



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Transport Canada

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

Proposition à : Transports Canada

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

Comments - Commentaires

THIS DOCUMENT CONTAINS NO SECURITY REQUIREMENT
LE PRÉSENT DOCUMENT NE CONTIENT AUCUNE EXIGENCE DE SÉCURITÉ

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :
Diana.daigle-pietsch@tc.gc.ca

Attention: - Attention :
Diana Daigle-Pietsch

Solicitation Closes - L'invitation prend fin

At - à :

2:00 PM - 14:00

On - le :

February 23, 2024

Time Zone - Fuseau Horaire :

Eastern Standard Time

Title - Sujet

ITS Architecture Technical Support

Solicitation No. N° de l'invitation

T8080-230386

Date of Solicitation Date de l'invitation

January 19, 2024

Address enquiries to: - Adresser toute demande de renseignements à :

Diana Daigle-Pietsch

Telephone No. - N° de telephone

416-550-7952

E-Mail Address - Courriel

Diana.daigle-pietsch@tc.gc.ca

Destination

See herein

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

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

Delivery required Livraison exigée

See herein - Voir aux présentes

Delivery offered Livraison proposée

Not applicable - Sans objet

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Person authorized to sign on behalf of Vendor/Firm (type or print):

La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Name - Nom

Title - Titre

Signature

Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

- A. 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.
- B. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

1.2.1 Description

Transport Canada is seeking a qualified organization to provide technical advice, and develop guides, training sessions, and additional resources on Intelligent Transportation System (ITS) Architectures, as defined in Annex "A", Statement of Work.

The contract will be a two (2) year contract plus three (1) one-year optional periods.

1.2.2 Security Requirements

- A. There are no security requirements associated with this requirement.

1.3 Debriefings

- A. 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

- A. 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>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - a. send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;
 - (ii) Section 05, Submission of bids, subsection 4, is amended as follows:
Delete: 60 days
Insert: (180) days
 - (iii) Section 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. Late paper bids will be disposed of in accordance with Transport Canada document management policies.

2.2 Submission of Bids

- A. Bids must be electronically submitted to only Transport Canada by the date, time, and place indicated on page 1 of the bid solicitation.

2.2.1 Transmission by E-mail

- A. 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.

2.2.2 Transmission by Connect

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

2.2.3 Transmission by Facsimile

- A. Due to the nature of the bid solicitation, bids transmitted by facsimile **will not** be accepted.

2.3 Former Public Servant

- A. 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.

2.3.1 Definitions

- A. For the purposes of this clause:
- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), 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;
 - (ii) "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; and
 - (iii) "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.

2.3.2 Former Public Servant in Receipt of a Pension

- A. As per the above definitions, is the Bidder an FPS in receipt of a pension?
- () Yes
- () No
- B. If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:
- (i) Name of former public servant; and
 - (ii) Date of termination of employment or retirement from the Public Service.

- C. 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 \(https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html\)](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) and the [Guide to the Proactive Publication of Contracts- Canada.ca](https://www.canada.ca/en/government/departmental-services/policy-notice/changes-contracting-limits-approval-new-requirements.html).

2.3.3 Work Force Adjustment Directive

- A. Is the Bidder an FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
- () Yes
- () No
- B. If so, the Bidder must provide the following information:
- (i) Name of former public servant;
 - (ii) Conditions of the lump sum payment incentive;
 - (iii) Date of termination of employment;
 - (iv) Amount of lump sum payment;
 - (v) Rate of pay on which lump sum payment is based;
 - (vi) Period of lump sum payment including start date, end date and number of weeks; and
 - (vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than [5] five calendar days before the bid closing date at 2:00pm Eastern Standard Time. Enquiries received after that time may not be answered.
- B. 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

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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 Basis for Canada's Ownership of Intellectual Property

- A. Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts* :

The main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

2.7 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 (<https://buyandsell.gc.ca/>) website, under the heading "Bid Challenge and Recourse Mechanisms" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
- (i) The Office of the Procurement Ombudsman (OPO)
 - (ii) 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

- A. The bid must be gathered per section and separated as follows:
- Section I: Technical Bid;
- Section II: Financial Bid;
- Section III: Certifications;
- Section IV: Additional Information
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. It is recommended that all electronic documents be submitted using PDF file format.
- D. 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.
- E. In accordance with the Treasury Board *Directive on the Management of Procurement* 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.

3.2 Submission of Only One Bid

- A. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- B. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to a Bidder if:
- (i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (iii) The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

- C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Section I: Technical Bid

- A. 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.
- B. 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.

3.4 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Attachment to Part 3, Annex titled "Pricing Schedule".

3.4.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment titled "Electronic Payment Instruments", to identify which ones are accepted.
- B. If the attachment titled "Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4.2 Exchange Rate Fluctuation

- A. 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.

3.5 Section III: Certifications

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

3.6 Section IV: Additional Information

- A. 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 (provide also 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.

3.6.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- A. As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- B. The Company Security Officer must ensure through the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 - Security, Financial and Other Requirements.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

1.0 General

- A. Bidders are requested to complete the following Pricing Schedule and include it in the bid. At a minimum, the All-inclusive Fixed price*** must be submitted.
- B. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.
- C. Travel and living expenses will not be included in the costs below.

