



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

louise.curtis@tc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

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

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

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

Proposition à : Transports Canada

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

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

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

Title – Sujet	
Estimating the inventory of zero-emission vehicles available for sale in Canada	
Solicitation No. – N° de l'invitation	Date
T8080-220357	8 November 2022
Client Reference No. – N° référence du client	
T8838-220100	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à	02:00 PM – 14h00
on – le	29 November 2022
Eastern Standard Time (EST) Heure Normale de l'Est (HNE)	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Louise Curtis	
Area code and Telephone No. Code régional et N° de téléphone	E-mail Courriel
343-571-8834	louise.curtis@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region	

Instructions: See Herein

Instructions : Voir aux présentes

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

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Louise Curtis

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to the Contract.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 \(2022-03-29\)](#) 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: 180 days

2.2 Submission of Bids

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

Bids must be submitted by Electronic Submission only to louise.curtis@tc.gc.ca.

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

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

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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](#).

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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 five (5) business 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:

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- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically by the date and time of closing identified on page 1. Canada requests that bidders provide their bid in separately bound sections as follows:

- i. Section I: Technical Bid One(1) soft copy, Submitted by email;
- ii. Section II: Financial Bid One (1) soft copy, Submitted by email;
- iii. Section III: Certifications – Not included in the technical bid, One(1) soft copy, submitted by email.

The bids must be sent by E-mail to: louise.curtis@tc.gc.ca.

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

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

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

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. Include a table of contents.

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 Annex "B" - Basis of Payment

SACC Manual Clause **C3011T** (2013-11-06) Exchange Rate Fluctuation.

3.1.1 Electronic Payment of Invoices – Bid

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI).

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Section III: Certifications

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

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ATTACHMENT 1 to PART 3 – PRICING SCHEDULE

1.0 The bidder Must complete this pricing schedule and include it in its financial bid.

PRICING SCHEDULE	
RESOURCE	PER DIEM RATE

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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 technical, and the, 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

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 1 to Part 4 - Bid Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Attachment 1 to Part 4 - Bid Evaluation Criteria.

4.1.3 Financial Evaluation

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
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%.

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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 \$50,000.00 (50).

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 70)	Pricing Score (LP/Pi x 30)	Combined Rating
Bidder 1	$120/135 \times 70 = 62.22$	$50/60 \times 30 = 24.99$	87.21
Bidder 2	$98/135 \times 70 = 50.81$	$50/55 \times 30 = 27.77$	78.08
Bidder 3	$82/135 \times 70 = 42.52$	$50/50 \times 30 = 30$	72.52

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ATTACHMENT 1 to PART 4 – BID EVALUATION CRITERIA

1. Technical Evaluation criteria

Proposal compliance will be evaluated on the basis of the following mandatory and rated requirements. Bidders must provide necessary documentation to support compliance. Bidders are also advised to refer to Part 3.1 – Bid Preparation Instructions.

Table 1: Required format to demonstrate experience

Work experience or project experience performed within the last ten (10) years and used to demonstrate compliance for the evaluation criteria must be presented using the format of this table

If the Bidder cites a project, the project and the work period of the resource must have lasted at least two (2) months.

- a. The name of the client organization;
- b. The date, duration of the work or project, indicating the years and months in which the proposed resource participated;
- c. A description of the project, including its scope, and the results of the work undertaken by the proposed resource;
- d. A description of the activities carried out by the proposed resource;
- e. A brief description of the methodology or methodologies used; and
- f. The name, title and email address of a contact person in the client organization who can validate the projects or experience.

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

Bidders are also advised that if the month(s) or year(s) of experience listed for one project overlap(s) the timeframe of another referenced project, the overlapping time will only be counted once. For example, if the timeframe for Project 1 is from July 2001 to December 2001 and the time frame for Project 2 is from October 2001 to January 2002, the total number of months of experience for these two projects is seven (7) months.

