



**Return Bids to:**

**Retourner Les Soumissions à:**

Natural Resources Canada

Bid Receiving Natural Resources Canada  
See herein for bid submission instructions

**Request for Proposal (RFP)  
Demande de proposition (DDP)**

**Proposal To: Natural Resources 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 therefor.*

**Issuing Office – Bureau de distribution**

Finance and Procurement Management Branch  
Natural Resources Canada  
580 Booth Street  
Ottawa, ON  
K1A 0E4

<b>Title – Sujet</b> Medium and Heavy-duty Vehicle Total Cost of Ownership Calculator	
<b>Solicitation No. – No de l'invitation</b> NRCan- 5000068422	<b>Date: 26 December 2022</b>
<b>Requisition Reference No. - N° de la demande</b> 173712	
<b>Solicitation Closes – L'invitation prend fin</b> at – à 02:00 PM (Eastern Standard Time (EST)) on – le 06 February 2023	
<b>Address Enquiries to: - Adresse toutes questions à:</b>  <a href="mailto:serge.tshimanga@nrcan-rncan.gc.ca">serge.tshimanga@nrcan-rncan.gc.ca</a>	
<b>Telephone No. – No de telephone</b>	
<b>Destination – of Goods and Services:</b> <b>Destination – des biens et services:</b>  Natural Resources Canada 580 Booth Street Ottawa, ON K1A 0E4	
<b>Security – Sécurité</b>  There are no security requirements associated with this requirement.	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>          <b>Telephone No.:- No. de téléphone:</b>  <b>Email – Courriel :</b>	
<b>Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>          <div style="display: flex; justify-content: space-between;"><div>_____ <b>Signature</b></div><div>_____ <b>Date</b></div></div>	



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>5</b>
1.1 INTRODUCTION.....	5
1.2 SUMMARY .....	5
1.3 DEBRIEFINGS .....	5
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT .....	7
2.4 ENQUIRIES - BID SOLICITATION .....	8
2.5 APPLICABLE LAWS .....	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....	9
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	9
2.8 BID CHALLENGE AND RECOURSE MECHANISMS.....	9
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>10</b>
3.1 BID PREPARATION INSTRUCTIONS.....	10
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>11</b>
4.1 EVALUATION PROCEDURES .....	11
4.2 BASIS OF SELECTION.....	11
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>13</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	13
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	13
<b>PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>	<b>16</b>
6.1 SECURITY REQUIREMENTS .....	16
6.2 INSURANCE REQUIREMENTS.....	16
<b>PART 7 - RESULTING CONTRACT CLAUSES.....</b>	<b>17</b>
7.1 STATEMENT OF WORK.....	17
7.2 STANDARD CLAUSES AND CONDITIONS .....	17
7.3 SECURITY REQUIREMENTS .....	17
7.4 TERM OF CONTRACT .....	17
7.5 AUTHORITIES.....	17
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	18
7.7 PAYMENT.....	19
7.8 INVOICING INSTRUCTIONS .....	19
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
7.10 APPLICABLE LAWS .....	20
7.11 PRIORITY OF DOCUMENTS.....	20
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR) .....	20
7.13 INSURANCE .....	21



7.14	DISPUTE RESOLUTION .....	21
	<b>ANNEX “A” STATEMENT OF WORK.....</b>	<b>22</b>
	<b>ANNEX “B” BASIS OF PAYMENT .....</b>	<b>27</b>
	<b>APPENDIX “A” - EVALUATION CRITERIA.....</b>	<b>28</b>
	<b>APPENDIX “B” – FINANCIAL BID PRESENTATION SHEET .....</b>	<b>34</b>



The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

**Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.**

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

### **1.2 Summary**

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for Medium and Heavy-duty Vehicle Total Cost of Ownership Calculator supporting data update.