2.0 Period of Contract

2.1 Period of the Contract - Date of Contract to 31 March 2026**

TASK # and DESCRIPTION	TOTAL FIXED PRICE (GST/HST extra)
Task 3.1: Project Work Plan and Schedule	\$ _____
Task 3.2: Development of a Sample Regional Architecture <ul style="list-style-type: none"> • 3.2.1 – Initial Scope Definition • 3.2.2 – Stakeholder Workshops • 3.2.3 – Creating the Sample Regional Architecture • 3.2.4 – Creating the Regional Architecture in RAD-IT 	\$ _____ \$ _____ \$ _____ \$ _____
Task 3.3: Sample Regional Architecture Webinars <ul style="list-style-type: none"> • 3.3.1 – Webinar Materials and Webinar Delivery • 3.3.2 – Updated Regional Architecture and Materials 	\$ _____ \$ _____
Task 3.4: Regional Architecture Overview Video <ul style="list-style-type: none"> • 3.4.1 – English Video Materials • 3.4.2 – French Video Materials 	\$ _____ \$ _____
Task 3.5: ITS Architecture Training Material <ul style="list-style-type: none"> • 3.5.1 – Updating Transport Canada Training Presentations 	\$ _____
Task 3.6: Training Sessions: <ul style="list-style-type: none"> • 3.6.1 – Delivery of Training Sessions – Year 1 – 1/4 • 3.6.2 – Delivery of Training Sessions – Year 1 – 2/4 • 3.6.3 – Delivery of Training Sessions – Year 1 – 3/4 • 3.6.4 – Delivery of Training Sessions – Year 1 – 4/4 	\$ _____ \$ _____ \$ _____ \$ _____

<ul style="list-style-type: none"> • 3.6.5 – Delivery of Training Sessions – Year 2 – 1/4 • 3.6.6 – Delivery of Training Sessions – Year 2 – 2/4 • 3.6.7 – Delivery of Training Sessions – Year 2 – 3/4 • 3.6.8 – Delivery of Training Sessions – Year 2 – 4/4 	\$ _____ \$ _____ \$ _____ \$ _____
TABLE A - Total Evaluated Fixed Price (Total for Tasks: 3.1 + 3.2 + 3.3+ 3.4 + 3.5 + 3.6)	\$ _____ (GST/HST extra)

2.2 Professional Services

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.7: Technical Support for Regional Architecture Development	\$ _____ (GST/HST extra)
2. Task 3.8: Additional work – Requested on an “As Needed” Basis	\$ _____ (GST/HST extra)
TABLE B - Total Average Per Diem Rate (1+2 / 2 =)	\$ _____ (GST/HST extra)

3.0 Option Period 1- 1 April 2026 to 31 March 2027**

3.1 Professional Services

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.7: Technical Support for Regional Architecture Development	\$ _____ (GST/HST extra)
2. Task 3.8: Additional work – Requested on an “As Needed” Basis	\$ _____ (GST/HST extra)
TABLE C - Total Average Per Diem Rate (1+2 / 2 =)	\$ _____ (GST/HST extra)

4.0 Option Period 2 - 1 April 2027 to 31 March 2028**

4.1 Professional Services

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.7: Technical Support for Regional Architecture Development	\$ _____

	(GST/HST extra)
2. Task 3.8: Additional work – Requested on an “As Needed” Basis	\$ _____ (GST/HST extra)
TABLE D - Total Average Per Diem Rate (1+2 / 2 =)	\$ _____ (GST/HST extra)

5.0 Option Period 3 - 1 April 2028 to 31 March 2029**

5.1 Professional Services

TASK # and DESCRIPTION - (Task Authorizations)	TOTAL PER DIEM RATE
1. Task 3.7: Technical Support for Regional Architecture Development	\$ _____ (GST/HST extra)
2. Task 3.8: Additional work – Requested on an “As Needed” Basis	\$ _____ (GST/HST extra)
TABLE E - Total Average Per Diem Rate (1+2 / 2 =)	\$ _____ (GST/HST extra)

Total Price of the Bid \$ _____
(Total=Table A+B+C+D+E)

** Dates are subject to change.

*** Definition of Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) / 7.5 \text{ hours}$$

ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only); and
- () Large Value Transfer System (LVTS) (Over \$25M).

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

- A. Mandatory and point rated technical evaluation criteria are included in the Attachment 1 to Part 4 titled "Evaluation Criteria".

4.1.2 Financial Evaluation

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.1.2.1 Mandatory Financial Criteria

- B. **Please see ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- A. To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation; and
 - (ii) Meet all mandatory criteria; and.
 - (iii) Obtain the required minimum of [50] points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of [100] points.
- B. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be [70]% for the technical merit and [30]% for the price.
- D. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of [70]%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of [30]%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all 3 bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

- H. Should two or more responsive bids achieve an identical highest combined rating of technical merit and price, the bid with the lowest overall price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Mandatory Technical Evaluation

The technical portion of bid should not exceed 15,000 words (excluding title, table of contents, and CVs).

For any *project summaries* provided in demonstration of mandatory or rated experience requirements, the resource must provide:

1. A description of the project, and the scope of services rendered and deliverables
2. The value of the project
3. If applicable: A solicitation reference number or award notice, with link to government tender site
4. The scale of the project (size of the client organization, if applicable).
5. The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work).
6. A brief description of the proposed resource(s) role in the project.
7. The name of the client organization (to whom the proposed resource services were provided), and contact person for verification.
8. If the services rendered and deliverables met client expectations for time, budget, and quality of work.

The bidder may use an individual *project summary* to meet one or more of the mandatory or rated criteria. The bidder may choose to provide *project summaries* early in their proposal, reference these when responding to individual criteria, while providing additional clarification if needed. This will help the bidder avoid repeating the same information multiple times.

