



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Transport Canada

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

Proposition à : Transports Canada

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

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

epost Connect:

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :
May 10, 2022

Time Zone - Fuseau Horaire :
Eastern Daylight Time

Title - Sujet Hazard Assessment of energy storage systems (ESS) being transported in enclosed vessels for marine transport	
Solicitation No. N° de l'invitation T8080-210634	Date of Solicitation Date de l'invitation March 31, 2022
Address enquiries to: - Adresser toute demande de renseignements à : Natasha Blackstein Telephone No. - N° de telephone 343-550-2321 E-Mail Address - Courriel natasha.blackstein@tc.gc.ca	
Destination See herein - Voir aux présentes	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 STATEMENT OF WORK.....4

1.2 DEBRIEFINGS4

1.3 EPOST CONNECT SERVICE4

1.4 COVID-19 VACCINATION REQUIREMENT4

PART 2 - BIDDER INSTRUCTIONS 5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS5

2.2 SUBMISSION OF BIDS.....5

2.3 FORMER PUBLIC SERVANT.....6

2.4 ENQUIRIES - BID SOLICITATION.....8

2.5 APPLICABLE LAWS.....8

2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....8

PART 3 - BID PREPARATION INSTRUCTIONS..... 10

3.1 BID PREPARATION INSTRUCTIONS10

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 11

4.1 EVALUATION PROCEDURES.....11

4.2 BASIS OF SELECTION.....17

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 19

5.1 CERTIFICATIONS REQUIRED WITH THE BID19

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION19

PART 6 - RESULTING CONTRACT CLAUSES 21

6.1 SECURITY REQUIREMENTS21

6.2 STATEMENT OF WORK.....21

THE CONTRACTOR MUST PERFORM THE WORK IN ACCORDANCE WITH THE STATEMENT OF WORK AT ANNEX "A"21

6.3 STANDARD CLAUSES AND CONDITIONS.....21

6.4 TERM OF CONTRACT21

6.5 AUTHORITIES21

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS22

6.7 PAYMENT22

6.8 INVOICING INSTRUCTIONS23

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....23

6.10 APPLICABLE LAWS.....23

6.11 PRIORITY OF DOCUMENTS23

6.12 INSURANCE24

6.13 INSPECTION AND ACCEPTANCE.....24

6.14 DISPUTE RESOLUTION.....24

ANNEX "A" 25

STATEMENT OF WORK25

ANNEX "B" 32

BASIS OF PAYMENT32



ANNEX "C"	33
COVID-19 VACCINATION REQUIREMENT CERTIFICATION	33



PART 1 - GENERAL INFORMATION

1.1 Statement of Work

An ESS is defined as an energy storage device consisting of an outer casing containing a large-format power cell (e.g., battery) along with necessary ancillary subsystems for physical support, protection, thermal management, and control. These devices range in size, chemistry, and energy storage capacity, which can present significant challenges for dealing with events where they malfunction. Much work has been done to determine the hazards (e.g., chemical property, physical condition, or energy source that has the potential to cause illness, injury, death, negative environmental impact or property damage) of lithium batteries, to reduce the risks to first responders and develop guidance for dealing with the effects of their potential malfunction or failure. Information on the hazards of these batteries as part of an ESS assembly are not as widely available. Various organisations have performed hazard assessments of specific types of lithium batteries and have conducted a fire test of a lithium-based ESS. This work was useful in underlining the importance of fire and explosion risk in these systems. Their work has also included studies to determine guidelines for firefighter safety and the use of sprinklers during ESS fires. Their work also includes a study on electric vehicle fires in parking structures that suggested that, given the more stringent requirements on a vessel, the findings of the land-based study might not be directly transferable to the marine mode.

1.2 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.

1.3 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.4 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.



