



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Transport Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods 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 la Reine 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 indique(s).

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :
Jessica.hanschell@tc.gc.ca

Attention: - Attention :
Jessica Hanschell
Procurement Specialist
Transport Canada

Solicitation Closes - L'invitation prend fin

At - à :
3:00 PM - 15:00

On - le :
April 6, 2023 - 6 avril, 2023

Time Zone - Fuseau Horaire :
Eastern Standard Time - Heure Avancée de l'Est

Title - Sujet Environmental Scans - Analyses environnementales	
Solicitation No. N° de l'invitation T8080-220644	Date of Solicitation Date de l'invitation March 1, 2023 - 1 mars 2023
Address enquiries to: - Adresser toute demande de renseignements à : Jessica Hanschell E-Mail Address - Courriel Jessica.hanschell@tc.gc.ca	
Destination See herein - Voir aux présentes	

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 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 and the Basis of Payment.

1.2 Summary

1.2.1 Description

- A. Transport Canada Marine Safety and Security (TCMSS) is reviewing its Domestic Vessel Regulatory Oversight activities to modernize its methodologies. In this proposal, TCMSS seek two research reports: (1) a study of oversight regimes of other comparable maritime administrations on how they oversight the industry; and (2) External resources available for surveys and assessments to support the TCMSS domestic vessel oversight activities.
- B. Deliverables:
- (ii) Environmental scan of available external resources for vessel surveys and assessments:
 - a. Monthly status updates commencing one month after contract award;
 - b. A summary of preliminary findings and outline of the report (REPORT 1) two (2) months after contract award;
 - c. A draft report (REPORT 1) two (2) months after delivering the summary of preliminary findings and outline of the report; and
 - d. A final report (REPORT 1) four (4) weeks after reception of the TC Project Authority review comments on the draft report.
- B. Deliverables:
- (ii) Environmental scan of other maritime administration oversight regimes:
 - a. Monthly status updates commencing one month after the contract award;
 - b. A summary of preliminary findings and outline of report (REPORT 2) six (6) weeks after contract award;
 - c. A draft report (REPORT 2) two (2) months after delivering the summary of preliminary findings and outline of the report; and
 - d. A final report (REPORT 2) four (4) weeks after reception of the TC Project Authority review comments on the draft report.

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 \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](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](#) (2022-03-29), 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:
 - d. 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: 120 days
 - (iii) Section 06, Late bids, is deleted in its entirety and replaced with the following:
 - Bids must be submitted electronically by email. Any late bids will be deleted.

2.2 Submission of Bids

- A. Bids must be submitted 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 a 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 [Guidelines on the Proactive Disclosure of Contracts \(http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text\)](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text).

2.3.3 Work Force Adjustment Directive

- A. Is the Bidder a 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 seven (7) calendar days before the bid closing date. 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 Improvement of Requirement During Solicitation Period

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

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/) (<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)" (<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) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO 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 or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#); and
 - (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; and
- 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 *Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must, if applicable:
- (i) Demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
 - (ii) Describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

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 Substantial Information

- A. Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found:

- (i) Attachment to Part 4 titled "Evaluation Criteria"

3.4 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.

3.5 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 titled "Pricing Schedule".

3.5.1 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.

3.5.2 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.

3.6 Section III: Certifications

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

3.7 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.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

1. General

- A. Bidders are requested to complete the following Pricing Schedule and include it in the bid. At a minimum, the Firm Price for each Item must be submitted.
- B. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.
- C. Travel and living expenses will not be reimbursed and must be included in the costs below.
- D. Refer to Annex A Statement of Work for a detailed description of the deliverables listed below.

2. Period of the Contract

Contract award to December 31, 2023.

2.1 Firm Prices for the List of Milestone Deliverables

Milestone No.	Deliverable No.	Description or "Deliverable"	Due Date	Firm Amount
1	REPORT 1	Draft Report of Report 1 Environmental scan of available external resources for vessel surveys and assessments	Two months after delivering the summary of preliminary findings and outline of report	\$ _____ (30% of price)
2	REPORT 2	Draft Report of Report 2 Environmental scan of other maritime administration oversight regimes	Two months after delivering the summary of preliminary findings and outline of report	\$ _____ (30% of price)
3	REPORT 1	TC acceptance of Final Report (Report 1) Environmental scan of available external resources for vessel surveys and assessments	Final Report 1 is due four weeks after reception of the TC Project Authority review comments on the draft report	\$ _____ (20% of price)
4	REPORT 2	TC acceptance of Final Report (Report 2) Environmental scan of other maritime administration oversight regimes	Final Report 2 is due four weeks after reception of the TC Project Authority review comments on the draft report	\$ _____ (20% of price)
Total Cost (Sum of Milestones 1-4 (excluding taxes)		\$ _____		
Applicable Taxes (insert the amount, as applicable)		\$ _____		
Total Cost (taxes included)		\$ _____		

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 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.

