



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

louise.curtis@tc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments – Commentaires

Proposal To: Transport Canada

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

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

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

Proposition à : Transports Canada

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

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

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

Title – Sujet	
Grid-Integration and other Installation Costs Study of Medium and Heavy Duty Vehicle Electric Vehicle Chargers	
Solicitation No. – N° de l'invitation	Date
T8080-230381	22 November 2023
Client Reference No. – N° référence du client	
T8838-230100	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02:00 PM – 14h00	Eastern Standard Time (EST)
on – le 18 December 2023	Heure Normale de l'Est (HNE)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Louise Curtis	
Area code and Telephone No. Code régional et N° de téléphone	E-mail Courriel
343-571-8834	louise.curtis@tc.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
National Capital Region	

Instructions: See Herein

Instructions : Voir aux présentes

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

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

The Annexes include the Statement of Work, Basis of Payment, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

Transport Canada is a leader in policies aimed at transitioning Medium and Heavy Duty vehicle (MHDV) fleets from Internal Combustion Engine (ICE) to zero-emission (MHZEV) through its Incentives for Medium- and Heavy-duty Zero-Emission Vehicles (iMHZEV) program. Transitioning to MHZEVs could simultaneously enable deep emissions reductions, both greenhouse gases (GHGs) and reduced criteria air contaminants (CACs), from the heavy transport sector. To stay attuned with developments in the MHZEV market to ensure adequate resources and continued effectiveness of the iMHZEV program, ODE collects and analyzes data on the economics of MHZEVs for use in its TCSim model which projects the impacts of policies/programs on MHZEV adoption.

Transport Canada is seeing proposals for a Grid-Integration and other installation costs study of medium and heavy-duty Electric Vehicle chargers. In addition to integration costs, other installation costs such as labour, site re-designs, and permitting will be identified and calculated.

1.2.1 The Federal Contractors Program (FCP) for Employment Equity.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.”

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days

Subsection 06, Late bids, is deleted in its entirety and replaced with the following:

Transport Canada will not return any bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

For bids submitted electronically, the late bids will be deleted.

2.2 Submission of Bids

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

Individual e-mails that may include certain scripts, formats, embedded macros, and/or links, or those that exceed 10 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

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

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

Due to the nature of the bid solicitation, bids submitted through Canada Post Corporation's (CPC) Connect service will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to TC 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;

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- 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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid;
- Section II: Financial Bid;
- Section III: Certifications; and
- Section IV: Additional Information

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

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

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

- (i) use 8.5 x 11-inch (216 mm x 279 mm) page size; and
- (ii) use a numbering system that corresponds to the bid solicitation.

In accordance with the Treasury Board *Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must, if applicable:

- (i) Demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) Describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

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 Basis of Payment - Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3" Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

SACC Manual Clause [C3011T \(2013-11-06\)](#) Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses**Section III: Certifications**

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation or final solicitation amendment;
- (ii) The name of the contact person (also provide this person's title, mailing address, phone number, and e-mail 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;
- (iii) For the article in Part 2 titled "Applicable Laws" of the bid solicitation: the province or territory if different than specified; and
- (iv) Any other information submitted in the bid not already detailed

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ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

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

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T \(2014-06-26\)](#), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum number of points for each criterion specified in Attachment 1 to Part 4 for the point rated technical criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%

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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 \$50,000.00 (50).

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OS_i x 70)	Pricing Score (LP/P_i x 30)	Combined Rating
Bidder 1	120/135 x 70 = 62.22	50/60 x 30 = 24.99	87.22
Bidder 2	98/135 x 70 = 50.81	50/55 x 30 = 27.27	78.08
Bidder 3	82/135 x 70 = 42.52	50/50 x 30 = 30	72.52

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ATTACHMENT 1 TO PART 4 – OF THE BID SOLICITATION

BID EVALUATION CRITERIA

Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a Met or Not Met (i.e., compliant, or non-compliant) basis. Each Mandatory Criterion should be addressed separately. Offers that fail to meet the Mandatory Criteria will be deemed non-responsive and given no further consideration. When addressing Mandatory Criteria in the Offer, they are to be referenced as M1, M2, etc.

