



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</b></p> <p><b>Electronic Copy:</b> <a href="mailto:soumissionsbids@ec.gc.ca">soumissionsbids@ec.gc.ca</a></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUMISSION À:</b> <b>ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</b></p> <p>Nous offrons d’effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Total Cost of Ownership for light duty vehicles in Canada</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000068849</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2022-12-02</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p>at – à 2:00 P.M. on – le December 23, 2022</p>	<p><b>Time Zone – Fuseau horaire</b> EST</p>
	<p>F.O.B – F.A.B See herein</p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Annie.emard@ec.gc.ca</p>	
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> See herein</p>	
	<p><b>Destination of Services / Destination des services</b> National Capital Region</p>	
	<p><b>Security / Sécurité</b> There is no security associated with this solicitation</p>	
	<p><b>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)</b></p> <p><b>Signature</b> <span style="float: right;"><b>Date</b></span></p>	



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## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirement**

There is no security requirement applicable to the requirement.

### **1.2 Statement of Work**

Environment and Climate Change Canada has a requirement to seek information on the current and projected total cost of light duty vehicle (LDV) ownership in Canada. The study will highlight the key lifetime cost differences between LDV vehicle market segments, vehicle propulsion type, and between Canadian jurisdictions, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to **March 31, 2024**.

### **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 PSPC/PWGSC *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.

The standard instructions 2003 are modified as follows:

**Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

**At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment and Climate Change Canada”

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** “Bids may be submitted by facsimile if specified in the bid solicitation.”

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** “Deleted”

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** “the Procurement Business Number of each member of the joint venture,”

**Insert:** “Deleted”

**At Section 20 Further Information, Subsection 20 (2):**



**Delete:** In its entirety  
**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (4):**

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

**2.1.1 SACC Manual Clauses**

A7035T (2007-05-25) List of Proposed Subcontractors

**2.2 Submission of Bids**

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

**2.3 Former Public Servant – Competitive Bid**

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

**Definitions**

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

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

"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 five (5) 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 bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid  
(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

Section II: Financial Bid  
(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

Section III: Certifications  
(1 electronic copy in PDF format by email to [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca))

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

#### **Note for electronic submission of bids:**

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

**Email Address:** [soumissionsbids@ec.gc.ca](mailto:soumissionsbids@ec.gc.ca)  
**Attention:** Annie Emard  
**Solicitation Number:** 5000068849

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders



should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

## **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed below. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet detailed below total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their prices, and, rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

### **1.4 Price Breakdown**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance, for each task, milestone or phase of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long-distance communications and rentals,



providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.

- (e) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

**1.5** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

### **Section III: Certifications**

Bidders must submit the certifications 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.

### **4.2 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

### **4.2 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Attachment "1" to Part 4.

### **4.3 Financial Evaluation**

#### **4.3.1 Mandatory Financial Criteria**

The maximum funding available for the contract resulting from the bid solicitation is **\$60,000.00** in Canadian dollars, Applicable Taxes not included.

The bid must meet the mandatory financial criteria specified in the table inserted below. Any bid which fail to meet the mandatory financial criteria will be declared non-responsive. Disclosing the maximum funding available does not represent a commitment by Canada to pay this amount.

<b>Item</b>	<b>Evaluation Criteria</b>	<b>Met</b>	<b>Not Met</b>
MF1	The maximum budget allocated for this project must not exceed \$60,000.00, applicable taxes extra, including all labour, associated costs and subcontractors. Bids valued in excess of this amount will be considered non-responsive. This disclosure of project funds does not commit Environment and Climate Change to pay such an amount.		

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.



The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

#### **4.3.2 Evaluation of Price**

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

#### **4.4 Basis of Selection**

##### **Basis of Selection**

##### **Highest combination of technical merit (60%) and Price (40%)**

The selection will be based on the highest responsive combined rating of technical merit and Price. The ratio will be 60% for the technical merit and 40% for the price.