1.1 Mandatory Technical Criteria,

Criterion Number	Mandatory Technical Criteria	Met/Not Met	Cross Reference to Proposal
M1	<p>The Bidder's proposed resource(s) collectively must possess a minimum of 5 years of experience acquired within the last ten (10) years spanning at least two (2) of the following ITS activities:</p> <ul style="list-style-type: none"> - Applying elements from the ITS Architecture for Canada and/or ARC-IT to an ITS deployment project. - Developing ITS Architecture Service Packages. - Developing or maintaining a regional ITS architecture. - Developing system architectures for ITS projects. <p>Note: The proposed resource(s) are not required to have worked on the same projects for their individual experience to be counted. This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p>		
M2	<p>One or more of the proposed resources must have:</p> <ul style="list-style-type: none"> • An engineering degree with specialization in a relevant discipline, such as transportation, systems engineering, or traffic engineering; and, • Extensive experience and expertise with knowledge of systems engineering and transportation planning processes as applied to ITS. <p>Extensive experience is defined as a minimum of three (3) years' experience acquired within the last ten (10) years.</p>		

	This must be demonstrated through <i>project summaries</i> as defined in the general requirements, and/or by clearly referencing specific elements in the proposed resource's CV.		
M3	At least one of the bidder's proposed resource(s) must have developed or delivered a technical course or training in the last five (5) years in a relevant area e.g., ITS, transportation/traffic engineering. This must be demonstrated through <i>project summaries</i> as defined in the general requirements, and/or by clearly referencing specific elements in the proposed resource's CV.		
M4	The Bidder must include within their proposal a detailed curriculum vitae (CV) for each of their proposed resources for this contract and identify the role of each resource in delivering the contract. The CV for each proposed resources must include a summary/description of the previous projects/work experience for the last ten (10) years, and indicate when the work was carried out and for how long.		
M5	At least one proposed resource must demonstrate through their CV the following experience: delivering presentations to large stakeholder groups (over 50 (fifty) people).		
M6	At least one proposed resource must have experience using the ARC-IT tools (SET-IT and RAD-IT). This must be demonstrated through <i>project summaries</i> as defined in the general requirements.		
M7	At least one of the bidder's proposed resource(s) must be able to read, write, and present technical ITS architecture subject matter in French. This must be demonstrated in the proposed resources' CVs through relevant education in French (e.g. post-secondary degree, French certification) and/or relevant work experience.		

2. Point Rated Technical Evaluation

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

2.1 Point Rated Technical Criteria,

Rated Technical Criteria	Maximum Points	Score	Cross Reference to Proposal / Comments
R1 – Quality of Project Plan The Bidder must include a draft Project Plan in accordance with the mandatory tasks of the Statement of Work (Annex B). The project plan should specify the weekly progress targets on all tasks and deliverables as well as the allocation of each	12	No plan or inadequate plan with insufficient detail or clarity to show task allocation amongst project resource(s) and approach to meeting deliverables, major weaknesses/gaps in information = 0 points Inadequate plan with insufficient detail or clarity to show task allocation amongst project resource(s) and approach to meeting deliverables, significant weaknesses/gaps in information = 3 points	

<p>project resource(s)' time in person-days.</p> <p>For the purposes of preparing the project plan, the bidder is to assume a contract award date of April 1, 2024.</p>		<p>Adequate plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables, some weaknesses/gaps in information = 6 points</p> <p>Good plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables, few minor weaknesses/gaps in information = 9 points.</p> <p>Excellent and thorough plan that provides sufficient detail to show task allocation amongst project resource(s) and realistic approach to meeting deliverables; very minor gaps in information = 12 points</p>	
<p>R2 – ITS Architecture Experience</p> <p>R2a) One or more of the proposed resources have experience applying the ITS Architecture for Canada, ARC-IT or other ITS architecture to an ITS deployment project. The experience must have been acquired within the last ten (10) years.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p>	<p>15</p>	<p>Relevance and scope of experience: The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 3 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 7 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 11 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 15 points</p>	
<p>R2b) One or more of the proposed resources have experience developing a regional/local ITS architecture.</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p>	<p>20</p>	<p>Relevance and scope of experience: The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 points</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 5 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the</p>	

		<p>described experience is transferable and applicable to meet many project requirements = 10 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 15 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 20 points</p>	
<p>R2c) One or more of the proposed resources have experience using ARC-IT with one or more associated tools (SET-IT and RAD-IT).</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p> <p>The projects may be the same as those provided for R1a.</p>	<p>10</p>	<p>Relevance and scope of experience: 2 points per relevant project, up to a maximum of 8 points.</p> <p>An extra 2 points will be provided to bidders demonstrating using both tools.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	
<p>R3 – Experience with Connected Vehicle (CV) Technology and/ or CV applications</p> <p>One or more of the proposed resources have technical experience with ITS projects that incorporate CV technology and/or CV applications.</p> <p>The project(s) must include an infrastructure component (i.e., projects that are exclusively focused on vehicle-to-vehicle communications shall not count towards this criterion).</p> <p>This must be demonstrated through <i>project summaries</i> as defined in the general requirements.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>8</p>	<p>Relevance and scope of experience: The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 points.</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 2 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 4 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 6 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 8 points</p>	