4.2 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
- B. Bids not meeting (i) or (ii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- D. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- H. The table below illustrates an example where all 3 bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	3rd	2nd

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

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

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

- a) Name of the client(s) / employer(s);
- b) A brief description of the objective and scope of the service provided and the number of participant(s)
- c) The start and end dates (month and year) of the project / work;
- d) The dollar (\$) value of the project;
- e) The total number of years' experience performing each mandatory and technical criteria;
- f) Details about the work performed by the proposed resource including number of working months, tasks, technologies used, and deliverables;
- g) The extent to which the services were provided on-time, on-budget and in accordance with the established project; and,
- h) Client / employer reference that can attest to the proposed resource's experience (References are only contacted to validate the information provided in the bidder's proposal)

*The month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once.

For example: Project 1 timeframe is July 2015 to December 2015; Project 2 timeframe is October 2015 to January 2016; the total months of experience for these two project references is seven (7) months

1. Mandatory Technical Evaluation

1.1 Mandatory Technical Criteria

Criterion Number	Mandatory Technical Criteria	Self-Assessed Met/Not Met	Bidder's Response (reference to substantiating materials included in the Bid)
M1.1.1	<p>The Bidder must submit a detailed Work Plan describing how it will meet the requirements of the Statement of Work (SOW) Annex A. The work plan should include:</p> <ul style="list-style-type: none"> a. The Contractor's understanding of the scope of work and requirements needed to complete the study; b. A draft Table of Contents for the report which will define how the report is organized; c. A draft of methodologies to be used for data collection, data analysis; d. Description of data and metadata formatting, naming conventions, and any other means to which the Contractor will organize the data; e. A paragraph by paragraph statement of compliance with the Statement of Work (SOW); f. The schedule of work and timeline for project deliverables (GANTT chart or similar) showing activities and milestones; 		

	<p>g. A draft reference list, including preliminary sources for data, internal data sources Transport Canada Marine Safety and Security must provide, as well as external datasets that Transport Canada Marine Safety and Security may assist in acquiring.</p>		
M1.1.2	<p>The Bidder must propose a Project Team consisting of at least a Project Manager.</p> <p>a. The bidder must provide details on the Project Team proposed to carry out the study, resumes and project descriptions for each team member.</p> <p>Note: The Bidder may use the same person to fill more than one position in the Project Team.</p>		
M1.1.3	<p>The Bidder must demonstrate using project descriptions (minimum 2) that the proposed resource as the Project Manager:</p> <p>a. Has a minimum of two (2) years cumulative experience as a Project Manager in the marine industry.</p>		

2. Point Rated Technical Evaluation

2.1 Point Rated Technical Criteria

Criterion Number	Rated Technical Criteria	Maximum Points	Self-Assessed Score	Bidder's Response (reference to substantiating materials included in the Bid)
R2.1.1	<p>The Bidder's proposal should include project descriptions in the following aspects:</p> <p>a. Vessel inspection / survey;</p> <p>b. Field of works, practices and qualifications of independent marine surveyors and surveyors organizations; and,</p> <p>c. Canadian and international marine safety and pollution prevention statutory inspection requirements.</p> <p><i>Each sub-criterion is assessed and worth 5 points. For each sub-criterion that is addressed with more than 1 project description, full marks for that sub-criterion will be awarded.</i></p>	15		

