in a peer-reviewed journal.</li> </ul> <p><b>Points:</b> The bidder will be awarded two (2) points for providing evidence of compliance with this criterion. No evidence of compliance with this criterion = 0 points.</p>  |
| <p><b>R3</b></p> | <p>The bidder should provide a Work Plan that they would use to meet the requirements set out in the Statement of Work. The Work Plan should include, but is not limited to:</p> <p>A schedule including:</p> <ul style="list-style-type: none"> <li>○ Milestones, deliverables and tasks;</li> <li>○ Key personnel, by level of expertise, assigned to each task; and interdependent tasks throughout the project</li> </ul> <p>An approach to quality assurance including:</p> <ul style="list-style-type: none"> <li>○ a description of the review process that will be used to ensure quality of the work, including the role of the Project or Technical lead; and</li> <li>○ an outline of how the bidder will manage and communicate any required change to the project work and schedule</li> </ul> | <p>In order to meet this criterion, the bidder should submit a proposed Work Plan with the proposal.</p> <p><b>Points:</b> A total of three (3) points will be awarded for this criterion, as follows:</p> <p>The proposed Work Plan reflects the Statement of Work, and clearly describes:</p> <ul style="list-style-type: none"> <li>○ the milestones, deliverables and tasks that are in a logical chronological order (1 point);</li> <li>○ the team member assignments demonstrating how each member contributes to the completion of the milestones, deliverables and tasks on time (1 point); and</li> <li>○ a review process that ensures quality work being delivered on time (1 point).</li> </ul> |

|           |  |   |
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| <b>R4</b> | The bidder should provide its organizational level GHG emissions inventory. The inventory should have been conducted in accordance with ISO 14064 or the GHG Protocol after January 1, 2015. | <p>The bidder should provide a copy of their GHG emissions inventory for the most recent year, after January 1, 2015.</p> <p><b>Points:</b> 2 points = Bidder has provided a 3<sup>rd</sup> party verified inventory of Scope 1,2 and/or 3 GHG emissions in accordance with ISO 14065.<br/>1 point = Bidder has provided an inventory of Scope 1, 2 and/or 3 emissions without 3<sup>rd</sup> party verification.<br/>0 points = Bidder has not provided a GHG emissions inventory.</p> |
|           | TOTAL  | Maximum total of Technical points (R1+R2+R3+R4) = 16 points   |

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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 specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Additional Certifications Precedent to Contract Award**

##### **5.2.2.1 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

##### **5.2.2.2 Education and Experience**

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

## **PART 6 – SECURITY REQUIREMENTS**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Section 6 – Optional Services of the Statement of Work in Annex A 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.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

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

#### 7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information.

### 7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide attached at Annex C;
  - b) *Contract Security Manual* (Latest Edition).

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## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 30, 2022 inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to an additional 7 month period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Anne Clancy  
Supply Specialist  
Public Services and Procurement Canada  
Departmental Acquisitions Services  
[Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca](mailto:Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Project Authority *(To be completed at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

In its absence, the Project Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.3 Contractor's Representative** *(To be completed at contract award)*

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

#### **1. Required Services**

For the entirety of the Work described in section 5 – Requirements and section 9 – Deliverables of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a fixed price, as specified in Annex B for a cost of \$\_\_\_\_\_ *(insert the amount at contract award)*. 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, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **2. Optional Services – Exercised through a contract amendment**

For the Optional Services Work described in section 6 – Optional Services of the Statement of Work in Annex A:

During the extended period of the Contract, the Contractor will be paid the fixed price of \$ \_\_\_\_\_ *(insert amount at contract award)* to perform all the Work in relation to the contract extension. 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, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.7.2 Authorized Travel and Living Expenses**

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

## **7.8 Method of Payment – 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 claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## **7.9 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for

Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - c. the description and value of the milestone claimed as detailed in the Contract.
2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.  
  
The Project Authority will then forward the original of the claim for certification and onward submission to the Payment Office for the remaining certification and payment action.
  4. The Contractor must not submit claims until all work identified in the claim is completed.

## 7.10 Certifications and Additional Information

### 7.10.1 Compliance

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

### 7.11 Applicable Laws

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

### 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated \_\_\_\_\_. (*Insert date of bid*)

### 7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

### 7.14 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](#)".

#### **7.15 Specific Persons**

SACC Manual Clause [A9014C](#) (2006-06-16), Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (*names of person(s) to be inserted at contract award*).

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**ANNEX “A”**  
**STATEMENT OF WORK**

**Public Services and Procurement Canada Low Carbon Procurement Project**  
**Develop science-based methodologies for calculating greenhouse gas emissions**  
**(all scopes) for the light-duty vehicle procurement category**

## 1. The Project

The Government of Canada (GoC) is committed to lead by example in its operations, and has set a greenhouse gas (GHG) reduction target of net-zero GHG's by 2050. Achieving net-zero emissions means our operations either emit no GHGs or the emissions generated are offset, for example, through actions such as tree planting or employing technologies that can capture carbon before it is released into the air.<sup>1</sup> As of the 2020 version of the [Greening Government Strategy Cabinet Directive](#), the net-zero target now includes GHG emissions embodied in the goods and services procured by the GoC.

According to Treasury Board of Canada Secretariat (TBS)<sup>2</sup> analysis, the estimated total carbon footprint<sup>3</sup> of the goods and services the GoC procures (GoC's Scope<sup>4</sup> 3 procurement emissions) are at least two times larger than those produced from its operational activities (Scope 1 and 2 emissions). Scope 3 procurement emissions are difficult to quantify as they are indirect and occur along the supply chain; as a result, these emissions are currently not being measured or reported on by the GoC. In order to effectively develop approaches to reduce its Scope 3 procurement emissions, Public Services and Procurement Canada (PSPC) has identified a need to begin to measure the carbon footprint of (some) goods and services.