Item	Mandatory Requirement	Compliant (Yes or No)	Proof of Compliance
M1	<p>Bidders MUST include curriculum vitae (CV) for each proposed resource (including the project leader). The CVs should include:</p> <ul style="list-style-type: none"> a detailed description of the proposed resource's work experience (indicated in years/months) in research, analysis and report writing in the energy space, especially zero-emission vehicles and electrical grid assessment; educational and professional designation, and all other academic credentials for each proposed resource; and, the number of months of previous work experience during the past three (3) (<i>since the closing of this RFP</i>) years in: research, analysis and report writing in the energy space, especially zero-emission vehicles and electrical grids to a government agency, department, crown corporation and/or private organization 		
M2	<p>The Bidder MUST have experience within the past 10 years in research, analysis and reporting in the area of:</p> <ul style="list-style-type: none"> Medium and Heavy Duty Zero-emission vehicles (ZEVs) and integrating fleets into the distribution grid electrical grids assessment. <p>At least one (1) project example (max 3) to be provided (Max 1 page description per project). More weight to be given to more relevant projects.</p> <p>The project example should include: 1. the name of the client organization; 2. a detailed description of the scope of services provided; 3. the dates and duration of the project;</p>		
M3	<p>The Bidder MUST have experience within the past 10 years in research, analysis and reporting in the area of:</p> <ul style="list-style-type: none"> Techno-economic analysis. 		

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	<p>At least one (1) project examples (max 3) to be provided. (Max 1 page description per project). More weight to be given to more relevant projects.</p> <p>The project example should include: 1. the name of the client organization; 2. a detailed description of the scope of services provided; 3. the dates and duration of the project;</p>		
M4	<p>The Bidder MUST provide a workplan for the requirement. The workplan MUST include the following:</p> <ul style="list-style-type: none"> • How they will address each key point / task listed in the Statement of Work (SW-4.1 Scope of Work) • a detailed methodology that provides an outline of how the project will achieve the project objectives and answer the research question • A clear, logical and feasible plan for punctual delivery of the identified tasks and deliverables under the SOW. (SW-4 Project Requirements) 		
M5	<p>The Bidder MUST provide a "data plan" that identifies variables that are necessary for successful completion of the project and the data to achieve it</p>		

Point-Rated Criteria

1.0 The Point-Rated Criteria contained herein will be used to evaluate each Offer that has met all the Mandatory Criteria. Offerors should address each criterion in the order that they appear in the tables, and in sufficient detail to permit a thorough assessment by Evaluators. The assessment will be based solely on the information contained within the Offer.

2.0 Offers MUST achieve the stated minimum points required (30/70) for the rated criteria to be assessed as responsive under the Rated Criteria grid included below; Offers not meeting the minimum required points will be deemed non-responsive and given no further consideration.

Item	Rated Requirement	Points Breakdown	Max Points	Score	Comments
R1	The bidder has experience working with Canadian utilities and has contacts with Canadian Utilities.	<p>Yes (5 Points)</p> <p>No (0 Points)</p>	5		
R2	Workplan (M4)	<p>Work plan submitted in M4. The content of the workplan will be evaluated.</p> <p>A) How they will address each key point / task listed in the Statement of Work (SW-4.1 Scope of Work)- 2 points per task for a maximum of 18 points (18 points)</p>	52		

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		<p>B) a detailed methodology that provides an outline of how the project will achieve the project objectives and answer the research question – (16 Points)</p> <p><u>For B</u> 16 points (The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.).</p> <p>12 points (The workplan addresses the requirement well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.).</p> <p>8 points (The workplan satisfactorily addresses the requirement. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.).</p> <p>4 points (The workplan minimally addresses the requirement.</p> <p>0 points (The Bidder does not address the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.)</p> <p>C) A clear, logical and feasible plan for punctual delivery of the identified tasks and deliverables under the SOW. (SW-4.1 Scope of Work). 2 points per task for a maximum of 18 points (18 points)</p>			
R3	Data Plan (M5)	<p>Data Plan submitted in M5. The content of the data plan will be evaluated.</p> <p>16 points (The data plan provides readily accessible data/sources to meet the objectives of the project.</p>	16		