Criterion Number	Rated Technical Criteria	Maximum Points	Self-Assessed Score	Bidder's Response (reference to substantiating materials included in the Bid)
	<p><i>For each sub-criterion that is addressed with 1 project description, 3 points for that sub-criterion will be awarded.</i></p> <p><i>For each sub-criterion not addressed, 0 points will be awarded.</i></p>			
R2.1.2	<p>The Bidder's Work Plan submitted in MT1 should address Quality Control as well as processes to ensure that the work can be delivered successfully, including:</p> <ul style="list-style-type: none"> a. A plan describing quality assurance processes; b. A description of quality assurance processes; and, c. A timetable of milestones. <p><i>Each sub-criterion is assessed and worth 5 points. For each sub-criterion that is addressed, full marks for that sub-criterion will be awarded. For each sub-criterion not addressed, 0 points will be awarded.</i></p>	15		
R2.1.3	<p>The Bidder should demonstrate using project descriptions that the proposed Project Manager has a minimum of 2 years' experience in the following elements:</p> <ul style="list-style-type: none"> a. Analyzing transportation safety data; b. Working with regional, national, and international stakeholders; and, c. Managing projects with multidisciplinary team members. <p><i>Each sub-criterion is assessed and worth 5 points. For each sub-criterion that is addressed by including 5 or more years of experience, full marks for that sub-criterion will be awarded.</i></p> <p><i>For each sub-criterion that is addressed by including 2 years of experience, 3 marks for that sub-criterion will be awarded.</i></p> <p><i>For each sub-criterion not addressed, 0 points will be awarded.</i></p>	15		
	Total (maximum points)	45		

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 Federal Contractors Program for Employment Equity - Bid Certification

- A. By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html) website (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>).
- B. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.
- C. Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html)" (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>) list during the period of the Contract.

- D. The Bidder must provide the Contracting Authority with a completed attachment titled "Federal Contractors Program for Employment Equity - Certification" before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.3.3 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.

5.3.4 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 AND OTHER REQUIREMENTS

6.1 Security Requirements

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

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".

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.

7.3 Security Requirements

- A. 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 December 31, 2023, inclusive.

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

Name: Jessica Hanschell
Title: Procurement Specialist
Transport Canada
E-mail address: jessica.hanschell@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]

- 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.

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

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 Price

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the Annex titled "Basis of Payment". Customs duties are included and Applicable Taxes are extra.

7.7.2 Method of Payment

7.7.2.1 Milestone Payments

- A. Canada will make milestone payments in accordance with the List of Milestone Deliverables detailed in the Contract and 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) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.
- B. For the Work described in the Statement of Work in Annex A, Canada will make milestone payments in accordance with the List of Milestones detailed in the Contract and Annex B Basis of Payment.

7.7.3 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).

7.8 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 description of the Work delivered including any deliverables; and
 - (ii) A breakdown of the cost elements.
- C. Invoices must be distributed as follows:
- (i) The invoice must be forwarded to the address shown below for certification and payment;
AMSDCoordination-CoordinationAMSD@tc.gc.ca
 - (ii) 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.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 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 General Conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services;
 - (iii) Annex A, Statement of Work;
 - (iv) Annex B, Basis of Payment; and
 - (v) the Contractor's bid (date to be included upon contract award)

7.12 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.

7.13 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.

7.14 Post-Contract Award Meeting

- A. Within 10 days of the date of Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Contracting Authority to review technical and contractual requirements. The Contractor must prepare and distribute the minutes of the meeting within 5 calendar days after the completion of the meeting. The meeting will be held at the Contractor's facility or via teleconference at Canada's discretion at no additional cost to Canada, with representatives of the Contractor and Transport Canada.

7.15 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.

7.16 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>).

7.16.1 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.

- B. 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) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#).

ANNEX A - STATEMENT OF WORK

TRANSPORT CANADA MARINE SAFETY & SECURITY Review of the Small and Large Domestic Vessel Oversight: **Environmental Scans**

1. BACKGROUND

Recent safety concerns surrounding small and large vessels have sharpened focus on the design framework of Canada's overarching domestic vessel oversight regime for all vessels and the potential need for conducting a comprehensive review. As a maritime administration, it is incumbent upon Transport Canada to periodically revisit its approach to domestic vessel oversight – inclusive of all types of inspections, safety equipment approvals, and delegation arrangements – in order to identify whether and how activities designed to increase safety might be arranged differently, while taking into consideration alignment with current government priorities, as well as improved service to and direct engagement with the marine industry and general public alike. The main objective is to identify new, more efficient, and more innovative ways to improve marine safety and reduce fatalities.