Through the Low Carbon Procurement Project (LCPP), PSPC will develop methodologies and tools to measure the carbon footprint of three categories of goods and services.<sup>5</sup> It is intended that methods and tools developed through the LCPP will support the eventual development of subsequent methodologies to measure the carbon footprint of other goods and services categories. LCPP is led by representatives from the Strategic Policy Sector, Acquisitions Program, PSPC.

Similar to the way in which Product Category Rules (PCR) are developed, the GoC carbon footprint methodology is to be developed in a transparent and collaborative way with various stakeholders such as industry associations, manufacturers, Indigenous and under-represented led businesses, unions, Life Cycle Assessment (LCA) experts and contractors as well as GoC contracting authorities, policy analysts, environmental experts, legal advisors, etc.

This three year project has the following primary deliverables:

1. PHASE ONE - COMPLETED: A scan of current best practices and available data for measuring the carbon footprint of goods and services (final report is available).
2. PHASE TWO: Developing standardized category-specific methodologies for measuring the carbon footprint of the three selected goods and services categories: office furniture, light-duty vehicles and professional services.

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<sup>1</sup> [Net-Zero Emissions by 2050 - Canada.ca](#)

<sup>2</sup> Carbon footprint estimate reports of PSPC procurement by CIRAI (2018/2019) will be provided to the successful proponent on contract award.

<sup>3</sup> Throughout this document the term 'Scope 3 procurement emissions' refers to the emissions associated with PSPC's procurement writ large, while the term 'carbon footprint' refers to the emissions associated with a specific good or service.

<sup>4</sup> For definitions of GHG Scopes please refer to the GHG Protocol: [Greenhouse Gas Protocol | \(ghgprotocol.org\)](#)

<sup>5</sup> **Important note:** Construction materials and services are excluded from this project as they are already included in the [Low-carbon assets through life cycle assessment initiative](#).

3. PHASE THREE: Collaboratively developing material and tools required to apply and implement those methodologies in PSPC procurement, including conducting stakeholder engagement and collaboration on the development of the carbon footprint methodology.

This Statement of Work pertains to the light-duty vehicle category only and includes deliverables for both PHASES TWO and THREE.

## 2. Background

To lead by example and accelerate the transition to a net-zero GHG and circular economy, the GoC has made a number of commitments relating to improving the environmental performance of its own operations through the [Greening Government Strategy](#) Cabinet directive, the [Federal Sustainable Development Strategy](#), and the [Government of Canada Actions on Plastic Waste in Federal Operations](#). In particular, the Greening Government Strategy includes commitments related to reducing the GHG emissions associated with its procurement:

*“The government will aid the transition to a low-carbon economy through green procurement that includes life-cycle assessment principles and the adoption of clean technologies and green products and services [...]”; “Through greening procurement, the government will reduce emissions intensity from the goods and services it purchases”.*

As a common service provider of the procurement of goods and services for government departments and agencies, with approximately \$18 billion in annual purchasing power, PSPC is well positioned to advance these goals and to demonstrate leadership.

The Strategic Policy Sector (SPS) within PSPC’s Acquisitions Program, is responsible for supporting TBS in implementing the [Policy on Green Procurement](#). SPS provides green procurement policy expertise to PSPC procurement personnel, and leads policy initiatives such as LCPP to measure and reduce GHG emissions from procurement.

## 3. Results from the first Phase of LCPP analysis

In phase one of the project, a review of international best practices pertaining to the quantification of the carbon footprint of goods and services was conducted. This included a scan of available data for calculating the carbon footprint in the following nine goods and services categories: liquid fuels, vehicles, office furniture, food services, ship repair services, professional services, relocation services, renewable electricity generation and storage, and delivery services.

This analysis revealed that while the ISO standards contain general guidance for LCAs, they do not provide product-specific rules or parameters for the completion of good or service specific LCAs. In addition, out of the nine assessed categories, only a few have well-developed LCA data infrastructure (e.g., established Product Category Rules and Environmental Product Declarations across the industry internationally and in Canada).

This analysis also revealed that an uneven Product Category Rule infrastructure, combined with a paucity of data for many life-cycle stages, leaves excessive room for subjectivity that impacts the accuracy, comparability and utility of LCA results. The final report for the first phase of the LCPP, *A Scan of Current Best Practices & Available Data for Measuring the Carbon Footprint of Goods & Services*, is available upon request.

Based on the extensive analysis conducted in phase one, three categories were selected using the following criteria:

- the opportunity to reduce all scopes of GHGs;
- if the category is a PSPC or TBS High Impact Category (i.e., based in part on whether there is a high volume of spend or use of a mandatory shared procurement instrument, etc.);
- the availability of standardized methodologies and data needed to measure embodied carbon within the category and the ability to replicate across categories; and,

- the growth trajectory of the category and synergies with GoC green economic recovery priorities.

The three categories selected to pursue the development of methodologies for measuring the carbon footprint in procurement are (in no particular order):

- A) Office furniture;
- B) Light-duty vehicles; and
- C) Professional services.

This procurement process is exclusively focused on the development of a methodology for measuring the carbon footprint for light-duty vehicles.