- (a) To be declared responsive, a bid must:
  - (i) comply with all the requirements of the bid solicitation;
  - (ii) meet all mandatory criteria;
  - (iii) meet mandatory financial criteria;
  - (iv) obtain the following required minimum points in the technical evaluation criteria:  
(an overall minimum score of 36 points or higher out of 60)
- (b) Bids not meeting (i) or (ii) or (iii) or (iv) will be declared non-responsive.
- (c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- (d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained will be divided by maximum number of points available multiplied by the ratio of 60%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.



$$\text{Technical Score} = \frac{\text{Bidder's Points}}{\text{Highest score}} \times 60\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 40\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

**Example of calculation on a 60% - 40%**

	<i>Proposal 1</i>	<i>Proposal 2</i>	<i>Proposal 3</i>
Technical evaluation:	55	50	45
Technical rating:	60%	$\frac{50 \times 60\%}{55} = 54.5\%$	$\frac{45 \times 60\%}{55} = 49\%$
Price:	\$70,000	\$65,000	\$56,000
Cost rating:	$\frac{\$56,000}{\$70,000} \times 40\% = 32\%$	$\frac{\$56,000}{\$65,000} \times 40\% = 34.5\%$	40%
Final Score:	60+32 = 92%	54.5+34.5 = 89%	49+40 = 89%

Selected proposal would be: Proposal 1



**ATTACHMENT “1” (TO PART 4,  
MANDATORY TECHNICAL CRITERIA “AND POINT RATED TECHNICAL CRITERIA”**

**MANDATORY EVALUATION CRITERIA**

The Mandatory Criteria, as listed below, will be used to evaluate bidders’ proposals on a simple pass/fail basis. Proposals, which fail to meet the mandatory criteria, will be deemed non-responsive.

Item	Mandatory Criteria	Proposal Page #	Met/ Not Met	Notes/Comments
<b>M1</b>	<p>The Bidder must propose a qualified Project Leader and include the resume of the Project leader.</p> <p>The resume must include details demonstrating that the Project leader has acted as project leader on at least one project similar in nature to that of the project outlined in the Statement of Work (SoW) in the past 5 years.</p>			
<b>M2</b>	<p>The Bidder must submit a technical proposal which must at a minimum contain the following sections:</p> <ul style="list-style-type: none"> <li>a) A section demonstrating the bidding party’s understanding of both the transportation sector and total cost of ownership, as well as the sources of information that will be utilized and the overall scope of the study. This section should also identify any past projects that the bidding party has completed relating to these subjects.</li> <li>b) A section describing the methodologies that the bidding party would employ in the analysis. This should include the hypothesis, assumptions, and the types of calculations and data collection that the contracted party would make, as well as any perceived difficulties that the contracted party might foresee and suggestions as to how to address these problems and improve future analyses.</li> </ul>			



	<p>c) A description of tasks necessary to complete each item listed in the Tasks section, including a breakdown of staff work hours allocated for each task.</p> <p>d) A list of the staff and firms (if applicable) assigned to this project, including credentials and past experience.</p> <p>e) A timeline to ensure the deliverables are completed within the time allotted in the contract, as well as the amount of time allotted to each task.</p>			
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**EVALUATION OF RATED CRITERIA**

The criteria contained herein will be used by ECCC to evaluate each proposal that has met all of the mandatory criteria listed above.

Proposals will be evaluated based on the following criteria:

Item	Rated Criteria	Maximum Score	Score/Comments
<b>R1</b>	<b>Understanding of Requirements</b> The total points for R1 is the sum of points of subsection R1.1 and R1.2		
<b>R1.1</b>	<p>The Bidder should demonstrate knowledge of the Canadian light duty vehicle, energy and financing markets.</p> <p>(0) The proposal demonstrates no knowledge of the Canadian markets.</p> <p>(1) The proposal demonstrates some knowledge of the Canadian markets and/or an acceptable amount of knowledge of only the U.S. or global markets.</p> <p>(3) The proposal demonstrates adequate knowledge of the Canadian markets and/or expertise of only the U.S. or global markets.</p> <p>(5) The proposal demonstrates expertise with the Canadian markets.</p>	<b>5</b>	
<b>R1.2</b>	<p>The bidder work plan should demonstrate familiarity with the data sources necessary for projecting the total cost ownership of light duty vehicles.</p> <p>(0) The proposal makes no mention of the data sources and/or shows no familiarity with them.</p> <p>(1) The proposal demonstrates some familiarity with sources of total cost of ownership data that are well-established in the</p>	<b>5</b>	