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2.0 Mandatory Technical Criteria

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

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

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

No.	Qualification	Met	Not Met	Reference to Proposal
M1	The Bidder must provide one (1) project, completed within the last six (6) years from date of RFP close, that has used web scrapping, and two (2) projects, completed within the last six (6) years that have used telephone surveys.			
M2	The Bidder's proposed Resource must provide at least two (2) projects, which have been completed within the last six (6) years from date of RFP close, which demonstrate experience in energy and zero-emission vehicle analysis.			
M3	The Bidder's proposed work plan aligns with the Statement of Work			

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3. Point Rated Technical Criteria (R)

Bids which meet all of the mandatory technical criteria will be further evaluated and scored against the following rated requirements.

Bids which fail to obtain the required minimum score of 154 points will be declared non-responsive.

Each point rated technical criterion should be addressed separately.

No.	Qualification	Scoring Method	Max Points	Points Awarded	Reference to Proposal
R1	<p>Bidder is to provide a Proponent Profile describing who the bidder is and the ongoing activities they are engaged in.</p> <p>Bidder should include information such as their mission, organizational values, existing clients, and evidence of their core competencies</p>	<p>A maximum of 12 points will be available for this section</p> <p>The following items will be used to evaluate this criterion:</p> <ol style="list-style-type: none"> 1. Description of the Bidder's company/organization (6 points) 2. Examples of the bidder's relevant existing clients (3 points) 3. Evidence of the bidder's core competencies (3 points) <p><u>Proponent Profile rating scale:</u></p> <ol style="list-style-type: none"> 1a. Description of the bidder is clear 1b. Description of the bidder's ongoing activities are clear 1c. Description of the bidder's mission and organizational values are clear 2. Examples of the bidder's relevant existing clients is clear 3. Evidence of the bidder's core competencies is provided 	<p>12 pts</p> <p><u>Profile Pts:</u></p> <p>1a. – 2 pts 1b. – 3 pts 1c. – 1 pt</p> <p>2. – 3 pts 3. – 3 pts</p>		
R2	<p>Bidder is to outline their proposed resources for this project.</p> <p>Bidder should outline the proposed team and team structure for this project along with each team member's role in this project and their relevant experience.</p> <p>Team members should have at least two (2) years of experience,</p>	<p>A maximum of 12 points will be available for this section</p> <p>The following items will be used to evaluate this criterion:</p> <ol style="list-style-type: none"> 1. Outline of proposed team structure (6 points) 2. Qualifications of proposed team (6 points) <p><u>Proponent Team rating scale:</u></p> <ol style="list-style-type: none"> 1a. Proposed team structure is clear 1b. Proposed team member roles are clear 2a. Qualification of team members are clear 2b. CVs of team members have been provided 	<p>12 pts</p> <p><u>Team pts:</u></p> <p>1a – 2 pts 1b – 4 pts 2a – 4 pts 2b – 2 pts</p>		