### **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 will be done in writing, by email.



## 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.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCan”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8: Delete entirely**
- **Subsection 2 of Section 8:**  
**Delete:** : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation. : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessaoumissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation.  
**Insert:** The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: <mailto:procurement-appvisionnement@NRCan-RNCan.gc.ca>  
**Subsection 2b of Section 8:**  
**Delete:** “six business days”  
**Insert:** “10 calendar days”
- **Under Subsection 2 of Section 20: Delete in its entirety**

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

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCan’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

**Only bids submitted using CPC Connect service will be accepted.**



At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

<mailto:procurement-provisionnement@NRCan-RNCan.gc.ca>

**Note:** Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection of Section 08\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

**IMPORTANT:** It is requested that you write the following in "Subject":

**173912: RFP# NRCan-5000068422 (Medium and Heavy-duty Vehicle Total Cost of Ownership Calculator)**

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using CPC Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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

## **2.3 Former Public Servant**

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

### **Definitions**

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **10 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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





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

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Basis for Canada's Ownership of Intellectual Property

Natural Resources Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following reasons: as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#) where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is to generate knowledge and information for public dissemination.

## 2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid and page 1 completed and signed.

Section II: Financial Bid

Section III: Certifications

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

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

In their technical bid, Bidders should 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.

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

**3.1.1** Bidders must submit their financial bid in accordance with Appendix "B" – Financial Bid Presentation Sheet.

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix "A" – Evaluation Criteria.

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria
2. Bids not meeting choose (a) or (b) 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 60% for the technical merit and 40% 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$



	<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
	<b>Combined Rating</b>	83.84	75.56	80.89
	<b>Overall Rating</b>	1st	3rd	2nd



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: \_\_\_\_\_

OR



Name of each member of the joint venture:

Member 1: \_\_\_\_\_  
Member 2: \_\_\_\_\_  
Member 3: \_\_\_\_\_  
Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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



### **5.2.3.2 Education and Experience**

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



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

There are no security requirements associated with this procurement.

### **6.2 Insurance Requirements**

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





## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. (*to be completed at contract award*)

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2010B](#) (2022-12-01), General Conditions - Medium Complexity – Professional Services, apply to and form part of the Contract.

- If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)

#### 7.2.2 Supplemental General Conditions

[4007](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

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

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **four (4) additional one (1) year** period(s) under the same conditions for the optional services described in Annex "A" – **section S.W. 5.2**. 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 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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



Title: \_\_\_\_\_  
Natural Resources Canada (NRCan)  
Procurement Services Unit  
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.

### 7.5.2 Project or Technical Authority

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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



## 7.7 Payment

### 7.7.1 Basis of Payment

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included 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.

### 7.7.3 Method of Payment

#### Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### 7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 7.8 Invoicing Instructions

Invoices shall be submitted using the following method:

E-mail:



[Invoicing-Facturation@nrcan-rncan.gc.ca](mailto:Invoicing-Facturation@nrcan-rncan.gc.ca)

**Note:** Attach "PDF" file. No other formats will be accepted

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: \_\_\_\_\_ (*to be completed at contract award*)

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### **7.11 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](#) (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2010B](#) (2022-12-01), General Conditions - Medium Complexity – Professional Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

### **7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

(*to be determined at contract award*)



### **7.13 Insurance**

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

### **7.14 Dispute Resolution**

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

- (a) 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.
- (b) 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.
- (c) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



## ANNEX “A” STATEMENT OF WORK

### SW.1.0 TITLE

Medium and Heavy-duty Vehicle Total Cost of Ownership Calculator

### SW.2.0 INTRODUCTION

Medium and heavy-duty vehicles (MHDVs) are used to carry out a range of critical activities including moving goods, moving people and enabling services such as refuse removal. Greenhouse gas (GHG) emissions in this vehicle segment have been growing rapidly—accounting for more than one-third of transportation related GHG emissions while representing less than 5% of on-road vehicle registrations (<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=2310006701>).

To support the reduction of emissions from MDHV through the transition to medium- and heavy-duty zero emission vehicles (MHDZEVs), through a competitive request for procurement, Natural Resources Canada (NRCan) is seeking to update and improve an existing NRCan MHDV Total Cost of Ownership (TCO) Calculator and make public via a web-based platform to help companies better understand the costs associated with switching to low carbon fuelled MHDVs and MHDZEVs.