Item	Rated Criteria	Maximum Score	Score/Comments
	<p>automotive industry or relies on less reputable sources of total cost of ownership data.</p> <p>(3) The proposal demonstrates acceptable familiarity with sources of total cost of ownership data that are well-established in the automotive industry.</p> <p>(5) The proposal demonstrates extensive expertise with sources of total cost of ownership data that are well-established in the automotive industry.</p>		
<b>R2</b>	<p><b>Approach and Methodology</b></p> <p>The total points for R2 is the sum of points of subsections R2.1, R2.2 and R2.3</p>		
<b>R2.1</b>	<p>The Bidder methodology of the proposal is complete and scientifically sound.</p> <p>(0) There is no description of the methodology employed in the proposal.</p> <p>(3) The methodology is weak and confusing and is not likely to meet objectives. It may contains serious flaws that are at odds with established methods of statistical analysis.</p> <p>(7) The methodology is satisfactory and meets the project objectives but lacks detail regarding possible information sources and steps. The underlying methodology is mostly in line with established methods of statistical analysis with few significant deviations.</p> <p>(10) The methodology is clear, logical and meets expectations in achieving project objectives. The methodology is entirely consistent with established methods of statistical analysis with little or no significant deviations.</p>	<b>10</b>	
<b>R2.2</b>	<p>The bidder proposal should describe the advantages and disadvantages of their methodology in terms of the perceived accuracy of their demand projections. It also includes a discussion of the problems foreseen with the methodology and provides possible solutions.</p> <p>(0) The proposal does not discuss the advantages or disadvantages of their methodology.</p> <p>(1) The proposal offers little discussion of the advantages and disadvantages of their methodology. Problems foreseen with the methodology are either not given, provided without proposed solutions or are given little attention in the methodology.</p> <p>(4) The proposal offers a fair amount of discussion of the advantages and disadvantages of their methodology. Some problems foreseen with the methodology are given with some discussion of possible solutions.</p> <p>(7) The proposal offers a great deal of discussion about the advantages and disadvantages of their methodology. A number of problems foreseen with the methodology are given with an acceptable discussion of possible solutions.</p>	<b>7</b>	



Item	Rated Criteria	Maximum Score	Score/Comments
<b>R2.3</b>	<p>The Bidder proposal should contains new innovative ideas to enhance the analysis.</p> <p>(0) The proposal contains no ideas to enhance the analysis.            (2) The proposal consists entirely of conventional methods of analysis.            (5) The proposal contains innovative methods of analysis that appear to be somewhat effective.            (8) The proposal contains innovative methods of analysis that appear to be greatly effective.</p>	<b>8</b>	
<b>R3</b>	<p><b>Organization and Feasibility</b>  <b>The total points for R3 is the sum of points of subsection R3.1 and R3.2</b></p>		
<b>R3.1</b>	<p>The Bidder should lists all necessary tasks and plans them in a time and resource-feasible fashion.</p> <p>(0) The proposal contains no schedule of when tasks are to be performed.            (1) The proposal gives vague indications of the necessary tasks and when they will be completed with little indication of how resources will be used.            (3) The proposal gives clear indication of the tasks necessary with approximate deadlines (at the month level) and general indications of how resources will be used.            (5) The proposal gives clear indication of the tasks and subtasks necessary with clear deadlines (at the date level) and specific indications of how resources will be used.</p>	<b>5</b>	
<b>R3.2</b>	<p>The Bidder proposal should details the commitments required of each staff member and all necessary resources.</p> <p>(0) The proposal contains no schedule of when tasks are to be performed.            (1) The proposal gives vague indications of staff commitments with little indication of what resources will be required for each task.            (3) The proposal gives a general indication of staff commitments necessary with general indications of what resources will be required for each task.            (5) The proposal gives a clear indication of staff commitments and specific indications of what resources will be required for each task.</p>	<b>5</b>	
<b>R4</b>	<p><b>Addressing Potential Problems</b>            The Bidder proposal should identifies potential problems and proposes accompanying solutions</p> <p>(0) The proposal doesn't identify any potential problems with the analysis.            (1) The proposal identifies very few potential problems with the analysis and proposes very few (if any) potential solutions.            (3) The proposal identifies a number of potential problems with the analysis and proposes some potential solutions.            (5) The proposal identifies a significant number of potential problems with the analysis and proposes plenty of potential solutions.</p>	<b>5</b>	