#### 4. Scope of Work

The first phase of LCPP demonstrated the existence of LCA models for hybrid and electric vehicles (including battery production). Drawing on the results of this work, the purpose of this contract is to develop a science-based methodology to measure the carbon footprint of light-duty vehicles (including conventional internal combustion engine, battery electric, plug-in hybrid, hybrid, and fuel cell electric vehicles), purchased by the GoC for eventual application in GoC procurement processes. This methodology also must be capable of producing credible carbon footprint comparisons between individual vehicle models across the light-duty vehicle categories.

The recommended GoC carbon footprint measurement for light-duty vehicles must include the development/adaptation of existing models to measure and estimate the GHG emissions associated with a vehicle's life-cycle, including upstream material extraction, material processing, vehicle component fabrication, vehicle assembly, distribution, vehicle maintenance and operation, and downstream vehicle disassembly and disposal/recycling.

The goal of the project is to measure the carbon footprint of the products subject to procurement in a way that is science-based, verifiable, and as simple as possible for both the suppliers and the GoC contracting authorities.

Please note that, although LCAs commonly address multiple environmental impact categories, the carbon footprint of the product (i.e., the LCA results for the GHG impact category) is the main focus of this work.

#### 5. Requirements

Conduct additional analysis and consultations to develop a GHG measurement methodology for use in GoC procurement of light-duty vehicles .

The following standards are acceptable methodological bases that should be used for the project as needed:

- [ISO 14067 Carbon Footprint of Products:](#)
- [ISO 14040 Environmental management – Life cycle assessment –Principles and Framework;](#)
- [ISO 14044 Environmental management — Life cycle assessment — Requirements and guidelines principles;](#)
- [ISO 14025 Environmental labels and declarations – Type III environmental declarations: and](#)
- [GHG Protocol Product Life Cycle Accounting and Reporting Standard.](#)

The GHG data collected and published by vehicle manufacturers, listed in Appendix 1, should be used for the project as needed.

The guidelines, methodologies and models listed in Appendix 2 should be used for the project as needed.

## R1 Objectives

- Assess the extent of the light-duty vehicles market covered by LCAs and existing LCA methodologies of light-duty passenger vehicles in terms of vehicle categories, sub-categories, and models.
- Summarize the characteristics of existing LCA methodologies for light-duty vehicles and assess the comparability of results using these methodologies.
- Summarize the life-cycle GHG results for light-duty vehicles using existing LCA methodologies and identify the most important data inputs.
- Propose strategies to overcome the expected methodological challenges for undertaking comparisons using a GoC-specific carbon footprint methodology for light-duty vehicle procurement.

## R1 Activities

The contractor must perform the following activities:

|            |   |
|------------|---|
| <p>1.1</p> | <p>Identify all light-duty passenger vehicle models sold in Canada for which an LCA has been undertaken (consult Appendix 1). Create a table that includes at least the following information:</p> <ul style="list-style-type: none"> <li>• Model and model year of the vehicle;</li> <li>• Public availability of the LCA methodology; and</li> <li>• Public availability of the LCA results.</li> </ul> <p>Identify all light-duty vehicle categories / sub-categories (using GSINs/UNSPSC coding and the <a href="#">Guidelines on Fleet management</a>) for which an existing LCA guideline, methodology and model is applicable (consult Appendix 2).</p> <p>Cross-reference this information with the models and categories / sub-categories of vehicles owned by the Government of Canada:</p> <ul style="list-style-type: none"> <li>• Purchased in recent years (account for the numbers of each vehicle model procured using GSINs, UNSPSC coding, as well as Government Motor Vehicle Ordering Guide (GMVOG) vehicle categories/spec codes) <ul style="list-style-type: none"> <li>○ To be provided by PSPC</li> </ul> </li> <li>• Planned procurement of vehicles in response to implementing the Greening Government Strategy.</li> </ul> <p>Assess the extent of the light-duty vehicle market covered by LCAs and the existing LCA methodologies in terms of vehicle categories, sub-categories, and models.</p> |
| <p>1.2</p> | <p>Review and summarize the methodologies used in corporate LCAs of light-duty vehicles, published vehicle life-cycle GHG models (e.g., those listed in Annexes A and B), Environmental Product Declarations (EPD) programs and their respective Product Category Rules (PCRs) (e.g., PCR for tires, <a href="#">PEFCR for rechargeable batteries</a>).</p> <ul style="list-style-type: none"> <li>• Compare, describe and evaluate the following elements of these methodologies that could be taken into account in the GoC carbon footprint methodology for light-duty vehicle procurement (use tables, flow charts and diagrams where appropriate): <ul style="list-style-type: none"> <li>○ Type(s) of vehicle(s) addressed <ul style="list-style-type: none"> <li>▪ Model and model year, or vehicle category</li> </ul> </li> </ul> </li> </ul>  |