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	from date of RFP close.				
R3	<p>The Bidder's proposed Resource should demonstrate a minimum of five (5) years' experience conducting web scrappage.</p> <p>Bidder is to provide a description of one (1) related project completed within the last six (6) years</p>	<p>A maximum of 30 points will be available for this section.</p> <p>The following items will be used to evaluate this criterion: 1. Description of the project (8 points); 2. Technical requirements for web scrappage projects (16 points)</p> <p>For experience, two (2) additional points will be awarded for each demonstrated project over and above the minimum of one (1). (Maximum 6 points)</p> <p><u>Project 1 rating scale:</u></p> <p>1a. Mandate or objective of the project is clear 1b. Scope or deliverables of the project is clear 1c. Major milestones were identified 1d. Major risks (challenges) were identified 1e. References were provided 2a. Bidder is familiar with HTML/CSS and JavaScript 2b. Bidder is knowledgeable in python or equivalent programming language 2c. Bidder has experience running large scale scrapes. 2d. Bidder is familiar with techniques and tools for crawling, extracting, and processing data (e.g. Scrapy, pandas, MapReduce, SQL, BeuatifulSoup, etc.</p> <p><u>Experience rating scale:</u></p> <p>1a: 2 projects 1b: 3 projects 1c: 4 or more projects</p>	<p>30 pts</p> <p><u>Project 1 pts:</u></p> <p>1a. – 1 pt 1b. – 3 pts 1c. – 1 pt 1d. – 2 pts 1e. – 1 pt 2a. – 4 pts 2b. – 4 pts 2c. – 4 pts 2d. – 4 pts</p> <p><u>Experience pts:</u></p> <p>1a – 2 pts 1b – 4 pts 1c – 6 pts</p>		
R4	<p>The Bidder's proposed Resource should demonstrate a minimum of five (5) years' experience from date of RFP close in conducting telephone surveys.</p>	<p>27 points per individual related project (maximum 54 points).</p> <p>For each project (up to 27 points), the following items will be used to evaluate this criterion: 1. Description of the project (8 points); 2. Technical requirements for telephone surveys (19 points)</p>	<p>60 pts</p>		

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	<p>Bidder to provide two (2) related projects completed within the last six (6) years, from date of RFP close.</p>	<p>For experience, two (2) additional points will be awarded for each demonstrated project over and above the minimum of two (2) projects. (maximum 6 points)</p> <p><u>Project No. 1 rating scale:</u></p> <p>1a. Mandate or objective of the project is clear 1b. Scope or deliverables of the project is clear. 1c. Major milestones were identified 1d. Major risks (challenges/limitations) were identified 1e. References were provided 2a. Include details on data collection methods, sample size, and target population of the survey 2b. Provide detail on the research design and its cost effectiveness 2c. Describe how the data was analyzed to address the project objective 2d. Describe how the final data was provided to the client</p> <p><u>Project No. 2 rating scale:</u></p> <p>1a. Mandate or objective of the project is clear 1a. Scope or deliverables of the project is clear. 1c. Major milestones were identified 1d. Major risks (challenges/limitations) were identified 1e. References were provided 2a Include details on data collection methods, sample size, and target population of the survey 2b Provide detail on the research design and its cost effectiveness 2c Describe how the data was analyzed to address the project objective 2d. Describe how the final data was provided to the client</p> <p><u>Experience rating scale:</u></p> <p>1a. 3 Projects 1b. 4 Projects 1c. 5 or more projects</p>	<p><u>Project No. 1 pts</u></p> <p>1a. – 1 pt 1b. – 3 pts 1c. – 1 pt 1d. – 2 pts 1e. – 1 pt 2a. – 7 pts 2b. – 4 pts 2c. – 4 pts 2d. – 4 pts</p> <p><u>Project No 2 pts:</u></p> <p>1a. – 1 pt 1b. – 3 pts 1c. – 1 pt 1d. – 2 pts 1e. – 1 pt 2a. – 7 pts 2b. – 4 pts 2c. – 4 pts 2d. – 4 pts</p> <p><u>Experience pts:</u></p> <p>1a. – 2 pts</p>		
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			1b. – 4 pts 1c. – 6 pts		
R5	Bidder should provide their understanding of the issue, including the scope, the tasks, and the deliverables.	<p>A maximum of 40 points will be available for this section.</p> <p>The following items will be used to evaluate this criterion:</p> <ol style="list-style-type: none"> 1. The proposal has a portion demonstrating Bidder's understanding of the issue (20 points) 2. Proposed understanding is consistent with the Statement of Work (20 points) 	<p>40 Pts</p> <p>1. – 20 pts</p> <p>2. – 20 pts</p>		
R6	Bidder should provide a proposed Work Plan	<p>A maximum of 65 points will be available for this section.</p> <p>The following items will be used to evaluate this criterion:</p> <ol style="list-style-type: none"> 1. The proposal has a Work Plan with proposed methodology to produce the deliverables as set out in Section 4 of the Statement of Work on time (20 points); 2. The Work Plan provides adequate explanation of key deliverables and timelines (15 points); 3. The Work Plan allocates resources appropriately, including a backup plan for the designated resource (15 points) 4. The work plan provides a clear budget (15 points) 	<p>65 pts</p> <p>1. – 20 pts</p> <p>2. – 15 pts</p> <p>3. – 15 pts</p> <p>4. – 15 pts</p>		
Total Maximum:				219	
Minimum Overall points required				154	
Score Obtained (*)					