<p>R4 – Work experience in leading stakeholder interviews, consultations, or other collaborative working initiatives.</p> <p>One or more of the proposed resources have experience in leading in stakeholder interviews, consultations, or other collaborative working initiatives.</p> <p>The Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	<p>10</p>	<p>Relevance and scope of experience: The proposed resource(s)' role and experience in the described projects is not relevant to the Statement of Work, as it relates to this criterion; or there is insufficient detail demonstrating that the work experience is transferable and applicable to meet project requirements = 0 points.</p> <p>The proposed resource(s)' role and experience in the described projects has inadequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to few of the project requirements = 3 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is transferable and applicable to meet many project requirements = 5 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet most project requirements = 8 points.</p> <p>The proposed resource(s)' role and experience in the described projects has adequate relevance to the Statement of Work as it relates to this criterion; the described experience is clearly transferable and applicable to meet or exceed all project requirements = 10 points</p>	
<p>R5 – Work Experience developing User Guides</p> <p>One or more of the proposed resources has experience developing user guides related to transportation engineering applications (e.g. ITS architecture, simulation software, MAP creation, traffic optimization tool).</p>	<p>10</p>	<p>Relevance and scope of experience: 5 points per relevant project up to a maximum of 10. For a project example to be considered relevant, the Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	
<p>R6 – Work experience developing and delivering a technical training course or webinar.</p> <p>One or more of the proposed resources have experience in developing or delivering a technical training course or webinar in one or more of the following areas:</p> <ul style="list-style-type: none"> - ITS technology - ITS deployment 	<p>15</p>	<p>Relevance and scope of experience 5 points per relevant example up to a maximum of 15. For a course example to be considered relevant, the Bidder must clearly relate how the experience of the proposed resource(s) applies to this Statement of Work.</p>	

- ITS or CV applications (queue warning, speed advisory systems, lane drop alert, incident warning etc.) Using ITS Architectures			
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2.3 Point Rated Technical Evaluation, Total Score

Maximum possible total points:	[100]
Minimum passing score required:	[50]

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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.

5.2 Certifications Required with the Bid

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

- A. 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.

5.3 Certifications Precedent to Contract Award and Additional Information

- A. 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.

5.3.1 Integrity Provisions - Required Documentation

- A. 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.

5.3.2 Status and Availability of Resources

- A. 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.
- B. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority,

provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.3.3 Education and Experience

- A. 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 is no security requirement associated with this bid solicitation.

For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of Public Works and Government Services Canada website.

PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

7.1 Statement of Work

- A. The Contractor must perform the Work in accordance with the annex titled "Statement of Work" and the Contractor's technical bid titled [title to be detailed in the resulting contract], dated [date to be detailed in the resulting contract].

7.1.2 Task Authorization

- A. The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

- A. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in the Annex titled "Task Authorization Form".
- B. The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(es) and method(s) of payment as specified in the Contract.
- C. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- D. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

- A. The Project Authority may authorize individual TAs up to a limit of \$50,000, Applicable Taxes included, inclusive of any revisions.
- B. Any TA to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

- A. Canada's obligation with respect to the portion of the Work under the Contract that is performed through TAs is limited to the total amount of the actual tasks performed by the Contractor.

7.2 Standard Clauses and Conditions

- A. 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

- A. 2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

- A. The following Supplemental General Conditions apply to and form part of the Contract:
- (i) 4007 (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information; and.

7.3 Security Requirements

There is no security requirement applicable to the contract.

7.4 Term of Contract

7.4.1 Period of the Contract

- A. The period of the Contract is from date of Contract to 2 years later, inclusive.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to [3] additional [1]-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 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

- A. The Contracting Authority for the Contract is:

Name: Diana Daigle-Pietsch
Title: Procurement Specialist
Address: 330 Sparks St.
Ottawa, ON K1A 0N5

Telephone: 416-550-7952
E-mail: Diana.daigle-pietsch@tc.gc.ca

- B. 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 Authority

- A. The Project Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

B. 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.

C. In their absence, the Project Authority is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) (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](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

7.7.1.1 Firm Unit Price(s)

A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in the Annex titled "Basis of Payment" for a cost of

\$[amount to be detailed in the resulting contract]. Customs duties are included, and Applicable Taxes are extra.

B. [Insert details of the basis of payment if not included in an annex.]

7.7.1.2 Individual Task Authorizations

- A. The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Annex titled "Basis of Payment".
- B. Canada's liability to the Contractor under the authorized task authorization must not exceed the ceiling price specified in the authorized task authorization. Customs duties are included and Applicable Taxes are extra.
- C. No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.
- D. [Insert details of the basis of payment if not included in an annex.]

7.7.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed \$[amount to be detailed in the resulting contract], inclusive any authorized Task Authorizations. Customs duties are included, and Applicable Taxes are extra.
- B. 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:
 - (i) when it is 75% committed; or
 - (ii) 4 months before the contract expiry date; or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work;whichever comes first.
- C. 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

7.7.3.1 Monthly Payment

- A. 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:
 - (i) 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;

- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices - Contract

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

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

7.7.5 Time Verification

A. 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.

7.6 Invoicing Instructions

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

B. Each invoice must be supported by:

- (i) A copy of time sheets to support the time claimed; and
- (ii) A copy of the invoices, receipts, and vouchers for all direct expenses, and all travel and living expenses; and
- (iii) A description of the Work delivered;

C. Invoices must be distributed as follows:

- (i) The original and 1 copy must be forwarded to the following address for certification and payment:

[Mailing address to be detailed in the resulting contract]

c/o: [organization to be detailed in the resulting contract]

Attn: [name to be detailed in the resulting contract]

- (ii) Upon request, 1 copy must be forwarded to the Contracting Authority identified under the section titled "Authorities" of the Contract;
- (iii) For invoices not claiming any Travel and Living costs, the Contractor may provide, in lieu of a hard copy, a .pdf copy of the original invoice along with any required supporting documentation to following e-mail address:

[Invoice e-mail destination address to be specified in the resulting contract]

- (iv) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Project Authority in its covering e-mail. Invoices claiming Travel and Living costs must be submitted in hard copy in order to provide original receipts, as per Treasury Board regulations.