|     |  |
|-----|--|
|     | <ul style="list-style-type: none"> <li>○ System boundary <ul style="list-style-type: none"> <li>▪ E.g., cradle-to-gate</li> </ul> </li> <li>○ Functional unit</li> <li>○ Impact allocation method for end-of-life stage <ul style="list-style-type: none"> <li>▪ E.g., recycled content vs. system expansion</li> </ul> </li> <li>○ Cut-off rules (if specified)</li> <li>○ Data quality rules</li> <li>○ Data sources/inputs <ul style="list-style-type: none"> <li>▪ Types of foreground data (also called activity data) used <ul style="list-style-type: none"> <li>• E.g., mass of material inputs / bill of materials, energy use, material shipping distances and mode of transport</li> </ul> </li> <li>▪ Types of background data used <ul style="list-style-type: none"> <li>• E.g., LCA database (specify which one was selected), electricity grid mix, life cycle impact assessment method (including IPCC global warming potentials), and Environmental Product Declarations (EPDs) associated with product inputs such as tires</li> </ul> </li> </ul> </li> <li>○ Database(s) and life cycle impact assessment methods used <ul style="list-style-type: none"> <li>▪ List them, and evaluate whether the LCA processes selected from the database(s) are sufficiently representative of the actual processes involved in the vehicle life cycle. <ul style="list-style-type: none"> <li>• This would include technological, geographical, and time-related representativeness</li> </ul> </li> </ul> </li> <li>○ Data gaps <ul style="list-style-type: none"> <li>• Where there are data gaps, identify those gaps where it is reasonable to substitute generic/secondary data from LCA databases and the literature. Identify whether suitable generic/secondary data is available. Alternatively, address whether it would be appropriate to extrapolate from the impacts of known processes to unknown but likely similar ones (e.g., see bottom of page 61 of PDF of <a href="#">Capitano 2015</a> study).</li> </ul> </li> <li>○ Impact categories addressed</li> </ul> |
| 1.3 | <p>Outline the findings of the studies reviewed for Deliverable 1.2, paying particular attention to their potential use in designing the GoC carbon footprint methodology and in identifying low-carbon options.</p> <ul style="list-style-type: none"> <li>• Conduct a high level contribution analysis to identify the GHG emission hotspots within the vehicle life-cycles. Estimate the contributions of Scope 1, 2, and 3 emissions.</li> <li>• Identify the non-GHG impact categories in which the life cycle impacts of vehicles are considered significant (if applicable).</li> <li>• Identify data categories where accuracy is most important (i.e., data categories where a small change has a big effect).</li> <li>• Highlight any major data gaps or areas of uncertainty / incomparability in the results.</li> </ul>  |

|     |  |
|-----|--|
|     | <ul style="list-style-type: none"> <li>Propose strategies to overcome the expected challenges for undertaking comparisons using a GoC carbon footprint methodology for light-duty vehicle procurement.</li> </ul>  |
| 1.4 | <p>Based on the results of 1.1-1.3, provide a preliminary recommendation on how best to design the GoC carbon footprint methodology for light-duty vehicle procurement to:</p> <ul style="list-style-type: none"> <li>Ensure adequate coverage of the categories / sub-categories of vehicles (e.g., defined by the UNSPSC/GSIN/standardized categories and by the Government Motor Vehicle Ordering Guide (GMVOG) vehicle categories/spec codes) expected to be procured by the Government of Canada;</li> <li>Permit carbon footprint comparisons by vehicle (e.g., Nissan Leaf vs. Toyota Prius);</li> <li>Maximize potential GHG reductions from vehicle procurement;</li> <li>Allow for the disaggregation of the auto body from the powertrains when estimating GHG results. The results must be distinct so as to allow for the aggregation of general auto-body carbon footprints to those of various power trains, (e.g., internal combustion engine, hydrogen, etc.).</li> <li>Define which approach would be optimal for simplifying data inputs and bid assessment, while ensuring sufficient accuracy for credible GHG comparisons. For example:             <ul style="list-style-type: none"> <li>PSPC collects relevant primary data on the bidder's products and carries out internal assessment with a given carbon footprint methodology;</li> <li>PSPC collects the bidders' GHG results calculated using a given carbon footprint methodology, and uses them directly in the bid assessment process.</li> </ul> </li> </ul> |

## R2 Objectives

- Identify relevant internal and external stakeholders to help ensure the development, acceptance and use of a GoC carbon footprint methodology for light-duty vehicles.
- Produce a bilingual initial stakeholder engagement strategy and the associated consultation material.

## R2 Activities

The contractor must perform the following activities:

|     |  |
|-----|--|
| 2.1 | <p>Identify stakeholders, including experts, decision-makers and others, who would be most qualified and/or willing to advise on the design, feasibility (technical, economic, and legal), and effectiveness of the GoC carbon footprint methodology for light-duty vehicles. Examples include:</p> <ul style="list-style-type: none"> <li>Industry associations (at all levels, including national, international, provincial, etc.);</li> <li>Vehicle manufacturers and their associated supply chains;</li> <li>Indigenous and underrepresented-led businesses;</li> <li>Standards development organizations and verifiers;</li> <li>Applicable EPD program operators;</li> </ul> |
|-----|--|

|     |  |
|-----|--|
|     | <ul style="list-style-type: none"> <li>• Domestic and international green procurement experts;</li> <li>• The PSPC Electronic Procurement Solution team;</li> <li>• Government of Canada trade policy advisors; and</li> <li>• Relevant experts from the academic and NGO sectors (including LCA experts).</li> </ul> <p>Engage the PSPC procurement and policy teams, the LCPP Team and PSPC's Procurement Assistance Canada (PAC), to leverage existing capacity / relationships with relevant stakeholders.</p> |
| 2.2 | In collaboration with the LCPP Team, design the initial engagement strategy for every type/group of stakeholders identified in 2.1. The purpose of the initial engagement activity is to verify the state of GHG measurement for vehicles, including usage of PCRs, EPDs and/or LCA-based measurements and methods.  |
| 2.3 | In collaboration with the LCPP Team, develop the bilingual (French and English) questionnaires, forms and activities needed to conduct the engagement strategy defined in 2.2. Complete the full bilingual package needed to conduct the engagement, including the meeting agendas, a glossary of terms and GoC carbon footprint reference documentation. Define the procedure and prepare the forms needed to analyze and summarize the comments, questions and suggestions from all stakeholders.                |

### R3 Objectives

- Propose the best GoC carbon footprint methodology for light-duty vehicles, to be used in the federal procurement process.
- Demonstrate its use in a hypothetical procurement in which the carbon footprints of three vehicles models are compared.
- Define a GoC average baseline for the light-duty vehicle procurement categories and/or sub-categories as applicable.
- Assess the potential impact of using the proposed GoC carbon footprint methodology for light-duty vehicles on both suppliers and the federal procurement process.