Item	Rated Criteria	Maximum Score	Score/Comments
<b>R5</b>	<b>Project Manager Qualifications</b> The total points for R5 is the sum of points of subsection R5.1 and R5.2		
<b>R5.1</b>	The Bidder project manager has leadership experience in overseeing technical projects  (0) The project manager has no experience overseeing technical projects. (1) The project manager has overseen 1 technical project in the past 5 years. (3) The project manager has overseen 2 technical project in the past 5 years. (5) The project manager has overseen 3 or more technical project in the past 5 years.	<b>5</b>	
<b>R5.2</b>	The Bidder project manager has significant experience working on technical projects.  (0) The project manager has no project experience. (3) The project manager has worked on 2 technical project in the past 10 years. (7) The project manager has worked on 3 technical project in the past 10 years. (10) The project manager has worked on 4 or more technical project in the past 10 years.	<b>10</b>	
<b>R6</b>	<b>Project Team Member and Firm Qualifications</b> The total points for R6 is the sum of points of subsection R6.1 and R6.2		
<b>R6.1</b>	The collective of the Bidder project team members and contracted firms, as a whole, have significant experience and relevant skills working on technical projects. ((0) The collective has no project experience. (2) The collective has worked on 2 technical project in the past 10 years. (5) The collective has worked on 3 technical project in the past 10 years. (7) The collective has worked on 4 or more technical project in the past 10 years.	<b>7</b>	
<b>R6.2</b>	The entire project team and/or firms can provide a sufficient amount of commitment (in terms of work hours) to complete the project  (0) The proposal contains no description of work hour allocation. (1) The proposal vaguely indicates an appropriate work hour allocation of each project member/firm. (2) The proposal gives a reasonable indication of the appropriate work hour allocation of each project member/firm. (3) The proposal clearly indicates the necessary work hour allocation of each project member/firm, as well as plans for additional plans for extra hours if necessary.	<b>3</b>	



Item	Rated Criteria	Maximum Score	Score/Comments
<b>R7</b>	<p><b>Experience in Fields Related to the Project</b> The total points for R7 is the sum of points of subsections R7.1, R7.2, R7.3 and R7.4</p>		
<b>R7.1</b>	<p>The Bidder project team has sufficient experience with the North American transportation, financing and energy markets.</p> <p>(0) The proposal demonstrates no relevant experience dealing with these North American markets</p> <p>(2) The proposal demonstrates some relevant knowledge of these North American markets, including at least (1) member of the project team having experience in at least (1) project related to this field in the past (5) years</p> <p>(5) The proposal demonstrates relevant knowledge of these North American markets, including at least (2) member of the project team having experience in at least (2) project related to this field in the past (5) years</p> <p>(8) The proposal demonstrates considerable relevant knowledge of these North American markets, including at least (2) member of the project team having experience in at least (3) project related to this field in the past (5) years</p>	<b>8</b>	
<b>R7.2</b>	<p>The Bidder project team has sufficient experience with obtaining current and projecting future light duty vehicle data.</p> <p>(0) The proposal demonstrates no relevant experience obtaining current and projecting future light duty vehicle data</p> <p>(2) The proposal demonstrates some relevant experience obtaining current and projecting future light duty vehicle data, including at least (1) member of the project team having experience in at least (1) project related to this field in the past (5) years</p> <p>(5) The proposal demonstrates relevant experience obtaining current and projecting future light duty vehicle data, including at least (2) member of the project team having experience in at least (2) project related to this field in the past (5) years</p>	<b>5</b>	
<b>R7.3</b>	<p>The Bidder project team has sufficient experience with calculating the total cost of ownership for light duty vehicles in general, and/or future zero-emissions vehicle in particular.</p> <p>(0) The proposal demonstrates no relevant experience with calculating the total cost of ownership for light duty vehicles in general, and/or future zero-emissions vehicle in particular.</p> <p>(2) The proposal includes (1) project that calculates the total cost of ownership for light duty vehicles in general, and/or future zero-emissions vehicle in particular.</p> <p>(4) The proposal includes (2) project that calculates the total cost of ownership for light duty vehicles in general, and/or future zero-emissions vehicle in particular.</p> <p>(6) The proposal includes (3 or more) project that calculates the total cost of ownership for light duty vehicles in general, and/or future zero-emissions vehicle in particular.</p>	<b>6</b>	