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 Transport Canada via epost Connect by the date, time and place indicated in the bid solicitation at natasha.blackstein@tc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.2.1 epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. The only acceptable email address to use with epost Connect for responses to bid solicitations issued by Transport Canada is: natasha.blackstein@tc.gc.ca , or, if applicable, the email address identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to natasha.blackstein@tc.gc.ca , using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to natasha.blackstein@tc.gc.ca requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified email in the bid solicitation, an officer of Transport Canada will then initiate an epost Connect conversation. The



epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. Transport Canada will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or Transport Canada. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for Transport Canada when initiating a conversation in epost Connect or communicating with Transport Canada and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:



-
- a. name of former public servant;
 - b. conditions of the lump sum payment incentive;
 - c. date of termination of employment;
 - d. amount of lump sum payment;
 - e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)



-
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section Part 2 – Bidder Instructions 2.3 epost Connect. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

It is recommended that all electronic documents be submitted using PDF file format.

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

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.



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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately. Please note where in the bid each criterion is addressed.

For each project summary provided in demonstration of a mandatory or rated experience requirement below, the Bidder must provide:

- a) Name of the client(s) / employer(s) for the project/work;
- b) A brief description of the objective and scope of the project or service provided;
- c) The start and end dates (month and year) of the project/work;
- d) The total number of months of experience that each of the relevant project team members have in performing the criterion being evaluated; *
- e) Client / employer reference that can attest to the proposed project team member’s experience. (References may be contacted only to validate the information provided in the bidder’s proposal.)

*The month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once.

For example: Project 1 timeframe is July 2015 to December 2015, and Project 2 timeframe is October 2015 to January 2016; the total months of experience for these two project references is seven (7) months.

	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>The bidder must submit a draft work plan, which addresses completing all identified outcomes explained in section 4 of Annex A.</p> <p>The draft work plan must include, at a minimum, the following components:</p> <ul style="list-style-type: none"> • A description of the approach/methodology proposed for addressing each outcome • A time table (GANTT chart or similar) 		



	showing activities and milestones for the project.		
M2	<p>The bidder must propose a project team consisting of at least a Project Manager, a resource with expertise in hazard assessment, a resource with expertise in regulations and a resource with experience in energy storage.</p> <p>The proposed resource as the Project Manager must have at a minimum;</p> <ul style="list-style-type: none"> Two (2) years experience managing projects of a technical nature within the last 10 years. <p>NOTE: The proposed project team member(s) may be used to satisfy more than one mandatory one criteria, as applicable.</p>		
M3	<p>The bidder's proposed team must include at least one member with an educational background, supported by degrees, diplomas, or certification, in any of the following fields of science or engineering expertise:</p> <ol style="list-style-type: none"> I. Chemistry II. Chemical Engineering III. Mechanical Engineering <p>NOTE: The proposed project team member(s) may be used to satisfy more than one mandatory one criteria, as applicable. *A copy of the degree, diploma, or certification must be included in the bidder's proposal.</p>		
M4	<p>The bidder must demonstrate, using a minimum of 3 project summaries, that the proposed resource with expertise in energy storage:</p> <ul style="list-style-type: none"> Has a minimum of two (2 years) experience working on projects related to chemistry, functioning and hazards of batteries, battery systems and energy storage systems in the last 10 years. <p>NOTE: The proposed project team member(s) may be used to satisfy more than one mandatory one criteria, if applicable.</p>		
M5	The bidder must demonstrate using project summaries, the proposed resource with expertise in hazard assessments:		



	<ul style="list-style-type: none"> Has a minimum of two (2) years' experience, within the past ten (10) years, performing hazard assessments. <p>NOTE: The proposed project team member(s) may be used to satisfy more than one mandatory one criteria, if applicable.</p>		
M6	<p>The bidder's proposed resource with experience in regulations must have:</p> <ul style="list-style-type: none"> A minimum of two (2) years' experience, within the past ten (10) years, working with domestic and/or international regulations related to the transport of dangerous goods. <p>NOTE: The proposed project team member(s) may be used to satisfy more than one mandatory one criteria, if applicable.</p>		

4.1.1.2 Point Rated Technical Criteria

For the requirements described below, the bidder must provide documentation to support their assertions in the satisfaction of each requirement (e.g. project timelines, descriptions and tasks performed, degrees, résumés).