### R3 Activities

The contractor must perform the following activities:

|     |  |
|-----|--|
| 3.1 | <p>Analyze the findings in R1 and R2 and develop the initial GoC carbon footprint methodology for the chosen categories of vehicles (e.g., similar to a PCR). This will include defining the life-cycle stages to be included, setting the functional units, system scope, default assumptions (e.g., including the average lifespans of the vehicles), system boundaries, LCA unit processes and databases, etc. Ensure that the proposed GoC carbon footprint methodology for light-duty vehicles is compatible with international methodologies (to improve reporting consistency and reduce trade barriers).</p> <p>Specify the foreground/activity data to be collected by/from the suppliers to credibly estimate their vehicle carbon footprints (or at least the GHG hotspots in the vehicle life cycles), should they be incapable or unwilling to supply EPDs or documents containing the equivalent information.</p> <p>Identify the most credible "background" GHG emission factors and LCA unit processes to use in producing the comparison.</p> |
|-----|--|

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|     | <ul style="list-style-type: none"> <li>o List them, and evaluate whether the emission factors and LCA unit processes selected from the database(s) would be sufficiently representative of the actual processes involved in the vehicle life cycle. <ul style="list-style-type: none"> <li>▪ This would include technological representativeness, geographical representativeness, and time-related representativeness.</li> </ul> </li> </ul> <p>Identify the third party verification requirements to be used by the industry to have confidence in the accuracy of the carbon footprint results.</p> |
| 3.2 | Illustrate the use of the recommended GoC carbon footprint methodology design with an example comparing three vehicle models. Provide an analysis of challenges encountered and propose strategies to address them.   |
| 3.3 | Establish a GoC average carbon footprint baseline for the light-duty vehicle categories using publicly and/or commercially available information as well as information from the fulfillment of the R1 objectives and Deliverable 3.1.  |
| 3.4 | Analyze the potential impacts (e.g., impacts on roles and responsibilities, financial and administrative burdens, new data requirements, etc.) of the proposed GoC carbon footprint methodology for light-duty vehicles on the stakeholders identified for Deliverable 2.1, as well as any other stakeholders the contractor deems appropriate to include (in consultation with the LCPP Team).   |
| 3.5 | In consultation with the LCPP Team, finalize the initial GoC carbon footprint methodology for light-duty vehicles.  |

## 6. OPTIONAL SERVICES

The R4, R5, and/or R6 deliverables are required only if the contracting authority exercises the option.

### R4 Objectives

- Design the bilingual engagement strategies subsequent to the initial engagement strategy prepared for Deliverable 2.2.
- Conduct the initial and subsequent stakeholder engagements.
- Summarize and consider the stakeholder comments, questions and suggestions regarding the GoC carbon footprint methodology for light-duty vehicles.
- Undertake a risk analysis of implementing the GoC carbon footprint methodology.
- Finalize the GoC carbon footprint methodology for light-duty vehicles.

### R4 Activities

The contractor must perform the following activities:

|     |   |
|-----|---|
| 4.1 | In collaboration with the LCPP Team, design the engagement strategy (subsequent to the initial strategy completed as Deliverable R2) for every type/group of stakeholders identified in 2.1. This strategy must encompass the stakeholder engagement actions that support the iterative process of developing the GoC carbon footprint methodology, outlined below. Note: the contractor must review the description of Deliverable 2.2 to avoid overlap. |
|-----|---|

|     |  |
|-----|--|
|     | <p>There must be two engagement actions for each type of stakeholder subsequent to the initial engagement action addressed in R2:</p> <ul style="list-style-type: none"> <li>• A second engagement action to receive feedback and answer questions about the initial GoC carbon footprint methodology. This feedback must be taken into account in revising the methodology.</li> <li>• A third engagement action to receive feedback and answer questions about the revised GoC carbon footprint methodology.</li> </ul>  |
| 4.2 | <p>In collaboration with the LCPP Team and for specific engagement actions outlined in Deliverable 4.1, develop the bilingual (French and English) questionnaires, forms and activities that would be needed to conduct a successful engagement strategy. Complete the full bilingual package needed to conduct the engagement, including the meeting agendas, a glossary of terms and GoC carbon footprint reference documentation. Define the procedure and prepare the forms needed to analyze and summarize the comments, questions and suggestions from all stakeholders.</p> |
| 4.3 | <p>Conduct that first engagement (bilingual) following according to the accepted plan developed for Deliverable R2. Provide a detailed report summarizing the stakeholder comments, questions and suggestions, the resulting changes in the GoC carbon footprint methodology, as well as the engagement findings and recommendations.</p>  |
| 4.4 | <p>Conduct the second engagement action (bilingual) to receive feedback and answer questions about the initial GoC carbon footprint methodology and the plan developed for Deliverable 4.1. Provide a detailed report that summarizes the stakeholder comments, questions and suggestions, the resulting changes in the GoC carbon footprint methodology, as well as the engagement findings and recommendations.</p>  |
| 4.5 | <p>Conduct the third engagement action (bilingual) to receive feedback and answer questions about the revised GoC carbon footprint methodology and the plan developed for Deliverable 4.1. Provide a detailed report that summarizes the stakeholder comments, questions and suggestions, the resulting changes in the GoC carbon footprint methodology, as well as the engagement findings and recommendations.</p>   |
| 4.6 | <p>Conduct a risk analysis on the acceptance and feasibility of implementing the final GoC carbon footprint methodology based on the stakeholder engagement.</p>   |
| 4.7 | <p>In consultation with the LCPP Team, finalize the GoC carbon footprint methodology for light-duty vehicles based on the comments and suggested revisions from stakeholder engagement actions and analysis.</p>   |

#### R5 Objective

- Develop easy-to-use materials and tools to ensure the successful integration of the GoC carbon footprint methodology into PSPC procurement processes. They would be designed to reduce burdens for both suppliers and contracting authorities, while meeting PSPC procurement objectives.