### SW 3.0 BACKGROUND

Canada has committed to a 40-45 % reduction in greenhouse gas emission by 2030, and to be net-zero by 2050. To meet its 2030 targets, Canada’s Emissions Reduction Plan (ERP) lays the groundwork across many sectors, including transportation. To accelerate the transition to zero-emission on-road vehicles, Canada has committed to develop a MHDV ZEV regulation to require 100% MHDV sales to be ZEVs by 2040 for a subset of vehicle types based on feasibility, with interim 2030 regulated sales requirements that would vary for different vehicle categories based on feasibility (<https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/climate-plan-overview/emissions-reduction-2030.html>). This commitment is consistent with the Global Memorandum of Understanding (MOU) on Zero Emission Medium and Heavy-Duty Vehicles, signed by Canada calling on signatories to advance towards 100% zero-emission new truck and bus sales by 2040 with an interim goal of 30% ZEVs by 2030, on a path to net-zero carbon emissions by 2050 (<https://globaldrivetozero.org/mou-nations/>).

In 2019, Canada signed the Global Drive-to-Zero pledge, collaboratively seeking to accelerate the growth of the global zero- and near-zero-emission (ZE) commercial/freight vehicle space (<https://globaldrivetozero.org/2019/06/11/canadas-national-observer-canada-becomes-first-country-to-sign-pledge-for-zero-emission-commercial-vehicles/>).

In 2020 through a competitive bid, NRCan contracted the development of a MHDV TCO calculator. The excel based TCO calculator has been developed and NRCan owns the IP rights to the tool and holds the calculator source files. The TCO calculator was not made publicly available.

### SW.4.0 OBJECTIVES

The objective of this project is to help MHDV owners/operators, fleet managers and companies better understand the costs associated with switching to low carbon fuelled MHDVs and MHDZEVs (class 2b to class 8. Therefore, it is essential that the TCO calculator is easily understood by users and be kept updated to provide accurate and current information.

The Contractor will update NRCan’s TCO calculator supporting data. To achieve this, the project will:

1. Firstly, the existing excel TCO calculator dataset will be reviewed for accuracy and relevance. Data included in the TCO calculator includes vehicle cost (MRSP), fuel consumption, fuel cost, infrastructure cost (ex. charging infrastructure, compressed natural gas, hydrogen fuel station, etc.), estimated kilometers per year, maintenance cost, emission (CO<sub>2</sub> equivalent), vehicle projected lifetime, and end of life salvage value.
2. Data will be updated to reflect current market available Class 2b to Class 8, fuel types and technologies. New fields will be added to the calculator dataset to reflect any new data types (ex. fuel



- or vehicle types). Data should reflect the Canadian context and provincial/territory differences. Note, NRCan will hold intellectual property rights over the TCO calculator, supporting data and report.
3. Engage with an agreed upon stakeholders list to review the calculator dataset and provide feedback on data accuracy. Stakeholders are to include a minimum of five (5) fleet owners and/or operators; two (2) MHDV Original Equipment Manufacturers (OEMs), Transport Canada, Environment and Climate Change Canada, and NRCan representatives.
  4. Based on feedback received through stakeholder engagement, update the calculator data sources.
  5. Provide copyright protected report describing activities undertaken and data updates completed.

The Contractor may be obtained to maintain and update the TCO supporting data and ensure that the data accurately reflects current conditions to the extent reasonable possible.

## SW.5.0 PROJECT REQUIREMENTS

### SW.5.1 Tasks, Deliverables and Schedule

Task/Activities	Deliverables	Time Schedule
<u>Task 1 - Project Kickoff, Work planning and Progress Meetings</u>	<ul style="list-style-type: none"><li>• The Contractor will schedule a kick-off meeting by videoconference within ten (10) business days of contract award. The kickoff meeting agenda will include a discussion about the Contractor's work plan, and project schedule. The Contractor will update the workplan and project schedule with any changes agreed to during the meeting and submit an updated work plan within ten (10) business days following the kickoff meeting.</li><li>• In addition, the Contractor will schedule progress meetings with the Project Authority for providing project updates on before and after key milestones and interim results. The Contractor will submit minutes of all meetings to the Project Authority within two (2) business days of the meeting for acceptance.</li></ul>	Within fourteen (14) calendar days of contract being awarded
Task 2 - Review Existing Calculator Data Inputs; Stakeholder Engagement and Feedback	<ul style="list-style-type: none"><li>• Review the Excel based TCO calculator dataset to determine areas that need to be updated to reflect current market available vehicles, fuel types and technologies.</li><li>• Identify data sources that provide the information needed to determine the costs of acquiring, operating, and maintaining a low carbon fuelled MHDV or MHDZEV, and provide a point of comparison to the conventional (diesel) equivalent. This information includes vehicle cost (MRSP), fuel consumption, fuel cost, supporting infrastructure cost (ex. charging infrastructure, compressed natural gas, hydrogen fuel station, etc.), estimated kilometers per year, maintenance cost, emission (CO2 equivalent), vehicle projected lifetime, and end of life salvage value. Vehicle information is to cover class 2b to 8 depending on availability of information, and market availability of vehicles, vehicle fuel types to be included, but not limited to, are diesel, low NOx,</li></ul>	Within forty-five (45) calendar days of contract being awarded