Item	Rated Criteria	Maximum Score	Score/Comments
<b>R7.4</b>	The Bidder project team has sufficient experience with calculating the total cost of ownership for various jurisdictions, in particular for Canadian provinces and territories.  (0) The proposal demonstrates no relevant experience calculating the total cost of ownership for various jurisdictions. (2) The proposal includes (1) project calculating the total cost of ownership for various jurisdictions. (4) The proposal includes (2) projects calculating the total cost of ownership for various jurisdictions. (6) The proposal includes (3 or more) projects calculating the total cost of ownership for various jurisdictions.	<b>6</b>	
	Total Points	<b>/100</b>	
	Minimum points	<b>65</b>	



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

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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](#) website, to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided 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](#), 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 from Employment and Social Development Canada (ESDC) - Labor's website.

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.



## **PART 6 - RESULTING CONTRACT ( at contract award)**

**Title:** Total Cost of Ownership for light duty vehicles in Canada

### **6.1 Security Requirement**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the contract. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **6.3. Statement of Work**

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

### **6.4. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

#### **6.4.1 General Conditions**

[2010B](#) (2022-01-28) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

General conditions 2010B is modified as follows:

#### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"





### **At Section 13 Transportation Carriers” Liability**

**Delete:** In its entirety.

**Insert:** “Deleted”

### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** “Deleted”

### **Insert Subsection: “36 Liability”**

“The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

### **A. For professional services requirements where the deliverables are copyrightable works:**

#### ***Contractor to own Intellectual Property (IP) rights in Copyright***

### **At Section 19 Copyright**

**Delete:** In its entirety

**Insert:**

“1. In this section:

"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.

"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;

"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;

2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to the Contractor.

3. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the Material, for any non-commercial government purposes. Canada may use independent contractors in the exercise of Canada's license pursuant to this clause.

4. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.



**6.4.2 Supplemental General Conditions**

The following supplemental general conditions apply to and form part of the Contract:

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

**6.4.3 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (*insert name(s) of person(s)*).

**6.5. Term of Contract**

**6.5.1 Period of the Contract**

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

**6.6. Authorities**

**6.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Environment and Climate Change Canada  
Procurement and Contracting Division

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

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.

**6.6.2 Technical Authority**

The Technical Authority for the Contract is:



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

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

The Technical Authority named above 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 Technical Authority; however, the Technical 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.

**6.6.3 Project Authority**

The Project Authority for the Contract is: *(insert the amount at contract award)*

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

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

*(Insert or delete as applicable)*

In its absence, the Project Authority 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.

**6.6.4 Contractor's Representative *(insert the amount at contract award)***

Name: \_\_\_\_\_



Title: \_\_\_\_\_  
(Legal & Operating Company Name): \_\_\_\_\_  
Address: \_\_\_\_\_

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

**6.7. 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.

**6.8 Payment**

**6.8.1 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 of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

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

**6.8.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

### **6.8.3 Discretionary Audit**

2010-01-11 C0705C Discretionary Audit

## **6.9. Invoicing Instructions**

### **6.9.1 Multiple Payment**

6.9.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

6.9.1.2 Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **6.10 Certifications and Additional Information**