7.7 Certifications and Additional Information

7.7.1 Compliance

- A. 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.

7.8 Applicable Laws

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

7.9 Priority of Documents

- A. If there is a discrepancy between the wordings of any of the 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.
 - (i) The Articles of Agreement;
 - (ii) The supplemental general conditions 4007 (2022-12-01), Canada to Own Intellectual Property Rights in Foreground Information;
 - (iii) The General Conditions 2035 (2022-12-01), General Conditions - Higher Complexity - Services;
 - (iv) Annex A, Statement of Work; and
 - (v) Annex B, Basis of Payment; and
 - (vi) the Contractor's bid dated [date to be specified in the resulting contract], excluding the Contractors Terms and Conditions; the Contract contains the Terms and Conditions between the parties.

7.10 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.11 Insurance - No Specific Requirement

- A. 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.

7.12 Inspection and Acceptance

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

7.13 Handling of Personal Information

- A. The Contractor acknowledges that Canada is bound by the *Privacy Act*, R.S., 1985, c. P-21 (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>), with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created, or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of, or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- B. All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

7.14 Dispute Resolution

- A. The Parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- B. The Parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other Party or Parties and attempt to resolve problems or differences that may arise.
- C. If the Parties cannot resolve a dispute through consultation and cooperation, the Parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- D. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "*Dispute Resolution*" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

7.15 Dispute Resolution - Office of the Procurement Ombudsman

- A. The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other Party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the *Procurement Ombudsman Regulations* (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#).

ANNEX A - STATEMENT OF WORK

1.0 INTRODUCTION

1.1 Project Objective

Transport Canada is seeking a qualified organization to provide technical advice, and develop guides, training sessions, and additional resources on Intelligent Transportation System (ITS) Architectures.

1.2 Background

An ITS architecture is a common framework for planning, defining, and integrating intelligent transportation systems. It describes interactions among physical components of the transportation systems including travellers, vehicles, roadside devices, and control centres. It also describes the information and communications system requirements, how data should be shared and used, and the standards required to facilitate information sharing.

The ITS Architecture for Canada (Version 1.0) was initially developed in 2000 based on the then current Version 3.0 of the U.S. National ITS Reference Architecture. It represented a significant step in the advancement in promoting the interoperability of ITS within Canada and across North America.

In 2005, a joint Border Information Flow Architecture (BIFA) was developed to support border crossing operations at the Canada-US border.

The ITS Architecture for Canada was updated in 2010 to version 2.0, where it was re-aligned with the US Version 6.1. Version 2.0 contained 101 unique Service Packages whereas U.S. Version 6.1 contained 91 Service Packages. The Canadian Turbo tool was also developed with fully bilingual user interface.

In the past few years, the U.S. Architecture has undergone significant revisions to incorporate CV interfaces and prioritize standards development. The U.S. Architecture was re-branded as ARC-IT (Architecture Reference for Cooperative and Intelligent Transportation). In 2017 U.S. ARC-IT Version 8.0 incorporated the Connected Vehicle Reference Implementation Architecture (CVRIA).

In early 2020 the ITS Architecture for Canada received a major update to Version 3.0, to align directly with ARC-IT Version 8.3. The only differences that remained between the two architectures was 4 service packages that were only included in the ITS Architecture for Canada and not part of ARC-IT. In late 2020, ARC-IT was updated to Version 9.0. As part of this update, the 4 unique Canadian service packages were integrated into ARC-IT and the ARC-IT tools (RAD-IT and SET-IT).

As a result of the integration of the Canadian components into ARC-IT, Transport Canada no longer maintains a separate architecture. Instead, the department encourages stakeholders use ARC-IT and supporting tools for their ITS architecture needs, as these are freely available, and benefit from ongoing USDOT support and investment.

Transport Canada's ITS architecture efforts focus on encouraging uptake and use of ARC-IT in ITS projects in Canada through the delivery training sessions and the development of various resources.

2.0 SCOPE OF WORK

The project is comprised of seven components (five mandatory and two optional):

Mandatory:

- 1) Development of a sample Regional Architecture (RA) to be used in guides and training sessions.
- 2) Organization and delivery of two webinars to present the sample RA and gather stakeholder feedback.
- 3) Development of materials for a recorded video on regional architectures.

- 4) Updating existing training material to include the sample RA.
- 5) Delivery of four (4) sets of three (3) virtual training sessions per year to increase the uptake and integration of the ITS Architecture in transportation planning and design activities across Canada.

Optional:

- 6) Providing technical support to Canadian stakeholders for the development of new, or maintenance of existing RAs.
- 7) Additional work on an "as needed" basis. This can include, but is not limited, to guides presentations, stakeholder consultation, validating translation of ARC-IT materials, organizing workshops, preparing scripts and presentations, developing materials for training videos, and developing or updating service packages for inclusion in ARC-IT.