	<p>gasoline, battery electric, hydrogen fuel cell, hydrogen combustion, battery electric, renewable natural gas, liquified natural gas, and compressed natural gas.</p> <ul style="list-style-type: none"><li>• Where relevant, data sources should consider relevant Canadian MHDV information that distinguishes regional differences.</li><li>• Develop and submit to the Project Authority for approval a list of stakeholders to be engaged with. Stakeholders are to include a minimum of five (5) fleet owners and/or operators; two (2) MHDV Original Equipment Manufacturers (OEMs), Transport Canada, Environment and Climate Change Canada, and NRCan representatives.</li><li>• Engage with relevant stakeholders and sector leaders to validate selected data and gather feedback that can be incorporated into the updated calculator dataset.</li></ul>	
Task 3 - Update the TCO Calculator Dataset	<ul style="list-style-type: none"><li>• Update the calculator dataset incorporating information needed in determining the costs of acquiring, operating, and maintaining a low carbon fuelled MHDV or MHDZEV, and provide a point of comparison to the conventional (diesel) equivalent. This information includes vehicle cost (MRSP), fuel consumption, fuel cost, supporting infrastructure cost (ex. charging infrastructure, compressed natural gas, hydrogen fuel station, etc.), estimated kilometers per year, maintenance cost, emission (CO2 equivalent), vehicle projected lifetime, and end of life salvage value. Vehicle information is to cover class 2b to 8 Depending on availability of information, and market availability of vehicles, vehicle fuel types to be included, but not limited to, are diesel, low NOx, gasoline, battery electric, hydrogen fuel cell, hydrogen combustion, battery electric, renewable natural gas, liquified natural gas, and compressed natural gas.</li><li>• Data should reflect the Canadian context and provincial/territory differences.</li></ul>	Within fifty (50) calendar days of contract being awarded
Task 4 - Draft Copyright Protected Report, and Presentation	<ul style="list-style-type: none"><li>• The Contractor will prepare a draft report and draft presentation that include the results of the review of the initial TCO dataset, engagement feedback, and updates to the TCO dataset completed.</li><li>• The Contractor will provide these to the Project Authority for comment. The Project Authority will review and comment on the draft report and presentation within ten (10) business days or as agreed to.</li><li>• The Contractor will address the Project Authority's comments provided on the draft report and provide an amended report within five (5) business days.</li></ul>	Within seventy-five (75) calendar days of contract being awarded
Task 5 - Final Copyright Protected Report, and Presentation	<ul style="list-style-type: none"><li>• The Contractor will address the Project Authority's comments provided on the draft presentation and deliver a final PowerPoint presentation to the Project Authority. This presentation will include key findings</li></ul>	Within eighty-five (85) calendar days of contract being awarded





	and contained in the final report. This presentation will be provided within 1 week after Project Authority approval of the final report and will be completed by videoconference.	
--	--	--