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		<p>All key variables identified.).</p> <p>12 points (The data plan mostly provides readily accessible data/sources to meet the objectives of the project. All key variables identified but some variables will require proxy data).</p> <p>8 points (The data plan satisfactorily addresses the requirement. All key variables are identified and most variables' data needs can be achieved but proxy data is predominant).</p> <p>4 points (The data plan relies extensively on proxy data and there are many data gaps. Variables may be missing)</p> <p>0 points (The Bidder does not address the criterion or the data is insufficient to achieve the work)</p>			
R4	Project examples provided in M2 above	<p>For each project (maximum 2 points per project):</p> <ol style="list-style-type: none"> 1. Similarities with the requirement (1 points); 2. Project surrounding the assessment of electrical grids from distribution, barriers to and solutions for ZEV infrastructure deployment. (1 points) 	<p>2 (minimum); 6 (maximum)</p>		
R5	Project examples provided in M3 above	<p>For each project (maximum 2 points per project):</p> <ol style="list-style-type: none"> 1. Similarities with the requirement (1 points); 2. Techno-economic analysis relevance. (1 points) 	<p>2 (minimum); 6 (maximum)</p>		

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 Additional Certifications Required with the Bid

5.2.1 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.

5.2.2 Integrity Provisions – Required Documentation

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual Clause [A3005T \(2010-08-16\)](#), Status and Availability of Resources

5.2.4.2 Education and Experience

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

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PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

[4007 \(2022-12-01\)](#), Supplemental General Conditions, Canada to own intellectual property rights in Foreground Information, apply to and form part of the Contract.

6.4 Period of the Contract

The Work is to be performed during the period of Contract award to 1 September 2024.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Louise Curtis
Procurement Specialist
Transport Canada
Telephone: 343-571-8834
E-mail address: louise.curtis@tc.gc.ca

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

6.5.2 Project Authority

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The Project Authority for the Contract is: [\(to be inserted at contract award\)](#)

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

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

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

6.5.3 Contractor's Representative *(bidder to insert)*

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a Firm Unit Price as specified in Annex "B" Basis of Payment for a cost of [\\$\(to be inserted at contract award\)](#). Customs duties are included, and Applicable Taxes are Extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ [\(to be inserted at contract award\)](#). 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.

6.7.3 Multiple Payments

SACC Manual Clause [H1001C \(2008-05-12\)](#) Multiple Payments

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows;
 - a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4007 \(2022-12-01\)](#), Canada to own intellectual property rights in Foreground Information
- (c) the general conditions [2010B \(2022-12-01\)](#), Professional Services (Medium Complexity)
- (d) Annex A, Statement of Work ;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*, as clarified on _____ *" or "*, as amended on _____ *" and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable)*).

6.12 Insurance

6.13 Dispute Resolution

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

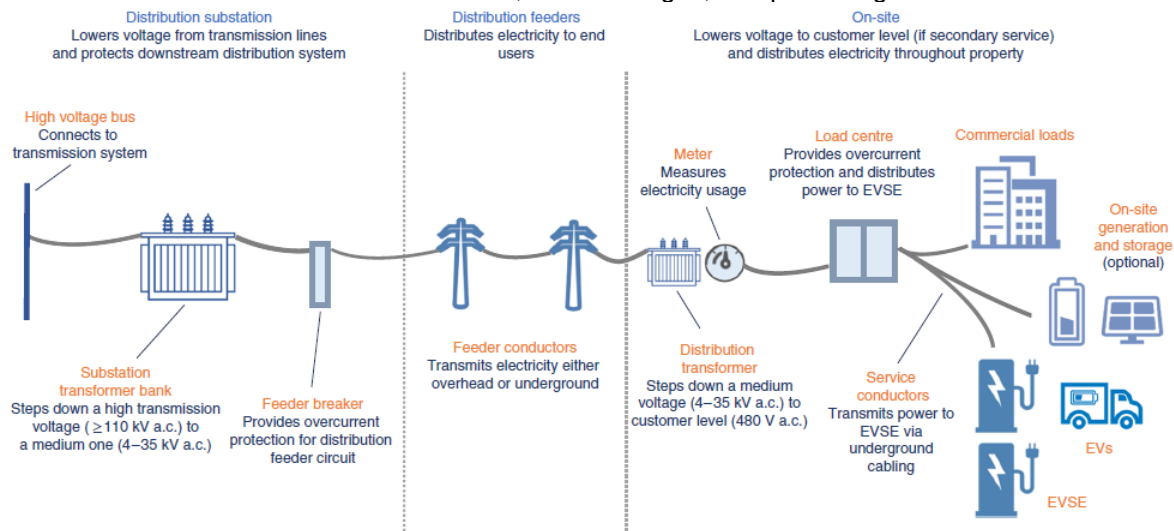
ANNEX "A" - STATEMENT OF WORK

1. TITLE

Grid-Integration and other Installation Costs Study of Medium and Heavy Duty Vehicle Electric Vehicle Chargers