As part of this comprehensive review, Transport Canada Marine Safety and Security (TCMSS) requires an environmental scan of:

- A. other comparable maritime administration oversight regimes to draw upon frameworks and identify best practices, and
- B. external resources available for surveys and assessments to identify a way forward for how third parties, such as private surveyors and organizations can further support additional oversight for inspected vessels.

2. OBJECTIVE AND SCOPE

Transport Canada requires the services of a Contractor to conduct research and produce two (2) reports that provide an environmental scan of available external resources for vessel surveys and assessments and an environmental scan of other maritime administration oversight regimes. The research must be carried out through documentation collection, review, analysis and interviews with key personnel from responsible maritime authorities, surveyors' organizations, training institutions and other relevant service providers.

3. TASKS AND DELIVERABLES

3.1 Tasks

- 3.1.1 The contractor must complete the following tasks in relation to the environmental scan of available **external resources for vessel surveys and assessments (other oversight assessments for example audits, plan approval, certification)**:
 - a. Provide a description of the techniques and methodologies used by external resources for conducting vessel surveys and assessments. The analysis must focus on the 'global approach' to how surveys are delivered (e.g. how, when, what, who);
 - b. Provide an anonymous inventory of active private surveyors in Canada, grouped according to:
 - i. Vessel type/focus of activity (e.g. pleasure craft, cargo, small vessel, etc.)
 - ii. Professional qualifications, including formal training and certification, continuous training

- c. Provide an inventory of surveyor associations active in Canada, including number of members, geographical distribution, technical areas of activity, membership criteria, continuous training, etc.;
- d. Provide an inventory of existing training available for surveyors, either through formal Canadian marine schools, private suppliers (e.g. Classification Societies) or distance learning;
- e. Highlight survey schemes that best align vessel regulatory oversight requirements with actual risk, that ensure safety is maintained, and that reduce compliance costs to ship owners and government alike;
- f. Identify various training and development opportunities for surveyors in Canada, including through directly engaging marine schools, by exploring the possibility of establishing unique Canadian surveyor training or certification, as well as by leveraging existing certification frameworks set out by various surveyor associations or other providers;
- g. Identify opportunities for external surveyors to support the TCMSS mandate, through voluntary or mandatory programs, including for certain specific services (e.g. stability assessment, Safety Management System (SMS) assessment, machinery inspection, equipment inspection, etc.);
- h. Provide a summary and recommendations to increase efficiency and agility of regulatory oversight activities, including potential opportunities for alignment, merging, or redistribution of oversight activities and leveraging of external surveyors activities, as part of the report.

3.1.2 The contractor must complete the following tasks in relation to the environmental scan of **other maritime administration oversight regimes**:

- a. Provide a description of the techniques and methodologies used by other maritime administrations concerning the oversight of vessels of all types and sizes. The contractor can use a range of analysis tools and techniques, such as business model analysis, system analysis and data collection. The analysis must include at the minimum the following maritime administrations, and may include other administrations with large and varied domestic fleet:
 - iii. Australia
 - iv. Denmark
 - v. France
 - vi. Germany
 - vii. Norway
 - viii. United Kingdom, and
 - ix. United States
- b. Provide a comprehensive review of maritime oversight activities including the process for issuing vessel inspection, certification, and authorization (e.g., plan approval, safety equipment, loadline, electrical, etc.), and operational or safety management system oversight;
- c. Provide an analysis of what is working and what is not – including from the range of vessels targeted, to the approaches to industry and public engagement, to the use of delegation instruments and private surveyors and organizations, to the types of tools and databases used in support;
- d. Include any recommendations that may have been made to the administration by their national marine investigation board, regarding their oversight regime;

- e. Include, where appropriate, a comparison with the Canadian oversight regime such as:
 - i. Size of fleet per vessel types and sizes
 - ii. Type of inspection (e.g., mandatory, risk based)
 - iii. Periodicity of inspections
 - iv. Scope of inspections
 - v. Method of inspection (on site, remote, document review, etc.)
 - vi. Delegation or use of other external resources
 - vii. Level of resources (number of inspectors, delegated third parties, external resources (e.g., independent surveyors, service providers)
 - viii. Surveyors and inspectors' qualifications
 - ix. Oversight jurisdiction against type of vessels, for example the roles of provincial/state/local authorities in oversight, if any
 - x. Methods of oversight of non-certificated vessels (for example small, non-self-propelled)
- f. Provide a summary and recommendations for identified best practices that could be implemented in the Canadian context as part of the report.