#### SW.5.2 Optional Services – Updates to be done annually

Task/Activities	Deliverables
Review and Update the TCO Calculator Dataset	<ul style="list-style-type: none"><li>Review the Excel based TCO calculator dataset to determine areas that need to be updated to reflect current market available vehicles, fuel types and technologies.</li><li>Update the calculator dataset incorporating information needed in determining the costs of acquiring, operating, and maintaining a low carbon fuelled MHDV or MHDZEV, and provide a point of comparison to the conventional (diesel) equivalent. This information includes vehicle cost (MRSP), fuel consumption, fuel cost, supporting infrastructure cost (ex. charging infrastructure, compressed natural gas, hydrogen fuel station, etc.), estimated kilometers per year, maintenance cost, emission (CO2 equivalent), vehicle projected lifetime, and end of life salvage value. Vehicle information is to cover class 2b to 8 Depending on availability of information, and market availability of vehicles, vehicle fuel types to be included, but not limited to, are diesel, low NOx, gasoline, battery electric, hydrogen fuel cell, hydrogen combustion, battery electric, renewable natural gas, liquified natural gas, and compressed natural gas.</li><li>Data should reflect the Canadian context and provincial/territory differences.</li></ul>
Identify and submit updated dataset	<ul style="list-style-type: none"><li>Identify which data points were updated</li><li>Submit updated dataset</li></ul>

#### SW.5.3 Reporting Requirements

Communication is to be done primarily via telephone, email or virtual meetings. All relevant documents and content can be sent electronically using Microsoft Applications and Adobe pdf formats to the Project Authority (NRCan). On-line video conference meetings will occur as needed.

#### SW.5.4 Method and Source of Acceptance

All deliverables rendered under this contract are subject to approval by the Project Authority (NRCan). The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

#### SW.6.0 OTHER TERMS AND CONDITIONS OF THE STATEMENT OF WORK (SOW)

##### SW.6.1 Contractor's Obligations

The Contractor shall:



- Submit all written reports in electronic Microsoft Office Word , PDF, MS Excel, with final report in Word and PDF
- Additional formats can be negotiated by common agreement between the Project Authority and the Contractor; and
- Be available to review contract progress on or around the date of milestones.

#### **SW.6.2 NRCan's Obligations**

Under this contract, NRCan will:

- Communicate via email, telephone or video meetings as necessary.
- Provide assistance and guidance regarding the scope of data/information to be collected.
- Provide available documentation, data and information on the topic; and
- Review and provide feedback to the draft reports within 10 business days.

#### **SW.6.3 Language of Work**

All reports must be submitted in English. Correspondence with NRCan may be in the Contractor's official language of choice.

#### **SW.6.4 Location of Work, Work Site and Delivery Point**

The work is expected to be completed at Contractor's place of business. There are no living or travel costs associated with this contract.

#### **SW.6.5 Diversity and inclusion in the public service**

Natural Resources Canada is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values. More information can be found at: <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



**ANNEX “B” BASIS OF PAYMENT**  
*(to be completed at contract award)*



## APPENDIX “A” - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan's assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

### 1. Technical Criteria

#### 1.1 Mandatory Evaluation Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M1	The Project Team Leader <b>MUST</b> have at least <b>three (3) years</b> of experience in professional areas in the context of medium and heavy-duty vehicles (MHDV) and/or alternative fuel vehicles with a focus on commercial and/or freight vehicles, as evidenced by a CV and/or the project summary. When applicable, all other proposed resources named in the proposal <b>MUST</b> have two <b>(2) years</b> of professional experience in the area of medium and heavy-duty vehicles and/or alternative fuel vehicles, with a focus on commercial and freight vehicles, as evidenced by a CV and/or the project summary.		



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail
M2	<p>For <b>each</b> proposed resource named in the Bidder's proposal, the Bidder <b>MUST</b> provide at least one (1) written <b>project summary</b> describing in it their current or previous experience in the medium and heavy-duty vehicle and/or alternative fuel vehicle sector with a focus on commercial and/or freight vehicles.</p> <p>Within the project summary provided, bidders should indicate:</p> <ol style="list-style-type: none"><li>1. the name of the client organization;</li><li>2. a brief description of the scope of services provided;</li><li>3. the dates and duration of the project;</li><li>4. the dollar value of the project (i.e. project budget/billing cost);</li><li>5. a description of the training methodology and tools, templates and products employed in the delivery of media relations training services;</li><li>6. the name and role of each of the resources involved in the provision of media relations training services;</li><li>7. the total level of effort for the duration of the project; and</li><li>8. the name, address and telephone number of the client project authority to whom the Offeror reported.</li></ol> <p><b><i>NRCan reserves the right to contact the named client project authorities to validate each of the Bidders cited Project Summaries.</i></b></p>		
M3	<p>The Bidder's <b>MUST</b> provide a <b>workplan</b> for the requirement. The workplan should include:</p> <ul style="list-style-type: none"><li>• Statement of understanding of the project's objective, scope, and deliverables</li><li>• Proposed approach of how each task listed in the Statement of Work will be addressed</li><li>• Project workplan and schedule that outlines a plan for delivery of the identified tasks and deliverables - Project schedule identifies project completion by March 10, 2023.</li></ul>		