2. OBJECTIVE

Transport Canada is a leader in policies aimed at transitioning Medium and Heavy Duty vehicle (MHDV) fleets from Internal Combustion Engine (ICE) to zero-emission (MHZEV) through its Incentives for Medium- and Heavy-duty Zero-Emission Vehicles (iMHZEV) program. The On-Road Decarbonization and Electrification division (ODE) is the policy lead on iMHZEV. Transitioning to MHZEVs could simultaneously enable deep emissions reductions, both greenhouse gases (GHGs) and reduced criteria air contaminants (CACs), from the heavy transport sector. To stay attuned with developments in the MHZEV market to ensure adequate resources and continued effectiveness of the iMHZEV program, ODE collects and analyzes data on the economics of MHZEVs for use in its TCSim model which projects the impacts of policies/programs on MHZEV adoption. A key data gap in ODE's understanding of the full economics of MHZEVs are grid-integration costs, which may be required to integrate the charging infrastructure for battery electric vehicles (BEVs) with the existing electrical grid (see Figure 1 below), as well as other installation costs such as labour, site re-designs, and permitting.



For fleets wishing to pursue a depot charging model (where they invest in their own charging infrastructure for their exclusive use) some of these grid-integration costs will need to be borne by the fleet-owner as an additional investment cost. The scope of this study is to identify and estimate both the off-site (the Distribution substation and feeders of Fig. 1) as well as on-site integration costs behind the point of interconnection. In addition to integration costs, other installation costs such as labour, site re-designs, and permitting will be identified and calculated.

These integration costs could be significant due to the relatively high electricity demand that MHZEV fleets may require and the subsequent grid-connection investments. ODE recognizes that these costs will differ based on the size of the fleet and their power requirement, local grid architecture (e.g. fleets clustered together vs a single isolated fleet), differing regional/provincial considerations, as well as the policy of differing regional/provincial utilities on who bears certain connection costs.

This grid-integration study will require the contractor to conduct the following tasks:

- 1- Identify representative MHDV grid integration archetypes with factors identified in consultation with government representatives such as, but not limited to, province /territory, vehicle class, fleet makeup, rate recovery mechanisms, grid architecture (e.g., direct transmission connected, clustered fleet adoption, isolated distribution, etc.).
- 2- Identify the grid upgrades (e.g. substations, feeders, on-site) and additions necessary for differing grid architectures in #1, and thus the electricity demand, requirements—as well as additional pertinent installation cost categories such as site-design related retrofits and permitting. Provide real world examples supporting choice of upgrades.
- 3- Identify costs associated with electrical infrastructure identified and categorized in #2 or as deemed appropriate for distinguishing between different payment or ownership structures.
- 4- Identify the standard approaches for grid-integration cost assignment (i.e., what costs are paid by utility vs. fleet owner) across Canadian utilities.
- 5- Create several cost curves for the cases identified in #1 mapping cost on the Y (vertical) axis with power demand (KW) on the X (horizontal) axis. Clearly delineate inflection points and what investments are needed at each point.
- 6- The transition to a 100% electric fleet will take time. The study would also evaluate the best 'path' to 100% electric to minimize grid upgrade costs to: a) the firm in question and ; b) the total distribution network. This step will determine if instead of applying a 'next step up' upgrade multiple times, it may be better to 'over-build' and be done with fewer updates.
- 7- Conduct sensitivity analysis on how differing drive-cycles and recharging strategies (e.g. all at once, off-peak, peak shaving, staggered charging etc.) might affect charging needs and therefore integration costs. Hypothesize on the appropriateness of on-site battery storage or other distributed energy resources to mitigate peak demand charges.
- 8- Create an MS excel based tool where you can select the key archetypes, adjust key parameters, etc. to see the impacts for generated cost curves generated under task #5.
- 9- Prepare a plain-language presentation on the methodology and findings to be presented to the ZEV Council

The contractor may be required to interview utility representatives and fleet owner-operators, particularly those who have already deployed BEV charging for MHDVs, in addition to other sources of data that they choose to use for the purposes of this study.