#### R5 Activities

The contractor must perform the following activities:

|     |  |
|-----|--|
| 5.1 | <p>Design the materials and tools necessary to use the GoC light-duty vehicle carbon footprint methodology in PSPC procurement processes. There must be separate tools for the vehicle manufacturers and parts/service suppliers (e.g., to input activity data</p> |
|-----|--|

|     |  |
|-----|--|
|     | such as material and energy use), verifiers and PSPC procurement professionals. The tools must be designed to ensure data security/confidentiality and be as simple as possible by reducing the burden on suppliers and the contracting authority.           |
| 5.2 | Develop the materials and tools for the federal government to report annually on the GHG emission reductions associated with light-duty vehicle procurement, based on the application of the GoC carbon footprint methodology for this procurement category. |

### R6 Objective

- Produce a final report suitable for public release as a GoC publication. The report must include a detailed overview of all project activities, findings, and tools.

### R6 Activities

The contractor must perform the following activities:

|     |   |
|-----|---|
| 6.1 | <ul style="list-style-type: none"> <li>• Design a report that complies with federal legislation and policies, specifically the <a href="#">Access to Information Act</a>, the <a href="#">Privacy Act</a> (i.e., free of confidential business information, free of personal information), and the <a href="#">Canada.ca Content Style Guide</a> (i.e. long descriptions and alternative text for all graphs and figures). The report must be formatted for publication as a <a href="#">Government of Canada Publication</a>.</li> <li>• The report must include but is not limited to: <ul style="list-style-type: none"> <li>○ context and purpose of the study</li> <li>○ the coverage of existing methodologies in the light-duty vehicle market;</li> <li>○ a summary of stakeholder engagement and recommendations;</li> <li>○ a detailed description of the GoC carbon footprint methodology and all of its key assumptions, factors, and characteristics (e.g. scope, system boundary, etc.);</li> <li>○ a description of how the tools and material developed during the project will be used by vehicle manufacturers and parts/service suppliers (e.g., to input activity data such as material and energy use), verifiers and PSPC procurement professionals.</li> </ul> </li> </ul> |
|-----|---|

## 7. Tasks

In order to meet the requirements, the contractor must:

- Conduct research in accordance with best practices;
- Logically organize topics in a report written in plain language for a layperson audience; and
- Review the report and presentation for grammatical and spelling errors.

## 8. Personnel Requirements

The contractor must provide a team to complete the work comprised of:

- A project manager who must:
  - Be responsible for the overall quality of the work;
  - Assign work to team member(s) as required;

- Attend the start-up meeting and attend scheduled meetings as required to ensure the quality of the work;
- Liaise with PSPC as required to confirm understanding of project outcomes, and lead the analysis to ensure outcomes are met; and
- Present the project presentation to PSPC.
- An LCA expert who must:
  - Be responsible for the various LCA components of the project;
  - Be responsible for the development of the GoC carbon footprint methodology; and
  - Attend the meetings to discuss any technical issues.
- A stakeholder engagement specialist who must:
  - Be responsible for the stakeholder strategy/engagement-related deliverables and activities.
- Other intermediate or junior team members to assist the project manager, the senior LCA expert and the stakeholder engagement specialist.

At least one of the team members must be bilingual and possess stakeholder engagement experience to complete the R3 objectives and deliverables.

## 9. Deliverables

The contractor must deliver the D-1 to D-5 outputs listed below.

PSPC will review and provide comments to the contractor within ten (10) business days after receiving each deliverable (excluding D-1: Meetings). The contractor must provide feedback on comments received within ten (10) business days thereafter. The LCPP Team will acknowledge acceptance of each deliverable via email after the contractor has met and addressed all comments and requirements to the satisfaction of the GoC.

**D-1** One hour meetings must be scheduled on a bi-weekly basis. Meetings must include project status updates and an ongoing opportunity for knowledge sharing and collaboration to support the project.

- In advance of each meeting, and for discussion at the meeting, the contractor must provide the Project Authority a project status report. The report must contain a brief narrative with sufficient detail to enable the Project Authority to evaluate the progress of the work, containing at a minimum:
  - a) A description of tasks underway or completed; and
  - b) An explanation of any variation from the work plan or concerns that may impact the work plan, project schedule, or deliverables.
- Meeting minutes must be produced by the contractor and sent to the Project Authority no longer than seven (7) days after each meeting.

**D-2** A Work Plan which must include, but is not limited to, a project schedule and a description of how quality assurance will be managed for the project.

- The schedule must identify, but is not limited to, major project milestones, deliverables and tasks, the sequence and duration required to complete each task (e.g., start to finish dates), key personnel, by level of expertise, assigned to each task and interdependent tasks throughout the project. Over the term of the Contract the Project Schedule will be updated monthly and distributed along with an agenda prior to each meeting (D-1).
- The approach to quality assurance must include a description of the review process that will be used to ensure quality of the work and should outline how the contractor will manage and communicate any required variances to the project work and schedule.