3.0 TASKS

3.1 Project Work Plan and Schedule

In consultation with the Project Authority, following the project kickoff meeting, the contractor must prepare and submit an updated project work plan and schedule.

3.2 Development of a Sample Regional Architecture

The purpose of this task is to develop a sample RA for use in guides and training materials. The regional architecture will cover a fictitious geographical region comprised of different areas: urban, rural, and Northern Canada.

The regional architecture needs to be developed following the regional architecture development guide from the US DOT, currently available here: <https://www.arc-it.net/documents/raguide/raguide.pdf>.

3.2.1 Initial Scope Definition

This task focuses on setting the stage for the development of the RA. In consultation with the Project Authority, the contractor will need to define the fictitious region that will be used to build the sample RA. The scope should be designed in a way that facilitates examples to be produced for training materials (e.g., different types of technologies are being used throughout the region).

The contractor will need to create a document that defines the scope. This includes aspects such as:

- Geographical area (e.g., topography, weather).
- Time horizon.
- Service scope (all service package areas must be covered in the RA).
- Multimodal and international border crossing aspects.

The contractor will be required to undertake research and draw on past ITS experience to develop the proposed scope.

Deliverables: Word document describing the scope.

3.2.2 Stakeholder Workshops

The goal of this task is to ensure the scope is representative of Canada. As such, the contractor will need conduct stakeholder workshops to gather information on the specific needs and attributes of each area defined in the fictitious region (urban, rural, Northern Canada). The workshops should include a discussion on goals, objectives and strategies, cover which ITS services are currently being used and plans for the future.

The contractor will also need to prepare and send invitations to the stakeholders, create a discussion guide and presentation, and lead the workshops.

Following the workshops, the contractor will need to write a short summary report to capture all stakeholder inputs and update the scope definition from task 0.

These tasks are described in further detail below.

3.2.2.1 Workshop Materials

The contractor will prepare the following workshop materials:

- a) Workshop invitations
- b) Workshop agenda and discussion guide
- c) Presentation deck (based on task 3.2.1) explaining the scope of the RA
- d) Additional materials as may be relevant (e.g., feedback form)

Deliverables: Invitations, agenda, workshop discussion questions, presentation deck, other materials.

3.2.2.2 Organizing and Conducting the Workshops

The contractor will organize and lead 2 workshops with 10-20 participants per workshop. Each workshop will be 1.5-2 hours in duration. One workshop may need to be conducted in French or bilingually.

Following the conclusion of the two workshops, the contractor will prepare a report that: summarizes and assess the feedback that was received; responds to the feedback (similar to a comment disposition table); and, proposes edits to the RA scope.

Following a review by Transport Canada, the contractor will provide the workshop participants with 1-2 weeks to review and comment on the workshop report and proposed actions. The contractor will adjust the workshop report based on the final feedback received.

Deliverables: Initial and updated workshop summary report.

3.2.2.3 Updated Scope Definition

The contractor will update the draft definition from task 3.2.1 based on the workshop report in 3.2.2.2 and discussion with Transport Canada. The contractor will also update the workshop presentation deck from 3.2.2.1.

Deliverables: Word document describing the region and updated workshop presentation deck.

3.2.3 Creating the Sample Regional Architecture

Using the updated scope, and in consultation with the Project Authority, the contractor will create the documentation surrounding the RA. This includes but is not limited to:

- Goals, objectives, and strategies
- User needs
- Roles and responsibilities
- Functions and requirements
- Interfaces
- ITS standards and communications
- List of agreements

Deliverables: Word documents with all documentation listed above.

3.2.4 Creating the Regional Architecture in RAD-IT

The contractor will need to use the defined scope and the materials from 3.2.3 to create the sample RA using the RAD-IT tool.

Deliverables: RAD-IT file.

3.3 Sample Regional Architecture Webinars

The contractor will deliver two (2) webinars (one in English and one in French) of up to 1.5 hours each to present the sample RA and solicit feedback from interested stakeholders.

3.3.1 Webinar Materials and Webinar Delivery

The contractor will develop the webinar materials:

- a) Webinar description and invitation text
- b) Presentation deck
- c) Feedback form

Following acceptance of the materials, the contractor will organize and deliver the webinars.

Deliverables: webinar description and invitation text, presentations, feedback form.

3.3.2 Updated Regional Architecture and Materials

The contractor will prepare a report summarizing any feedback that was received from the webinar and provide a comment disposition table.

Based on a discussion with Transport Canada, the contractor will update the sample RA and accompanying materials from Task 3.2 per the feedback received.

Deliverables: feedback summary report and comment disposition table, updated materials from task 3.2.

3.4 Regional Architecture Overview Video

The contractor will prepare a presentation and script for an approximately 30–45-minute video on how to create a regional architecture. The intended product would be similar to Transport Canada's [Overview of ITS Architectures video](#).

The contractor is not responsible for creating the video or recording the audio.

3.4.1 English Video Materials

The contractor will prepare a presentation deck of approximately 20-30 slides on how to create a regional architecture. The deck is expected to include animations and slide transitions to facilitate comprehension.

The contractor will also prepare a complete script to accompany the slides. The script must be fully written out and include instructions for the voice recording on when to advance slide animations and transitions.

Deliverables: English presentation, English script.

3.4.2 French Video Materials

Transport Canada will translate the presentation deck and script. The contractor will conduct a quality review of the translations and make any adjustments that are needed.

Deliverables: French presentation, French script.