Rated Requirement	Point Attribution	Maximum Points	Referenced Section/Page in Bidder's Proposal
<p>R1</p> <p>The work plan submitted in M1 addresses the following criteria:</p> <ul style="list-style-type: none"> I. The work plan includes a proposed methodology for performing the literature review/industry scan detailed in Section 4.A of Annex A. II. The proposal includes a proposed methodology for performing the hazard assessment 	<p>According to Table 1.</p> <p>A maximum of 10 points per criterion will be awarded.</p>	/30	



	<p>described in Section 4.B of Annex A.</p> <p>III. The proposal includes criteria that will be used to perform each of the analytical determinations described in Section 4.C of Annex A.</p>			
R2	<p>The proposal should include an example analysis using the proposed criteria for performing the analytical determinations described in Section 4.C of Annex A demonstrating the effectiveness of the criteria at identifying hazards aboard an enclosed vessel.</p>	<p>5 points – such an example analysis included.</p> <p>0 points -no such example analysis included.</p>	/5	
R3	<p>The work plan submitted as part of the bidder's proposal in satisfaction of each outcome in Section 4 of Annex A should include details of how the literature review/industry scan will be structured, including, at a minimum, the following sub-criteria:</p> <p>I. Details on the proposed methodology for performing the literature review/ industry scan;</p> <p>II. Sources that are intended to be used, and a synopsis of the anticipated relevance for each source;</p> <p>III. ESS characteristics that are intended to be included;</p> <p>IV. Physical and chemical properties that are intended to</p>	<p>For each sub-criterion of the work plan (I to VI):</p> <p>5 points for each sub-criterion that is addressed.</p> <p>0 points for each sub criterion not addressed.</p>	/25	



	V. be examined; and Regulatory texts that are intended to be used to derive applicable regulatory requirements.			
R4	<p>The bidder should demonstrate, using a minimum of 3 project summaries, that the proposed project team members have experience in the following subject areas:</p> <ul style="list-style-type: none"> I. Assessing the hazards of dangerous goods; II. Analysing regulatory and safety requirements for the transportation of dangerous goods by the marine mode in Canada; and III. Developing recommendations based on regulatory and scientific analysis. 	<p>For each subject area (I to III):</p> <p>0 points for no previous experience; < 2 years= 2 points ≥ 2 but < 4 years= 3 points ≥ 4 but < 6 years-4 points ≥ 6 years= 5 points</p> <p>A maximum of 5 points will be awarded per subject area across all proposed resources</p>	/15	
R5	<p>The bidder should demonstrate using a minimum of 3 project summaries that the proposed resource(s) with expertise in hazard assessments has experience in the following areas:</p> <ul style="list-style-type: none"> I. Determining the hazards of batteries, battery assemblies, or energy storage systems, based on their physical and chemical properties; II. Evaluating environmental factors (e.g. 	<p>For each subject area (I to III):</p> <p>no previous experience = 0 point; < 2 years = 2 points ≥ 2 but < 4 years = 3 points ≥ 4 but < 6 years = 4 points; 5≥ 6 years = 5 points.</p> <p>A maximum of 5 points will be awarded per subject area across all proposed resources</p>	/15	



	<p>ventilation, temperature, contamination) that contribute to, or mitigate, the physical and chemical hazards of dangerous goods; and,</p> <p>III. Developing or applying hazard assessment methodologies to support regulatory development or develop safety recommendations.</p>			
R6	<p>The bidder should demonstrate, using a minimum of 3 project summaries, that the proposed resource (s) with experience in regulations has experience in the following subject areas:</p> <p>I. Analysing regulatory text related to marine transport (e.g. Safety of Life at Sea (SOLAS), IMDG Code, Convention for Safe Containers (CSC), TDG Regulations) and providing recommendations regarding safety procedures or suggesting regulatory amendments addressing safety;</p> <p>II. Analysing scientific data from hazard assessments of dangerous goods to identify and address regulatory gaps; and,</p> <p>III. Determining and complying with regulations</p>	<p>For each subject area (I to III):</p> <p>no previous experience = 0 point < 2 years = 2 points ≥ 2 but < 4 years = 3 points ≥ 4 but < 6 years = 4 points ≥ 6 years = 5 points.</p> <p>A maximum of 5 points will be awarded per subject area across all proposed resources.</p>	/15	



	regarding the transportation of dangerous goods in an enclosed vessel for marine transport.			
Minimum Passing Mark (72 Points)				
Points Achieved				/105