### **6.10.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the



Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 6.11 Applicable Laws

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

### 6.12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2022-01-28);
- (c) Annex A, Statement of Work <sup>a</sup>
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 6.13. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



## ANNEX “A”

### STATEMENT OF WORK

#### Background

The Government of Canada’s Emissions Reduction Plan (ERP) presents an ambitious and achievable roadmap to reach its emissions reduction targets under the Paris Agreement. The government has established a mandatory target that 100% of car and passenger truck sales be zero-emission by 2035 in Canada, with interim targets of at least 20% by 2026, and 60% by 2030. Similarly, President Biden has issued an Executive Order establishing a goal of having 50 percent of new passenger car and light-duty truck sales be zero-emission vehicles by 2030.

To inform the development of regulations to reduce greenhouse gas emissions in the transportation sector and accelerate the transition to zero-emission vehicles, Environment and Climate Change Canada (ECCC) is seeking information on the current and projected total cost of light duty vehicle (LDV) ownership in Canada. The study will highlight the key lifetime cost differences between LDV vehicle market segments, vehicle propulsion type, and between Canadian jurisdictions.

The contractor will provide an analytical report that includes analysis of the impact of both purchasing and operating costs. The analysis will contain sufficient data and evidence to support its findings and conclusions.

#### Objectives

The study will inform ECCC’s development of regulations to reduce emissions from light-duty vehicles and accelerate the transition to zero-emission vehicles.

To achieve this, the study will have four parts. First, to estimate the Total Cost of Ownership (TCO) for LDVs in Canada, a literature review must be conducted and a methodology established. Second, relevant LDV information must be collected. Third, calculations must be conducted to estimate TCO for LDVs. Fourth, the study results must be synthesized and used to highlight opportunities for zero-emission vehicles in Canada.

#### Terminology

Term/Acronym	Definition
Battery Electric Vehicle (BEV)	A vehicle that operates solely on electric power supplied by an internal battery that requires plug-in charging.



Internal Combustion Engine (ICE)	A vehicle whose sole source of propulsion involves combusting a non-renewable fuel source, resulting in the emission of carbon dioxide and criteria air pollutants during operation (this includes conventional hybrids that cannot be charged by an external power source).
Light-Duty Vehicle (LDV)	Any automobile classified as a passenger automobile or a light truck under the Passenger Automobile and Light Truck Greenhouse Gas Emission Regulations.
Plug-in Hybrid Electric Vehicle (PHEV)	A vehicle that is capable of operating using both a combustible fuel source and fully electric propulsion via a battery that requires plug-in charging.
Hybrid Electric Vehicle (HEV)	A vehicle powered by an internal combustion power and an internal battery that is charged by the vehicle's normal operation and not by plug-in charging.
Zero Emission Vehicle (ZEV)	A vehicle that is capable of operating on a fully electric power source for at least part of its operation.

## Scope

When assessing the TCO, the analysis must include the following four vehicles segments: mid-sized car, standard crossover (2 rows of seating), large SUV (3 rows of seating), and full-sized pickup truck.

Similarly, the TCO analysis must be conducted for the following four propulsion types: internal combustion engine, hybrid electric vehicle, plug-in hybrid electric vehicle and battery electric vehicle.

The contractor must perform TCO analysis at a minimum for the following target years: 2022, 2026, 2030 and 2035.

## Tasks

### Task 1: Conduct literature review and develop a methodology to estimate TCO for LDVs

- 1.1 Conduct literature review of similar previous LDV TCO studies to inform the analytic approach. From each specific study, provide a summary of approaches taken, method for calculation, highlight major findings, core assumptions and information gaps identified.
- 1.2 Develop a methodology for the work to meet project objectives by outlining: key resources and materials, steps to collect data and the data analysis process. Identify key information gaps and how they will be filled to complete an accurate TCO analysis.





- 1.3 Develop a methodology to determine the appropriate economic discounting rate which will be used to present all figures in present value (2022) Canadian dollars.
- 1.4 Check process with selected partners to receive feedback and confirmation that the approach taken regarding methodology and costing are suitable. Update accordingly.