3.5 ITS Architecture Training Material

3.5.1 Updating Transport Canada Training Presentations

Transport Canada developed three training presentations that are based on ARC-IT 9.2:

- i. Detailed ITS Architecture
- ii. Regional ITS Architecture Development
- iii. Systems Engineering

The presentations are provided in Appendix 1.

Once the sample RA from task 0 is complete, the presentation materials will need to be updated to integrate the sample RA. This includes updating the screenshots in the presentations to reference the new RA, as well as including examples of how ARC-IT can be used to facilitate planning tailored to each region (urban, rural, Northern Canada).

Deliverables: Updated presentation materials

3.6 Training Sessions

The contractor will need to deliver four (4) sets of three (3) training sessions **per year** (two (2) sets of three (3) sessions in English and two (2) sets of three (3) sessions in French, for a total of twenty-four (24) individual training sessions). Transport Canada's existing training presentations will be used for the training sessions until the updated version (task 0) is ready.

The sessions, within a set, will be scheduled over consecutive weeks and each session is scheduled for up to 2.5 hours.

As part of the delivery of the training sessions, the contractor may be required to update the presentations based on session feedback or updates to ARC-IT.

Deliverables: Delivery of the training sessions.

3.7 Technical Support for Regional Architecture Development (as needed)

Deliverables in accordance with this section, will be defined on an "as needed" basis.

The goal of this task would be to provide technical support to Canadian stakeholders in using ARC-IT to develop a regional architecture or maintain an existing one. This may include, but is not limited to:

- Hands-on training sessions customized for a specific road authority to help them develop a regional architecture
- Creating RAs in RAD-IT on behalf of road authorities
- Aiding road authorities to update existing regional architectures

3.8 Additional Work (as needed)

Deliverables in accordance with this Section, will be defined on an "as needed" basis.

Deliverables may take the form of:

- Development of guides or best practices documents
- Preparing scripts and presentations for recorded training videos
- Organizing in-person training workshops, or live webinars
- Participation in related meetings on behalf of Transport Canada
- Updating Canadian service packages or developing new ones for inclusion in ARC-IT

It is anticipated that this option will be used to supplement or elaborate/further develop tasks identified in section 3 and address gaps that are not foreseeable at this time.

When the Project Authority requests a project under this option, the contractor is required to be made available within two weeks' notice from Technical Authority to discuss specific tasks and deliverables.

Upon request from the Project Authority, the contractor will submit a Scope of Work document within two weeks' notice, including:

- a) project work plan
- b) project outline
- c) schedule of conference calls
- d) time schedules
- e) project content and activities
- f) budget

The Scope of Work for each project must be approved by the Contracting Authority in writing prior to the commencement of any work under this option.

3.9 Deliverables and Acceptance Criteria

All deliverables are to be provided in electronic version compatible with MS Word, MS Excel or MS PowerPoint in English. Presentations, outlines, interim and final reports will be in English only. Training sessions are to be delivered in English and French.

Item	Task	Deliverables	Timeline (within X weeks of contract award)
1	0	Project Work Plan and Schedule	2
2	0	Initial Scope Definition – Draft	6
3	3.6.1	Delivery of Training Sessions – Year 1 – 1/4	6-9
4	3.2.1	Initial Scope Definition – Final	9
5	3.6.2	Delivery of Training Sessions – Year 1 – 2/4	10-13
6	0.1	Stakeholder Workshop Materials	13
7	3.2.2.2	Delivery of Stakeholder Workshop (English)	14-17
8	3.2.2.2	Delivery of Stakeholder Workshop (French)	15-18
9	3.2.2.2	Stakeholder Workshop Summary Report - Draft	19
10	3.2.2.2	Stakeholder Workshop Summary Report - Final	21
11	3.2.2.3	Updated Scope Definition	23
12	3.6.3	Delivery of Training Sessions – Year 1 – 3/4	27-30
13	3.6.4	Delivery of Training Sessions – Year 1 – 4/4	31-34
14	0	Creating the Sample RA – Draft Documents	35
15	0	Creating the Sample RA – Final Documents	38
16	0	RAD-IT file	43
17	3.3.1	Webinar Materials	47
18	3.3.1	Webinars Delivery	48-51
19	3.3.2	Updated sample RA – feedback summary report and comment disposition table	52
20	3.3.2	Updated sample RA – RAD-IT file, documentation	55
21	3.5	Updated Training Materials	59
22	3.6.5	Delivery of Training Sessions – Year 2 – 1/4	60-64
23	3.6.6	Delivery of Training Sessions – Year 2 – 2/4	65-68
24	3.4.1	Regional Architecture Video – English Materials	72
25	3.4.2	Regional Architecture Video – French Materials	76
26	3.6.7	Delivery of Training Sessions – Year 2 – 3/4	79-83
27	3.6.8	Delivery of Training Sessions – Year 2 – 4/4	84-87

4.0 LANGUAGE OF WORK

The principal language of communications both verbally and written will be English. Unless otherwise noted, Transport Canada will facilitate and pay the costs when translations are required.

5.0 WORK LOCATION

Work will be conducted at Contractor's place of business. Travel within Canada and the United States may be required to conduct meetings, consultation sessions and workshops. Location of meetings, consultation sessions and workshops will be determined by the Technical Authority.