**D-3** For each requirement (R1 to R3, and optionally R4, R5 and/or R6), a report that includes the analysis conducted must be written in plain language for a layperson audience. The report must include, but is not limited to, tables, forms and diagrams as required, a research methodology section, a glossary of technical terms used and a list of reference sources.

**D-4** A powerpoint presentation summarizing the R1, R2 and R3 findings (and optionally the R4, R5 and/or R6 findings) for an Executive audience, must be developed.

**D-5** For each requirement R1 to R3 (with R4, R5 and R6 optional), conduct a presentation of the key findings to the GoC by video-conference or in person or a combination thereof.

### 9.1 Project milestones and delivery dates

| Milestone No. | Deliverable   | Delivery Date   |
|---------------|---|---|
| 1             | D-1 Meetings  | No later than 2 weeks after contract award, & every second week over the term of the Contract |
| 2             | D-2 Project plan  | No later than 1 week after D-1 meeting  |
| 3             | D-3 R1 and R2 – Outline of written report/work                    | ~3 weeks after contract award   |
| 4             | D-3 R1 and R2 – DRAFT   | February 21, 2022   |
| 5             | D-3 R1 and R2 Final documents<br>D-4 R1 and R2 draft presentation | March 9, 2022   |
| 6             | D3 R3 – Outline of written report                                 | April 8, 2022   |
| 7             | D5 – Presentation to PSPC of R1 and R2 findings                   | April 22, 2022  |
| 8             | D-3 R3 – DRAFT  | May 6, 2022   |
| 9             | D-3 R3 – Final documents<br>D-4 R3 – Draft presentation           | June 15, 2022   |
| 10            | D5 – Presentation to PSPC of R3 findings                          | June 23, 2022   |

Milestones and delivery dates for the optional service deliverables (R4, R5 and R6) will be specified if PSPC chooses to procure these optional services.

## 10. Departmental Support

### Governance and approvals

The Associate Director, Strategic Policy Sector, Acquisitions Program, is accountable for the completion of the project and will approve project milestones and deliverables; the LCPP Team reports to the Associate Director weekly.

In addition, an internal and external advisory committee of technical experts in the areas of procurement and greenhouse gas emission measurement, will support the project and will be consulted for the review of major milestones. The views of the advisory committees will be relayed to the contractor as appropriate by the Project Authority.

Internal approvals are expected to occur in a timely manner.

The Department will also provide documents, contacts and other information to support the work. As such, the following documentation will be made available to the contractor at the beginning of the project:

- 1) The reports resulting from the first year of the LCPP project upon which this work will build.
- 2) International Reference Centre for the Life Cycle of Products, Processes and Services (CIRAIG): Carbon Footprint of Procurement by Public Services and Procurement Canada.
- 3) Relevant materials with respect to the [Low-carbon Assets through Life Cycle Assessment initiative](#).

## 11. Official Language

This work is to be performed in English or French.

## 12. Format and Accessibility Requirements

The written report is to be delivered in Microsoft Word. The presentation is to be delivered in Microsoft PowerPoint.

The deliverables produced as part of the scope of work (methodology, schedule, presentations, interim and final reports, and any other components to be reviewed or form part of the deliverables) must be in accessible formats. The Final Report must be delivered in an accessible format, in compliance with the European Standard 301 549 for accessible Information and Communication Technology (ICT), clause 10 for non-web documents.

The provision of facilities, tools and services, and all associated costs, to make the components and deliverables of this project accessible will be at the contractor's expense.

## 13. Work Location

The work may be performed in the location chosen by the contractor. The contractor must have access to videoconferencing applications such as Microsoft Teams.

## Appendix 1 to Annex A - List of Vehicle Manufacturers with Life Cycle GHG Data for their Vehicles

The GHG data collected and sometimes published by the following vehicle manufacturers, among others, for review and/or use for the project as appropriate (web links included):

- [BMW](#)
- [Daimler](#)
- [Fiat Chrysler](#)

- [Ford](#)
- [General Motors](#)
- [Honda/Acura](#)
- [Hyundai/Kia/Genesis](#)
- [Mazda](#)
- [Nissan/Infinity](#)
- [Subaru](#)
- [Tesla](#)
- [Toyota/Lexus](#)
- [Volkswagen/Audi](#)
- [Other as appropriate](#)

## Appendix 2 to Annex A - List of Guidelines, Methodologies and Models for Review

Guidelines, methodologies and models for review (not an exhaustive list), to be used for the project as appropriate (web links included):

- [ACEEE's greencars.org methodology;](#)
- [Capitano \(2015\). Methodologies for Life Cycle Assessment of Passenger Vehicles. University of Windsor. Electronic Theses and Dissertations;](#)
- [European Commission \(2020\). Determining the environmental impacts of conventional and alternatively fuelled vehicles through LCA;](#)
- [REET Vehicle-Cycle Model \(REET 2\);](#)
- [Hawkins \*et al.\* \(2012\), which includes a model in Excel \(posted as supporting information\);](#)
- [Kannangara \*et al.\* \(2021\). An adaptable life cycle greenhouse gas emissions assessment framework for electric, hybrid, fuel cell and conventional vehicles: Effect of electricity mix, mileage, battery capacity and battery chemistry in the context of Canada;](#)
- [Milovanoff \*et al.\* \(2016\) FLAME model;](#)
- [Recharge \(2018\). PEFCR - Product Environmental Footprint Category Rules for High Specific Energy Rechargeable Batteries for Mobile Applications;](#)
- [University of California at Santa Barbara \(UCSB\) Automotive Energy & GHG Model;](#)
- [van Loon \*et al.\* \(2019\). LCA guidelines for electric vehicles. Swedish Energy Agency; and](#)
- [Zackrisson \(2021\). Life cycle assessment of electric vehicle batteries and new technologies. KTH Royal Institute of Technology. Doctoral Thesis in Production Engineering.](#)