## **Task 2: Project relevant LDV information that can affect the TCO**

- 2.1 The contractor will provide at a minimum, but not limited to, the following values for each province and territory in Canada for 2022, 2026, 2030 and 2035:
  - a) Estimated average vehicle purchase price for each market segment
  - b) Assumed financing method, term and interest rate
  - c) Projected average gasoline price
  - d) Projected average electricity price
  - e) Projected efficiency of each reference vehicle
  - f) Cost to install home charger in single family home
  - g) Cost to install home charger in multi-unit residential building
  - h) Electricity price for home charging
  - i) Average electricity price at public commercial charging locations
  - j) Insurance costs
  - k) Repair/maintenance costs
  - l) Average annual km travelled
- 2.2 Using information gathered in Task 2.1, develop an average vehicle, this includes a description and list of characteristics of the average vehicle in each vehicle segment and propulsion type. Include at a minimum the Gross Vehicle Weight Rating (GVWR), estimated traction battery capacity (if applicable), and projected average fuel consumption/energy consumption per km. Provide a summary of each TCO parameter that will be used for the analysis.

## **Task 3: Complete TCO analysis for LDVs**

- 3.1 Develop TCO data sets in appropriate Microsoft programs such as Excel or Access. Aggregate each cost parameter to calculate a lifetime TCO for each of the four LDV vehicle segments and vehicle propulsion types in each province and territory for the target years.
- 3.2 Present TCO over the entire span of the analysis timeframe, on an annualized basis and on a per-mile basis. Time frame: 2022, 2026, 2030, 2035.
- 3.3 Estimate the residual value (if any) at 200,000 km.

## **Tasks 4: Synthesis, conclusions, and recommendations**

- 4.1 Synthesize findings and conclusions from the TCO for LDVs in Canada study.
- 4.2 Identify key differences between LDV vehicle segment, vehicle propulsion type and between Canadian jurisdictions.
- 4.3 Highlight jurisdictions where specific propulsion technologies show the most significant TCO deviations from the Canadian average.
- 4.5 Identify key information gaps left unanswered and recommendations for further research or action.



## **Deliverables**

- 1) The contractor will conduct an initiation conference call with the Project Authority within 5 working days of contract award.

The contractor will deliver an initial progress report. This report must include the following:

- A summary of the literature review and the methodology which will be used to estimate TCO for LDVs, as highlighted in Task 1
- Key data and tables of information highlighted in Task 2

The contractor must submit this deliverable cover Tasks 1 to 3 to the Project Authority for review no later than 5 weeks into the contract.

- 2) The contractor will deliver a draft report. This report must include the following:
  - All of the material presented in Deliverable 1
  - A TCO analysis for LDVs as highlighted in Task 3
  - A synthesis, conclusions, and recommendations as highlighted in Task 4

The contractor must submit this deliverable to the Project Authority for review no later than 15 weeks into the contract.

- 3) The contractor will deliver a final report addressing any comments from the Project Authority on Deliverable 2 no later than 17 weeks into the contract.

The contractor must submit all deliverables to the Project Authority for review and comment in the appropriate format compatible with Microsoft Office Suite 2016.

The contractor will meet with the Project Authority to provide updates on the status of deliverables and so both parties can share any concerns related to the project. At a minimum, this will consist of an initiation conference call and two additional teleconferences held on or about 4 and 9 weeks into the contract. The precise dates and times of which will be decided between the contractor and the Project Authority. Additional communications between both parties shall occur through emails and/or phone calls.

## **Acceptance Criteria**

The Project Authority will determine the acceptability of all deliverables.

## **Government Supplied Materiel**

Environment and Climate Change will not provide any material for this contract that is not already available to the public.

## **Official Languages**

All material prepared by the contracted party, including presentations and deliverables, must be given in either one of the official languages of the Government of Canada (English or French).



### **Work Location**

The contracted party will complete all of the work required for this contract on its own premises.

### **Travel**

All travel related expenses incurred for the completion of this project will be at the expense of the contracted party.



**ANNEX "X" \_\_\_\_\_**

**BASIS OF PAYMENT**

*(to be completed at contract award)*