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

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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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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

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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

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 \(2022-01-28\)](#), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2024 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 (three) additional 1 (one) year period(s) 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 30 (thirty) 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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Louise Curtis
Procurement Specialist

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Transport Canada
275 Sparks Street, Ottawa, ON K1A 0N5
343-571-8834
louise.curtis@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 *(to be inserted at contract award)*

The Project Authority for the Contract is:

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

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

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

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

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

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

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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 \$ _____ (*amount to be inserted 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.

6.7.2 Milestone Payments

SACC Manual Clause [H3010C \(2016-01-28\)](#) – Milestone Payments – Not subject to holdback

6.7.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

6.8 Invoicing Instructions

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

Each invoice must be supported by:

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

6.9.3 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

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6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007 \(2010-08-16\)](#) – Canada to Own Intellectual Property rights in Foreground Information.
- (c) the general conditions [2010B \(2022-01-28\)](#) – Professional Services (medium complexity)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).*)

6.12 Insurance

SACC Manual Clause [G1005C \(2016-01-28\)](#) insurance- No Specific Requirement

6.13 Dispute Resolution

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

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ANNEX "A" - STATEMENT OF WORK

Estimating the inventory of zero-emission vehicles available for sale in Canada

**Transport Canada
Environmental Policy Directorate**

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1. Objective of the work

The objective of the study is to perform a data collection exercise to determine the availability of new zero-emissions vehicles (ZEVs) for sale in Canada and to provide insights into how inventories of ZEVs may affect the demand and sales of ZEVs going forward in the 2022-2024 period and onwards.

2. Background and Context

In order to understand the various drivers which, affect the sales of ZEVs in Canada, anecdotal information and news reports have suggested that the lack of specific ZEVs available at Canadian dealerships may have hindered both the demand and sales of ZEVs. Due to the nascent nature of some ZEVs in the Canadian market, it has been challenging to provide empirical evidence on whether availability may be one of several barriers to greater ZEV adoption in parts of Canada.

Various policies have been put in place to address some barriers to greater ZEV adoption including:

- Direct subsidies/ rebates on the purchase of ZEVs;
- Indirect incentives including incentives for installation of charging equipment, and access to high-occupancy vehicle lanes); and
- Installation of public charging infrastructure.

In 2018, Transport Canada contracted an initial study to estimate the inventory of ZEVs in Canada at two points in time: December 2018 and March 2019 (The initial study). Three follow up studies were conducted in 2019, 2020 and 2022 with two data collecting points each for the first two studies: November 2019 and February 2020 for the first (the 2019 Update Study), November 2020 and February 2021 for the second (the 2020 Update Study), and one data collecting point in March 2022 for the third (the 2022 Update Study).

The market for ZEVs is constantly evolving, as new models become available, and as policies change. Since March 2020, the COVID-19 pandemic has heavily affected the automobile manufacturing industry; OEMs and parts suppliers have yet to return to full production capacity. However, the need for vehicles bounced back as confinement measures were removed, leading to record sales and inventory shortages across all vehicle categories. At the same time, as Canada slowly comes out of the COVID-19 pandemic, the automotive landscape is changing dramatically. Given recent policy and market developments, it is important to continue to assess ZEV inventory levels, compare them against past inventory levels, determine whether there are trends that could support or hinder greater ZEV adoption across the country, and seek to understand how policies may be contributing to these trends. In order to support the Government in considering options to enable greater uptake of ZEVs in Canada, with a view to achieving federal ZEV sales targets, Transport Canada needs to collect up to date information through periodic snapshots of existing ZEV inventories at Canadian dealers.