Table 1 (See R1)	
Points	Description
10	Descriptions, timelines, and anticipated level of effort is provided for each task. Arrangements have been outlined for meeting reporting deadlines and requirements.
6	Descriptions and timelines for completing each task have been provided, but level of effort for each task has not been included. Arrangements have been outlined for meeting some of the reporting deadlines and requirements.
4	Vague descriptions and timelines for completing each task have been provided, and the level of effort for the completion of each task has not been provided. The arrangements made for meeting reporting deadlines and requirements do not meet the timelines of the client.
2	Descriptions and timelines have only been provided for the completion of some tasks, and the level of effort for the completion of each task has not been provided. Arrangements for meeting the reporting deadlines and requirements have not been provided.
0	None of the factors to be assessed in the work plan have been demonstrated.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
 - c. obtain the required minimum of 72 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 95 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.



5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.16	73.14	77.70
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 vaccination requirement certification

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social](#)



[Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.4 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010B](#) (2021-12-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Natasha Blackstein
Title: Procurement
Transport Canada
Address: 275 Sparks Street, Fl 1
Ottawa, Ontario
Telephone: 343-550-2321
E-mail address: natasha.blackstein@tc.gc.ca

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



6.5.2 Project Authority

The Project Authority for the Contract is: *[to be provided upon contract award]*

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

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ _____. 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.

6.7.3 Method of Payment (Milestone)

Canada will make milestone payments in accordance with the Schedule of Milestones and the payment provisions of the Contract if all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.7.5 Electronic Payment of Invoices – Contract



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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. description of the Work delivered
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment;

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions the general conditions [2010B](#) (2021-12-02), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Covid-19, Vaccination Requirement Certification



(f) the Contractor's bid dated _____ .

6.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Inspection and Acceptance

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

6.14 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](#)".



ANNEX "A"

STATEMENT OF WORK

1. TITLE:

Hazard assessment of energy storage systems (ESS) being transported in enclosed vessels for marine transport

2. BACKGROUND:

An ESS is defined as an energy storage device consisting of an outer casing containing a large-format power cell (e.g. battery) along with necessary ancillary subsystems for physical support, protection, thermal management, and control. These devices range in size, chemistry, and energy storage capacity, which can present significant challenges for dealing with events where they malfunction. Much work has been done to determine the hazards (e.g. chemical property, physical condition, or energy source that has the potential to cause illness, injury, death, negative environmental impact or property damage) of lithium batteries, to reduce the risks to first responders and develop guidance for dealing with the effects of their potential malfunction or failure. Information on the hazards of these batteries as part of an ESS assembly are not as widely available. Various organisations have performed hazard assessments of specific types of lithium batteries and have conducted a fire test of a lithium-based ESS. This work was useful in underlining the importance of fire and explosion risk in these systems. Their work has also included studies to determine guidelines for firefighter safety and the use of sprinklers during ESS fires. Their work also includes a study on electric vehicle fires in parking structures that suggested that, given the more stringent requirements on a vessel, the findings of the land-based study might not be directly transferable to the marine mode.