3. BACKGROUND INFORMATION

Medium and Heavy-Duty Vehicles (MHDVs)

Refers to types of vehicles and engines subject to the *Heavy-duty Vehicle and Engine Greenhouse Gas Emission Regulations*. *This effectively includes all on-road vehicles with a Gross Vehicle Weight Rating (GVWR) of more than 3856 kg (8500 lb), manufactured in or imported into Canada as per the following table, and includes all on-road vocational vehicles, such as cement and garbage/refuse trucks, and buses.*

Table 1 - heavy-duty vehicle weight classes defined in the regulations

	Min	Max
Class 2B	3 856 kg (8 500 lb)	4 536 kg (10 000 lb)
Class 3	4 536 kg (10 000 lb)	6 350 kg (14 000 lb)
Class 4	6 350 kg (14 000 lb)	7 257 kg (16 000 lb)
Class 5	7 257 kg (16 000 lb)	8 845 kg (19 500 lb)
Class 6	8 845 kg (19 500 lb)	11 793 kg (26 000 lb)
Class 7	11 793 kg (26 000 lb)	14 969 kg (33 000 lb)
Class 8	14 969 kg (33 000 lb)	n/a

4. REQUIREMENT DESCRIPTION

4.1 Scope of Work

This study will require the contractor to conduct the following tasks:

- 1- Identify representative MHDV grid integration archetypes with factors identified in consultation with government representatives such as, but not limited to, province /territory, vehicle class, fleet makeup, rate recovery mechanisms, grid architecture (e.g., direct transmission connected, clustered fleet adoption, isolated distribution, etc.).
- 2- Identify the grid upgrades (e.g. substations, feeders, on-site) and additions necessary for differing grid architectures in #1, and thus the electricity demand, requirements—as well as additional pertinent installation cost categories such as site-design related retrofits and permitting. Provide real world examples supporting choice of upgrades.
- 3- Identify costs associated with electrical infrastructure identified and categorized in #2 or as deemed appropriate for distinguishing between different payment or ownership structures.
- 4- Identify the standard approaches for grid-integration cost assignment (i.e., what costs are paid by utility vs. fleet owner) across Canadian utilities.
- 5- Create several cost curves for the cases identified in #1 mapping cost on the Y (vertical) axis with power demand (KW) on the X (horizontal) axis. Clearly delineate inflection points and what investments are needed at each point.
- 6- The transition to a 100% electric fleet will take time. The study would also evaluate the best 'path' to 100% electric to minimize grid upgrade costs to: a) the firm in question and ; b) the total distribution network. This step will determine if instead of applying a 'next step up' upgrade multiple times, it may be better to 'over-build' and be done with fewer updates.
- 7- Conduct sensitivity analysis on how differing drive-cycles and recharging strategies (e.g. all at once, off-peak, peak shaving, staggered charging etc.) might affect charging needs and therefore integration costs. Hypothesize on the appropriateness of on-site battery storage or other distributed energy resources to mitigate peak demand charges.
- 8- Create an MS excel based tool where you can select the key archetypes, adjust key parameters, etc. to see the impacts for generated cost curves generated under task #5.
- 9- Prepare a plain-language presentation on the methodology and findings to be presented to the ZEV Council

4.2 Tasks / Detailed Services

The contractor will complete the following tasks:

- a) Participate in a Kick-Off Meeting with the the Departmental Representative/Technical Authority

Within one week of the contract award, the Contractor will meet with the Departmental Representative/ Technical Authority to discuss the project requirements and expectations, timelines, roles and responsibilities, and the methodology to be used for the project. The meeting will take place virtually.

- b) Submit Project Methodology

Within one week of contract award, the Contractor will prepare and submit a proposed methodology to the Departmental Representative/Technical Authority at the kick-off meeting. The methodology should include the elements described in Section 4.1.