The contractor's role will be to undertake a data-collection procedure to extract data from available on-line sources as well as to fill in gaps in information using phone-based inquiries, perform data validation, and provide additional insights on the ZEV inventory data collected.

3. Project Tasks

Given the current inventory challenges have plagued the industry, the study should first conduct a literature review to lay out background information on current automotive industry trends and provide some insights on when and how vehicle inventory levels play a role in the vehicle sale process.

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Then the task is to provide an estimation of the availability of ZEVs in all Canadian provinces over the following four time periods (with likely months in brackets): (1) Winter 2023 (December 2022, depending on start of contract), (2) Spring 2023 (May 2023), (3) Winter 2024 (December 2023-January 2024) and (4) Spring 2024 (May 2024), followed by further time periods if option years on the contract are exercised.

More specifically, the study would provide an inventory of available ZEVs for sale categorized by vehicle make, model type and model year in each of the two identified periods. Given that dealer inventories have the potential to change frequently, and that data collection will provide a snapshot of the inventory available at that time, including two data collection periods will provide greater ability to glean useful information and findings for the study. Moreover, in cataloging the inventory of ZEVs during the data collection process, additional information may be added, or calculated, in collaboration with the project authority, such as ZEV wait times and days of supply.

The specific project tasks are as follows:

3.1 Prepare a work plan and study design

- A detailed breakdown of the steps foreseen by the Contractor to complete the requirements of the project.
- Anticipated timeframes for each of the project tasks.
- A description of the methodology that will be used to complete each of the tasks and subtasks. Any methodology differences must be clearly documented.
- In collaboration with officials from Transport Canada, design of the inventory/database to record the availability of ZEVs, and other required information.

3.2 Determine the availability of ZEVs

- Conduct the survey, collect and compile data for the identified 2022/23 period and 2023/24 period, including wait times from dealerships with no or limited inventory.
- Estimate the current availability of ZEVs using generally accepted statistical practices, with any additional insights on the inventory by vehicle type, time period, and/or region.
- Prepare a complete inventory of the data collected for delivery to the Project Authority.
- Compare the results with previous four data studies.

3.3 Prepare Final Report

Prepare a written report presenting the full results from the first and second data collection periods. The report, at a minimum, must include the following:

1. An executive summary
2. An introduction
3. A description of the methodology used to determine the current availability of ZEVs in selected provinces
4. Key findings from the collected data, insights into the link between the findings and federal and provincial policies, the demand for ZEVs in Canada, impact of COVID-19 (if possible), impact of supply chain issues (to the extent possible) along with recent LDV sales trends (such as on-line selling, pre-ordering and more) different results by urban and rural region, data limitations, and a compendium of reference material, resources used, comparison of the results with previous studies.
5. A complete data set of the findings for the tasks described in section 2, if not shared earlier.

4. Project Deliverables

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#	Deliverable	Date
1	Kickoff meeting between Project Authority and Contractor.	Within 5 days from contract award (exact date will depend on contract finalization).
2	Completed data inventory for the first data collection period.	One month after kickoff meeting
3	Completed data inventory for the second data collection period.	June 30, 2023
4	Draft report provided to Project Authority reflecting the first two data collection periods.	August 1, 2023
5	Final written report provided to Project Authority.	August 31, 2023
6	Completed data inventory for the third data collection period.	November 30, 2023
7	Completed data inventory for the fourth data collection period.	February 29, 2024
8	Draft report provided to Project Authority reflecting the final two data collection periods.	March 15, 2024
9	Final written report provided to Project Authority.	March 31, 2024