Despite the work completed throughout the studies to date, there is apparently only one study examining two specific ESS types and hazards on a marine vessel. There is no extensive examination of different types of ESS in enclosed vessels (e.g. container ships, general cargo ships, "ro-ro" vessels, cargo-carrying passenger ferries, etc.) in a marine context. As many of these systems are manufactured overseas, it is anticipated that they will be transported to Canada mainly as cargo aboard marine vessels. In addition, with increased demand, it is anticipated that new technologies (e.g. battery configurations, chemistries) for use in ESS are inevitable and an up-to-date understanding of the hazards they pose is crucial to maintain adequate levels of safety during their transport. Given the confined space of a vessel's cargo hold, the restricted access or inaccessibility to all areas by response personnel, and the reduced number of response resources at sea as compared to on land, the safety considerations may be different from land-based means of transport or installations in the event of an incident where an ESS fails or malfunctions (e.g. catches fire). In addition, tactics available to respond to malfunctions of ESS in enclosed vessels may be more limited than those available for similar situations that take place on land and may have differing levels of safe applicability across different ESS types. As a result, hazard assessment knowledge for these systems that was acquired in a land-based study may not be directly or widely transferable to the marine context since the safety landscape is not the same. The Transportation of Dangerous Goods Directorate of Transport Canada (TC-TDG) has initiated work on a project to perform a hazard



assessment of various types of ESS transported aboard enclosed vessels for marine transport in Canada. Currently, there appears to be at least one known instance of different companies manufacturing lithium-based ESS products that are similar, but who use different UN numbers to transport them, namely:

- UN3480 - LITHIUM ION BATTERIES, Class 9; and,
- UN3536 - LITHIUM BATTERIES INSTALLED IN CARGO TRANSPORT UNIT, Class 9.

3. PROJECT OBJECTIVES:

TC-TDG is looking to acquire the services of a contractor to perform an in-depth literature search of ESS types that meet the definition provided in Section 2 and an analysis to determine the appropriateness of their current classification and regulatory requirements for transport. The analysis will be based on hazards due to their possible failure modes, as well as details on the outer casing that directly houses the components of these devices, to determine if gaps exist in current regulatory requirements or classification. The project will include the following components:

- A literature review to assemble information on the types of ESS currently being transported as well as emerging ESS technologies;
- details on the regulatory requirements related to the transport, including stowage, of identified ESS technologies aboard enclosed vessels as cargo;
- a hazard assessment of identified ESS;
- an analysis of the conformity of the ESS components and hazards with currently applicable UN classification and regulatory requirements, based on data from the literature; and
- recommendations to address any identified gaps in the regulatory safety requirements.

The study's goal is to obtain an overall picture of the hazards of ESS and examine these hazards in the marine context to identify any gaps that may exist in emergency response considerations or from a regulatory perspective, including the applicability of current UN classification to their transport by the marine mode.

4. OUTCOMES:

The following items are the minimum outcomes and required information upon completion of this project:

4.A. Literature review/industry scan:

- A literature review/industry scan providing detailed information on existing ESS types and configurations corresponding to the definition in Section 2, as well as emerging ESS technologies, including:
 - Their current UN classification (i.e. UN3480 or UN3536 for lithium-based ESS), or most appropriate UN classification in the case of other ESS types;
 - details such as those regarding their outer casing specifications, chemistry, functioning, cooling capacity, ventilation, leak detection capacity, fire detection



capacity, gas detection capacity, integrated fire suppression and hazard control systems;

- other information that could contribute to their chemical and physical hazards during transport when they fail or malfunction (e.g. catch fire); and,
 - applicable regulatory requirements (e.g. International Convention for the Safety of Life at Sea (SOLAS) including the International Maritime Dangerous Goods (IMDG) Code, and Canadian regulations such as the *TDG Regulations* and *Cargo, Fumigation, and Tackle Regulations*) based on current UN classification, or most appropriate UN classification if not already classified, given the identified hazards, applicable to their transport by the marine mode, as cargo, in enclosed vessels.
- Identification of types of enclosed vessels that are or may be used to transport ESS.

4.B. Hazard assessment:

- A hazard assessment that will detail the hazards of each type of ESS based on all known failure modes due to internal malfunction and environmental factors relevant on enclosed vessels for marine transport (e.g. stowage configuration, vessel movement, water contamination, fire in adjacent space, etc.).

4.C. Gap analysis:

- An analysis to determine, for each type of ESS, whether the outer casing is compliant with applicable regulations for transport by the marine mode;
- An analysis of whether the identified hazards are commensurate with the current UN classification for the ESS for transportation by the marine mode, and a proposal, using identified literature and regulatory requirements, for rectifying any instances where there are discrepancies.
- An analysis of whether or not the current applicable regulatory requirements (e.g. safety appliances, stowage requirements, etc.) are sufficient to deal with the identified hazards, and an explanation of any deficiencies, with appropriate regulatory references.