## 1.2 Evaluation of rated criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all the mandatory criteria.

Proposals will be evaluated based on the following criteria:

Criterion ID	Point Rated Technical Criteria	Scoring Method	Maximum Points	Proposal Page #
R1	Project Summaries	R1.1.1 - Maximum 10 points R 1.1.2 - Maximum 5 points	45	



	<p>The Bidder should identify at least three (3) previous projects to be evaluated in this section. They will be evaluated against the following factors:</p> <p>R 1.1 - Cited projects demonstrate Bidders experience conducting the tasks of the statement of work (SOW) including:</p> <ul style="list-style-type: none"><li>• R 1.1.1 - Gathering and analyzing MHDV data in the areas of financial costing of vehicles (MSRP) – how data was gathered; when data was collected and for what periods (ex. Quarterly, yearly, etc.); the classes and vocations/use types of MHDVs the data covered; how the data was analysed;</li><li>• R 1.1.2 - Gathering and analyzing MHDV fuel consumption and emissions data – how the MHDV fuel consumption and emissions data was gathered; and how this data was analyzed;</li><li>• R 1.1.3 - Analysing of the low-carbon and zero-emission MHDV sector – objective of past work examined low-carbon and zero-emission MHDV sector; and the outcomes of the work; and</li><li>• R 1.1.4 - Conducting MHDV related stakeholder engagement – method of selecting stakeholders; method/process of engagement; types of stakeholders engaged; and outcomes of engagement.</li></ul> <p>R 1.2 - Dates, the duration, and the dollar value of the projects.</p> <p>R 1.3 - assessing MHDV data within the Canadian context sector and accounting for regional/provincial differences</p>	<p><b>R 1.1.3 - Maximum 5 points</b></p> <p><b>R 1.1.4 – Maximum 10 points</b></p> <p><b>R 1.2 – Maximum 5 points.</b></p> <p><b>R 1.3 – Maximum 10 points</b></p>		
--	--	--	--	--



<b>R2</b>	<p><b>Stakeholder Engagement and Feedback</b></p> <p>The work plan will be evaluated against the following factors:</p> <p>R 2.1 – Outlines of a strategy for conducting engagement to gain input and validate accuracy of data sources with representative sample of fleet users, Canadian trucking associations, Canadian Non-Government Organizations active in reducing transportation sector emissions in Canada, and Canadian zero-emission vehicle industry associations. The strategy should describe how the Bidder will engage with a minimum of five (5) fleet owners and/or operators; two (2) MHDV Original Equipment Manufacturers (OEMs), Transport Canada, Environment and Climate Change Canada, and Natural Resources Canada representatives.</p> <p>R 2.2 - The engagement approach is focused within the Canadian context and accounts for provincial/regional differences by including Canadian stakeholders and industry representatives.</p>	<p><b>R 2.1 – Maximum 10 points</b></p> <p><b>R 2.2 – Maximum 5 points</b></p>	<b>15</b>	
<b>R3</b>	<p><b>TCO Calculator Dataset</b></p> <p>The work plan will be evaluated against the following factors:</p> <p>R 3.1 - Ability to provide data for:</p> <ul style="list-style-type: none"><li>• vehicle cost (MRSP) - based on vehicle function, vehicle class, fuel type and fleet location;</li><li>• fuel consumption;</li><li>• fuel cost;</li><li>• infrastructure cost (ex. charging infrastructure, compressed natural gas, hydrogen fuel station, etc.);</li><li>• estimated kilometers per year for each vehicle function;</li><li>• maintenance cost for each vehicle function;</li><li>• emission (CO2 equivalent) for each vehicle function type;</li><li>• vehicle projected lifetime for</li></ul>	<p><b>R 3.1 – Maximum 18 points</b></p> <p><b>R 3.2 – Maximum 5 points</b></p> <p><b>R 3.3 – Maximum 7 points</b></p>	<b>30</b>	