**ANNEX "B"**

**BASIS OF PAYMENT**

*(To be completed at contract award)*

**A – Professional Fees**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

**1. Required Services**

|  |   |
|--|---|
| For the entirety of the Work described in section 5 – Requirements and section 9 – Deliverables of the Statement of Work in Annex A. | \$ _____<br>Expressed as a Fixed Price in Canadian dollars. Custom duties included, Applicable Taxes are extra) |
|--|---|

| Item                        | Sub-Totals |
|-----------------------------|------------|
| 1. Required Services        | \$         |
| Applicable Taxes: HST (13%) | \$         |
| <b>Total Cost</b>           | <b>\$</b>  |

**B – Milestone Payment**

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

| <b>Milestone No.</b> | <b>Deliverable</b>  | <b>Delivery Date</b>  | <b>Milestone payments</b>     |
|----------------------|---|---|-------------------------------|
| 1                    | <b>D-1 Meetings</b>   | No later than 2 weeks after contract award, & every second week over the term of the Contract | –                             |
| 2                    | <b>D-2 Project plan</b>   | No later than 1 week after D-1 meeting  | –                             |
| 3                    | <b>D-3 R1 and R2 - Outline of written report/work</b>                     | ~3 weeks after contract award   | –                             |
| 4                    | <b>D-3 R1 and R2 – DRAFT</b>  | February 21, 2022   | \$<br>(10% of contract value) |
| 5                    | <b>D-3 R1 and R2 Final documents<br/>D-4 R1 and R2 draft presentation</b> | March 9, 2022   | (35 % of contract value)      |
| 6                    | <b>D3 R3 - Outline of written report</b>                                  | April 8, 2022   | –                             |
| 7                    | <b>D5 -Presentation to PSPC of R1 and R2 findings</b>                     | April 22, 2022  | –                             |
| 8                    | <b>D-3 R3 – DRAFT</b>   | May 6, 2022   | \$<br>(10% of contract value) |
| 9                    | <b>D-3 R3 – Final documents<br/>D-4 R3 – Draft presentation</b>           | June 15, 2022   | \$<br>(15% of contract value) |
| 10                   | <b>D5 -Presentation to PSPC of R3 findings</b>                            | June 23, 2022   | –                             |

**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**



|  |
|--|
| Contract Number / Numéro du contrat<br>10073408                      |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE  |  |  |
|---|--|--|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine   | Public Works and Government Services<br>Canada                         | 2. Branch or Directorate / Direction générale ou Direction<br>Strategic Policy Sector          |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance  |  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant                      |
| 4. Brief Description of Work / Brève description du travail<br>To hire a consultant to derive a GoC greenhouse gas measurement methodology from international standards for the light-duty vehicle category.  |  |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |
| 6. Indicate the type of access required / Indiquer le type d'accès requis   |  |  |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)                                |  | <input type="checkbox"/> No<br>Non <input checked="" type="checkbox"/> Yes<br>Oui              |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.<br>Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |  | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |  |  |
| Canada <input checked="" type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>                                   | Foreign / Étranger <input type="checkbox"/>  |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |  |  |
| No release restrictions<br>Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>   | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>  |  |  |
| Restricted to: / Limité à : <input type="checkbox"/>  | Restricted to: / Limité à : <input type="checkbox"/>                   | Restricted to: / Limité à : <input type="checkbox"/>   |
| Specify country(ies): / Préciser le(s) pays :   | Specify country(ies): / Préciser le(s) pays :                          | Specify country(ies): / Préciser le(s) pays :  |
| 7. c) Level of information / Niveau d'information   |  |  |
| PROTECTED A<br>PROTÉGÉ A <input checked="" type="checkbox"/>  | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>       | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B<br>PROTÉGÉ B <input checked="" type="checkbox"/>  | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>  | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>        | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                    | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |
| SECRET<br>SECRET <input type="checkbox"/>   | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>       | SECRET<br>SECRET <input type="checkbox"/>  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |  | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |  | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Government of Canada  
Gouvernement du Canada

|  |
|--|
| Contract Number / Numéro du contrat<br>10073408                      |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

|   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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Security Classification / Classification de sécurité  
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|  |
|--|
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ |        |            | NATO            |                   |             |                   | COMSEC               |   |   |              |        |            |
|--|----------------------|---|---|-------------------------|--------|------------|-----------------|-------------------|-------------|-------------------|----------------------|---|---|--------------|--------|------------|
|  | A                    | B | C | CONFIDENTIAL            | SECRET | TOP SECRET | NATO RESTRICTED | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET |
|  |                      |   |   |                         |        |            |                 |                   |             |                   | A                    | B | C |              |        |            |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                         |        |            |                 |                   |             |                   |                      |   |   |              |        |            |
| IT Media /<br>Support TI                                     |                      |   |   |                         |        |            |                 |                   |             |                   |                      |   |   |              |        |            |
| IT Link /<br>Lien électronique                               |                      |   |   |                         |        |            |                 |                   |             |                   |                      |   |   |              |        |            |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).