4.D. Potential future work in the area:

- Recommendations to address any identified gaps in the regulatory safety requirements.

5. CONSTRAINTS:

None.

6. TASKS, DELIVERABLES AND SCHEDULE:

The contractor shall complete the work according to the following stages (6.A. through 6.D.):

6.A. Project Initiation

6.A.1. Attend a kick-off meeting with TC-TDG stakeholders to discuss the contractor's proposed approach and methodology, as well as any modifications proposed by the TC-TDG Technical Authority regarding the proposed work plan submitted.

6.A.2. Develop a detailed, final project work plan including project timeline within two (2) weeks of the kick-off meeting for approval by the Technical Authority, including:



- tasks to be performed;
- deliverables to be produced;
- roles and responsibilities of the resources proposed to perform the work;
- schedule for the performance of each element of work and submission of each deliverable;
- suggested table of contents for the final project report, including an executive summary;
- proposed sources for information and data regarding ESS types and regulatory requirements ; and
- a proposed hazard assessment and analytical methodology for the satisfaction of the outcomes detailed in Section 4.

Once approved by the Technical Authority in writing, the contracted work shall begin according to the approved final work plan. The contractor shall seek approval from the Technical Authority regarding all updates or revisions to the final work plan or its associated schedule throughout the life cycle of the project.

Deliverable	Format	Due Date
6.A.1. Kick-off meeting	Web Conference	Date TBD
6.A.2. Final work plan	MS Word	Within 2 weeks after kick-off meeting

6.B. Data Collection and Analysis

6.B.1. For each outcome in Section 4, the contractor shall assemble the necessary data and analysis to accomplish the outcome according to the approved work plan and provide a written progress report, including a summary of data sources used, findings and limitations on any data, conclusions, and/or analysis, according to the schedule below, for comment by the Technical Authority. The contractor shall incorporate all comments from the Technical Authority and obtain written authorization before the outcome is considered finalized.



Deliverable	Content	Format	Due Date
6.B.1.1. Progress Report #1	A literature review/industry scan in accordance with section 4.A.	MS Word	Within six (6) weeks of approval of, and according to, the final work plan.
6.B.1.2. Progress Report #2	A hazard assessment in accordance with section 4.B.	MS Word	Within eighteen (18) weeks of approval of, and according to, the final work plan.
6.B.1.3. Progress Report #3	A gap analysis in accordance with section 4.C.	MS Word	Within twenty-four (24) weeks of approval of, and according to, the final work plan.

6.C. Draft Report and Presentation of findings and recommendations

6.C.1. Upon completion of work on all outcomes, the contractor shall produce a draft report, summarizing all the finalized work completed as part of section 6.B above, including a summary of all data collected and applicable regulatory requirements on enclosed vessels for all ESS types identified and recommendations for future work to address any identified gaps in the regulatory safety requirements in the area of ESS transport in enclosed vessels for marine transport.

6.C.2. Within one (1) week of submitting the draft report per 6.C.1, the contractor shall establish a mutually agreeable date with the Technical Authority for the presentation of the results by web conference to the TC-TDG stakeholders.

6.C.3. The contractor shall prepare a presentation of the results of the research. The presentation will be given via web conference on the date that was mutually agreed upon by the contractor and the Technical Authority per 6.C.2. The contractor shall forward the PowerPoint file containing the intended presentation slides to the Technical Authority at least five (5) business days prior to the date scheduled for the presentation as per 6.C.2.

6.C.4. The contractor shall present the content of the PowerPoint file to TC-TDG stakeholders via web conference. The Technical Authority will provide comments on the presentation, including an assessment of the completeness of the work, and indicate any modifications to be made to the presentation or subsequent reports, to the contractor. The



contractor must incorporate all changes requested by the Technical Authority into the presentation and subsequent reports.