1. Within 5 business days from the awarding of the contract, the Contractor will attend a kickoff meeting, to be arranged by the Project Authority, to discuss the Contractor's proposal and the Project Authority's expectations. The Contractor will submit to the Project Authority, for approval, a proposed Work Plan for the project, which includes the project's tasks and milestones, and proposed methodological approach, on or before the kickoff meeting.
2. The Contractor will submit a completed data inventory (in Excel) from the first data collection period one month after the initial kickoff meeting and share with the Project Authority.
3. The Contractor will submit a completed data inventory (in Excel) from the second data collection period on or before June 30, 2023.
4. The Contractor will submit a draft report (consisting of the methodology used and the results and key findings of the data obtained from the first period of the study) on or before August 1, 2023. The Project Authority will review the draft and return comments to the Contractor within 1 week.
5. The Contractor will submit a final written report to the Project Authority on or before June 30, 2023.
6. The Contractor will submit deliverables 6-9 in the above table for the second fiscal year according to the timelines specified.

All written material is to be provided in English and (unless mutually agreed otherwise) the following must be provided:

1. A Microsoft Word file of the written report and memo.
2. A Portable Document Format (PDF) file of the final written report and memo.
3. All data files (in Microsoft Excel spreadsheet files) containing the data collected and used to develop the inventory and summary tables/charts that are included in the written materials.

5. Resources

In order to assist the contractor, resources will be provided to the Contractor, as needed/required, during the contract period, including the following:

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- ZEV sales in Canada, by province/region, by type, by model, by year/month

6. Work Location

The work can be conducted remotely at the Contractor's place of work. Participation in teleconferences will be required.

7. Period of Contract

Start Date: Upon Contract award
End Date: March 31, 2024

8. Option Years

This contract is subject to up to three (3) option years, conditional on an agreement between the contract authority and the contractor to extend the project's duration, one year at a time.

9. Confidentiality

The Contractor agrees to hold as confidential and shall not disclose any information gathered through this work or the knowledge of pending work, where that information has been identified as confidential by the party who initially submitted the data.

10. Security Requirements

There is no security requirement for this contract as all information that the Contractor will work with are in public domain.

11. Intellectual Property

The Project Authority has determined that any intellectual property arising from the performance of the work under the Contract will reside with the Transport Canada, on the following grounds:

The main purpose of the Contract, or of the deliverables contracted for, is to assist in the determination of the availability of zero emission vehicles, and this information, among others will assist in the development of a broader policy framework. Taken out of context, the public dissemination of this research may impede and misinform the role of policy research in the development of any programs related to this subject.

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ANNEX "B" - BASIS OF PAYMENT

The Contractor will be paid a firm price for the work, customs duties included and Applicable Taxes extra.

Travel and Living expenses

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

Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestone Payments detailed in Table 1 below if all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada. The Bidder shall propose the amount of each instalment in the space provided. The Bidder may, at its discretion, consolidate Milestones into fewer Milestones as long as the payment percentages and number of deliverables are respected.

Table 1. Schedule of Milestone Payments

Milestone No.	Description of Deliverable	Completion Date/Due Date	Firm Amount
1	Completed data inventory for the first data collection period.	One month after kickoff meeting	\$ _____ (15% of firm price) – amount to be inserted by Bidder
2	Completed data inventory for the second data collection period.	June 30, 2023	\$ _____ (15% of firm price) – amount to be inserted by Bidder
3	Final written report provided to Project Authority.	August 31, 2023	\$ _____ (20% of firm price) – amount to be inserted by Bidder
4	Completed data inventory for the third data collection period.	November 30, 2023	\$ _____ (15% of firm price) – amount to be inserted by Bidder
5	Completed data inventory for the fourth data collection period.	February 29, 2024	\$ _____ (15% of firm price) – amount to be inserted by Bidder
6	Final written report provided to Project Authority.	March 31, 2024	\$ _____ (20% of firm price) – amount to be inserted by Bidder
Total Firm Price: (Total Evaluated Cost)			\$ _____
			Applicable Taxes Extra