- c) Submit interim memo- March 1, 2024

By March 1, 2024, the contractor will submit an interim memo summarizing the results of deliverables #1 to #4. The memo should be sufficiently detailed to incorporate all key findings to date and should be self-containing with all relevant assumptions.

d) Prepare Draft Report- May 15, 2024

Within six weeks from final report, the Contractor will prepare the draft report that clearly documents the grid-integration costs, including a description of the models adapted, the methodology used, any pertinent assumptions made, as well as the research conducted to inform this work. The report will be submitted to the Departmental Representative/Technical Authority.

e) Prepare Final Report- June 2024

By June 30, 2024, the Contractor will prepare the final draft of the report and incorporate, to the extent possible, the comments from all reviewers as collated and synthesized by the Departmental Representative/Technical Authority.

f) Prepare Excel based tool- June 2024

By June 30, 2024, the Contractor will deliver a finalized and working excel-based tool, where the user can select the key archetypes, adjust key parameters, etc., to see the resulting cost curves generated under this contract.

g) Prepare a plain-language presentation on the methodology and findings to be presented to the ZEV Council- Due date: ~May-July, 2024. Meeting Date TBD

5. METHODOLOGICAL APPROACH

The Contractor is expected to propose an evidence-based approach to the project.

Stakeholder interviews and other analysis as deemed appropriate will be used to identify grid archetypes and cost categories.

Techno-economic and excel based modelling to derive cost curves and associated calculations.

6. DELIVERABLES, TIMELINES AND ACCEPTANCE CRITERIA

The Contractor shall provide the following deliverables to the Departmental Representative/Technical Authority in English. The Departmental Representative/Technical Authority will review each deliverable and indicate its concurrence, via email or telephone. If changes are requested, the Contractor will review the deliverables accordingly.

Deliverable 1: Project Methodology

The detailed Project methodology is to be submitted 1 week after contact award

Deliverable 2: Interim Memo containing tasks #1 to #4.

Due Date: March 1, 2024

Deliverable 3: Draft Report

Due date: May 15, 2024

Deliverable 3: Final Report

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The Final Report revised and approved in accordance with the Departmental Representative/Technical Authority.

Due date: June 30, 2024

Deliverable 4: Excel-Based Tool

The Final Excel-Based Tool revised and approved in accordance with the Departmental Representative/Technical Authority.

Due date: June 30, 2024

Deliverable 5: plain-language presentation on the methodology and findings to be presented to the ZEV Council

Due date: ~May-July, 2024. Meeting Date TBD

7. REPORTING REQUIREMENTS

- **Deliverables:** All written deliverables must be submitted to the Project Authority in printable format. The final report must be submitted in electronic format (MS-Word format, Adobe PDF format, and MS-Excel format for any tables. A full listing of all reference materials, bibliographies and data sources consulted are to be provided by the Contractor, including links to online source material (where applicable).
- **Publication Standards:** All deliverables shall be prepared in English and are expected to be of high-quality. The final report should be edited and in a format consistent with a high-quality, professional consultant report.
- **Distribution:** Any publication or distribution of the final report will be determined by Transport Canada.

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ANNEX "B" - BASIS OF PAYMENT

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

Travel and Living expenses

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

Method of Payment – Milestone Payments

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

Table 1. Schedule of Milestone Payments

Milestone No.	Description of Deliverable	Completion Date/Due Date	Firm Amount
1	Kickoff meeting and Finalizing Project Plan	Within 5 business days of contract award	\$ _____ (5% of firm price) – amount to be inserted by Bidder
2	Submission and acceptance of Project Methodology document	Within 1 week of contract award	\$ _____ 15% of firm price) – amount to be inserted by Bidder
3	Submission and acceptance of the interim Memorandum document (containing tasks 1-44 of Annex A)	1 March 2024	\$ _____ (10% of firm price) – amount to be inserted by Bidder
4	Submission and acceptance of Draft Report	15 May 2024	\$ _____ (20% of firm price) – amount to be inserted by Bidder
5	Submission and acceptance of Final Report	30 June 2024	\$ _____ 25% of firm price) – amount to be inserted by Bidder
6	Receipt and acceptance of the excel-based tool	30 June 2024	\$ _____ (25% of firm price) – amount to be inserted by Bidder
Total Firm Price: (Total Evaluated Cost)			\$ _____
			Applicable Taxes Extra