	<p>each vehicle function type; and</p> <ul style="list-style-type: none"><li>• end of life salvage value</li></ul> <p>R 3.2 - Data sources are to be made available for use in the TCO Calculator on an ongoing basis with no restrictions.</p> <p>R 3.3 - How the data selected will represent the Canadian context and account for provincial/territorial differences across Canada. How data will be modified/adjusted in cases where Canadian specific data can not be identified or when proxies need to be used.</p>			
<b>R4</b>	<p>The Bidder should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <ol style="list-style-type: none"><li>a. The bidder has internally published policies or commitments on anti-racism and inclusiveness;</li><li>b. The bidder has publicly available organisational commitments to a diverse workforce;</li><li>c. The bidder's employees are mandated to take mandatory training on anti-racism</li><li>d. The bidder's employees are mandated to take unconscious bias training;</li><li>e. The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce.</li></ol> <p>The Bidder should provide details of the following activities.</p> <p>For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date.</p> <p>For activities described in c. and d. (training), the bidder should provide</p>	<p><b>Maximum 1 points</b> for each activity (maximum 5 points)</p> <p><b>0 pts</b> = the bidder does not address. <b>1 pts</b> = The bidder has fully described the activity and provided supporting documents as evidence. <b>1 pts</b> = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents.</p> <p><b>Additional Points (Max 5 points):</b></p> <p><b>3 pts</b> – Bidder has demonstrated at least the existence of 4 out of 5 activities. <b>2 pts</b> – Bidder has demonstrated at least 2 of the 5 activities.</p>	<b>10</b>	





	<p>the name of the course and the service provider; if developed internally, a copy of the course outline.</p> <p>For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>			
<b>Total Points</b>			<b>100</b>	



## APPENDIX “B” – FINANCIAL BID PRESENTATION SHEET

### 1. Fees

The all-inclusive **firm hourly rate** for the completion of this project is in Canadian funds and does not include applicable taxes

**From Contract award to 31 March 2024:**

Description	**Firm Hourly Rate	*Total Estimated Number of Hours	A. Total Bid Price
Medium & Heavy-duty_Vehicle Total Cost of Ownership Calculator (Task 1, 2, 3, 4 and 5)	\$	525	\$

**Option Year 1 (From 01 April 2024 to 31 March 2025):**

Description	**Firm Hourly Rate	*Total Estimated Number of Hours	B. Total Bid Price
Optional services (Review and update the TCO Calculator)	\$	200	\$

**Option Year 2 (From 01 April 2025 to 31 March 2026):**

Description	**Firm Hourly Rate	*Total Estimated Number of Hours	C. Total Bid Price
Optional services (Review and update the TCO Calculator)	\$	200	\$

**Option Year 3 (From 01 April 2026 to 31 March 2027):**

Description	**Firm Hourly Rate	*Total Estimated Number of Hours	D. Total Bid Price
Optional services (Review and update the TCO Calculator)	\$	200	\$

**Option Year 4 (From 01 April 2027 to 31 March 2028):**

Description	**Firm Hourly Rate	*Total Estimated Number of Hours	E. Total Bid Price
Optional services (Review and update the TCO Calculator)	\$	200	\$

\* THE LEVEL OF EFFORT (NUMBER OF HOURS) PRESENTED IN THE TABLE ABOVE IS USED FOR EVALUATION PURPOSES ONLY AND IT IS NOT A COMMITMENT BY CANADA.

\*\* FOR ANY ERRORS IN THE CALCULATION, THE FIRM HOURLY RATE SCHEDULE WILL BE UPHOLD.



**Total Bid Price**

Total– Initial Contract Period (A):	\$ _____
Total Optional Services (B + C + D + E):	\$ _____
<b>Total Tendered Price for Financial Proposal Evaluation</b> (Taxes Extra):	\$ _____