6.0 ACCESSIBILITY

The contractor must ensure that all deliverables intended for publication or public dissemination are prepared in accordance with accessibility best practices for document publication. This includes, but is not limited to:

- Preparing and incorporating alternative text in English in all charts, figures, images etc. contained in the deliverables
- Preparing a word document that contains all alternative text in English, to be submitted for translation. When the translation is received, the contractor must review and integrate the French alternative text into the translated French deliverable.

7.0 SECURITY

As the materials to be used for this work and the work products produced will both be Unclassified, there are no security clearance requirements for the Contractor.

8.0 CONTRACT PERIOD

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- I. The "Initial Contract Period", which begins on the date of Contract award and ends on March 31, 2026.
- II. Three optional extensions of 12 months each, ending March 31, 2027, March 31, 2028, and March 31, 2029, respectively. Each extensions includes the following tasks (see details in the respective sections above):
 - Task 3.7 Technical Support for Regional Architecture Development (Optional).
 - Task 3.8 Additional Work Requested on an "as needed" basis (Optional).

9.0 TRAVEL

Travel may be required for occasional face-to-face meetings to engage with stakeholders, provide technical support or training throughout the course of the contract as outlined in Section 3.

The travel costs for the Contractor to provide training sessions or technical support shall be included in the price of the contract and paid in accordance with the applicable provisions set out in the Basis of Payment. **For bid preparation, the bidder should include an estimated travel cost of \$10,000 during the Initial Contract Period.**

All travel must have the prior authorization of the Technical Authority through a Travel Authorization. All payments are subject to government audit.

10.0 INTELLECTUAL PROPERTY

Transport Canada has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada, on the following grounds:

"Where the main purposes of the Crown procurement contract or of the deliverables contracted for, is to generate knowledge and information for public dissemination".

11.0 METHOD OF PAYMENT

Payment for services rendered will be made upon receipt and acceptance of deliverables by the Departmental Representative, and upon receipt of detailed invoices. All payments will be contingent upon TC's satisfaction with the deliverables.

ANNEX B - BASIS OF PAYMENT

1.0 General

- A. All prices are in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.
- B. Authorized Travel and Living Expenses will be reimbursed and are included Section 2.8.1.
- C. Payment for services rendered will be made upon receipt and acceptance of deliverables by the Departmental Representative, and upon receipt of detailed invoices. All payments will be contingent upon TC's satisfaction with the deliverables.

2.0 The schedule of milestones/tasks for which payments will be made in accordance with the Contract is as follows:

Initial Contract Period from Contract Award to March 31, 2026

2.1 Upon Completion and Acceptance of **Task 3.1** – Project Work Plan and Schedule -

For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)

2.2 Upon Completion and Acceptance of **Task 3.2** – Development of a Sample Regional Architecture:

- a. **3.2.1** – Initial Scope Definition
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)
- b. **3.2.2** – Stakeholder Workshops
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)
- c. **3.2.3** – Creating the Sample Regional Architecture
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)
- d. **3.2.4** – Creating the Regional Architecture in RAD-IT
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)

2.3 Upon Completion and Acceptance of **Task 3.3** – Sample Regional Architecture Webinars:

- a. **3.3.1** – Webinar Materials and Webinar Delivery
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)
- b. **3.3.2** – Updated Regional Architecture and Materials
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)

2.4 Upon Completion and Acceptance of **Task 3.4** – Regional Architecture Overview Video:

- a. **3.4.1** – English Video Materials
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)
- b. **3.4.2** – French Video Materials
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)

2.5 Upon Completion and Acceptance of **Task 3.5** – ITS Architecture Training Material:

- a. **3.5.1** – Updating Transport Canada Training Presentations
For a fixed price of \$ **[Insert at contract award]** (GST/HST extra)

2.6 Upon Completion and Acceptance of **Task 3.6** – Training Sessions –

- a. **3.6.1** - Delivery of Training Sessions – Year 1 – 1/4

- For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- b. 3.6.2 - Delivery of Training Sessions – Year 1 – 2/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- c. 3.6.3 - Delivery of Training Sessions – Year 1 – 3/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- d. 3.6.4 - Delivery of Training Sessions – Year 1 – 4/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- e. 3.6.5 - Delivery of Training Sessions – Year 2 – 1/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- f. 3.6.6 - Delivery of Training Sessions – Year 2 – 2/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- g. 3.6.7 - Delivery of Training Sessions – Year 2 – 3/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)
- h. 3.6.8 - Delivery of Training Sessions – Year 2 – 4/4
For a fixed price of \$**[Insert at contract award]** (GST/HST extra)

FOR A TOTAL FIXED PRICE OF: \$[Insert at contract award]** (GST/HST extra)**

2.7 Professional Services (Task Authorization)

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the task hourly rates detailed below:

- a. **Task 3.7** – Technical Support for Regional Architecture Development
For a fixed per diem price of \$ **[Insert at contract award]** (GST/HST extra)
- b. **Task 3.8** – Additional work – Requested on an “As Needed” Basis
For a fixed per diem price of \$ **[Insert at contract award]** (GST/HST extra)

2.8.0 Optional Goods and/or Services

2.8.1 Travel and Living Expenses - National Joint Council Travel Directive

- A. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- B. All travel must have the prior authorization of the Project Authority.
- C. All payments are subject to government audit.
- D. **Total Estimated Cost of Travel and Living: \$**[Cost to be detailed in the resulting contract]**.**

ANNEX C- TASK AUTHORIZATION FORM PWGSC-TPSGC-572



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

**Annex
Annexe** _____

**Task Authorization
Autorisation de tâche**

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature Date