Deliverable	Format	Due Date
6.C.1. Draft Report	MS Word	Within three (3) weeks of completion of 6.B.1. and according to final work plan.
6.C.2. Establish presentation date	Phone call, e-mail	Within one (1) week of completion of 6.C.1.
6.C.3. Draft presentation file	MS PowerPoint	At least five (5) business days prior to the agreed upon presentation date per 6.C.2.
6.C.4. Presentation	Web Conference	To be determined per 6.C.2

6.D. Final Report and Presentation

6.D.1. Prepare a final report according to final work plan, free of grammatical and typographical errors, that incorporates all modifications and feedback from the Technical Authority.

6.D.2. Prepare a final presentation file in Microsoft PowerPoint format, free of grammatical and typographical errors, that incorporates all modifications and feedback from the Technical Authority.

Deliverable	Format	Due Date
6.D.1. Final Report	MS Word	Within 2 weeks of completion of the presentation of 6.C.4.
6.D.2. Final presentation file	MS PowerPoint	

7. PROGRESS REPORTING PROCEDURE

The contractor shall also meet monthly with the Technical Authority by teleconference to discuss project progress. A progress summary detailing the following must be provided at least two (2) days in advance of each progress meeting:

- i. Technical progress on tasks;
- ii. financial update;
- iii. any delays identified and mitigations proposed; and,
- iv. any new risks identified and mitigations proposed.



8. LOCATION OF WORK

All work will be performed at the contractor's facilities.

9. LANGUAGE OF WORK

The principal language of communication will be English. Progress reports, working papers, monthly updates, the draft and final report, presentation, and all other material must be provided in English.

10. CONTRACTOR OBLIGATIONS

The contractor must immediately notify Technical Authority via e-mail, phone call, and/or telecom meetings of any issues, problems, or concerns (e.g. delays) in relation to the work being completed under the contract, as they arise.

Unless otherwise specified, the contractor shall use their own equipment and software for completion of tasks included in this Statement of Work.

11. TC SUPPORT

As required to perform the contract work and at the discretion of the Technical Authority, TC-TDG will endeavor to provide contractor personnel with:

- relevant internal documentation,
- scheduled access to departmental stakeholders, and
- provision of timely review, feedback on and approval of deliverables.

12. QUALITY CONTROL PROCEDURES

The Technical Authority shall ensure that the requirements of this Statement of Work are delivered on time, of acceptable quality, and on budget. The contractor agrees to attend Progress Review meetings either by web conference, or by phone as deemed necessary by the Technical Authority, as well as signal issues that may affect timeline, quality, or budget of the deliverables to the Technical Authority as soon as possible.



ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the terms and conditions of this Contract, the Contractor will be paid an all-inclusive firm price.

All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included. Applicable taxes excluded.

Milestone No.	Description or "Deliverable"	Firm Amount	Milestone Delivery Date
1	Acceptance of final work plan with detailed timelines (Section 6.A.2. of Annex A)	\$ _____ (10% of fixed price)	Within 2 weeks of kick-off meeting
2	Acceptance of progress report #3 (Section 6.B.1.3. of Annex A)	\$ _____ (25% of price)	Within 24 weeks of approval of, and according to, the final work plan
3	Receipt of PowerPoint and draft report files as well as presentation of PowerPoint file contents based on the report findings. (Section 6.C. of Annex A)	\$ _____ (25% of fixed price)	TBD
4	Acceptance of the final report and PowerPoint that incorporate the feedback from TC (Section 6.D. of Annex A)	\$ _____ (40% of fixed price)	Within 2 weeks of the completion of deliverable 6.C.4. of Annex A
Total Cost for Evaluation Purposes (Sum of Milestone 1 to Milestone 4 (with no Taxes))		\$ _____	
Applicable Taxes (insert the amount, as applicable)		\$ _____	
Total Cost (taxes included)		\$ _____	



ANNEX "C"

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (first and last name), as the representative of _____ (name of business) pursuant to _____ (insert solicitation number), warrant and certify that all personnel that _____ (name of business) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- a. fully vaccinated against COVID-19;
b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____