3.2 Deliverables

3.2.1 The contractor must provide the following deliverables in relation to the environmental scan of **available external resources for vessel surveys and assessments**:

- a. Monthly status updates (electronic copy in MS Word or PDF format via email), commencing **one month after** the contract is awarded, identifying the current status of the project, including any challenges encountered or suggested changes in approach.
- b. A summary of preliminary findings and outline of report (REPORT 1) (electronic copy in MS Word format via email) that identifies the tasks as described in 3.1.1, to be provided to the TC Project Authority 2 months after contract award. TC Project Authority will review the summary and report outline. The contractor must include TC Project Authority feedback in the draft report.
- c. A draft report (REPORT 1) (electronic copy in MS Word format via email) that identifies the tasks as described in 3.1.1. The draft report is to be provided to the TC Project Authority **2 months after** delivering the summary of preliminary findings and outline of report. TC Project Authority will review the draft report. The contractor must include TC Project Authority feedback in the final report.
- d. A final report (REPORT 1) (electronic copy in MS Word or PDF format via email) that identifies the tasks as described in 3.1.1. The final report is to be provided to the TC Project Authority **4 weeks after** reception of the TC Project Authority review comments on the draft report.
- e. A full listing and provision of research/reference material and data sources in the final report.

3.2.2 The contractor must provide the following deliverables in relation to the **environmental scan of other maritime administration oversight regimes**:

- a. Monthly status updates (electronic copy in MS Word or PDF format via email), commencing **one month after** the contract is awarded, identifying the current status of the project, including any challenges encountered or suggested changes in approach.

- b. A summary of preliminary findings and outline of report (REPORT 2) (electronic copy in MS Word format via email) that identifies the tasks as described in 3.1.2, to be provided to the TC Project Authority 6 weeks after contract award. TC Project Authority will review the summary and report outline. The contractor must include TC Project Authority feedback in the draft report.
 - c. A draft report (REPORT 2) (electronic copy in MS Word format via email) that identifies the tasks as described in 3.1.2. The draft report is to be provided to the TC Project Authority **2 months after** delivering the summary of preliminary findings and outline of report. TC Project Authority will review the draft report. The contractor must include TC Project Authority feedback in the final report.
 - d. A final report (REPORT 2) (electronic copy in MS Word or PDF format via email) that identifies the tasks as described in 3.1.2. The final report is to be provided to the TC Project Authority **4 weeks after** reception of the TC Project Authority review comments on the draft report.
 - e. A full listing and provision of research/reference material and data sources in the final report.
- 3.2.3 All deliverables are to be provided in English only.
- 3.2.4 TC shall:
- a. Participate in project meetings (teleconference/videoconference only)
 - b. Review and comment summary/outline, draft and final report
 - c. Review and provide comments to the Contractor.
- 3.2.5 The Contractor must:
- a. Organize project meetings (teleconference/videoconference only) to discuss the progress, and clarify the content of the deliverables
 - b. Review TC's comments and incorporate them into the project, as appropriate
 - c. Participate in monthly teleconferences and provide briefings on project status
 - d. Provide a record of discussions 1 week after the monthly meeting (electronic copy in MS Word or PDF format via email).

4. METHOD AND SOURCE OF ACCEPTANCE

All deliverables rendered under any contract are subject to verification by the Project Authority. Should any deliverables not be to the satisfaction of the Project Authority, the Project Authority has the right to reject it or require correction before the last payment is authorized.

5. TRAVEL

No travel is required for this contract. All meetings with TC will be held by teleconference only.

6. WORK LOCATION

The work will be performed at contractor's place of business. The contractor will be using its own equipment to perform the work.

ANNEX B - BASIS OF PAYMENT

1. General

- A. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.
- B. Travel and living expenses will not be reimbursed and must be included in the costs below.
- C. Refer to Annex A Statement of Work for a detailed description of the deliverables listed below.

2. Period of the Contract

Contract award to December 31, 2023.

2.1 Firm Prices for the List of Milestone Deliverables [Firm prices to be updated in the resulting contract]

Milestone No.	Deliverable No.	Description or "Deliverable"	Due Date	Firm Amount
1	REPORT 1	Draft Report of Report 1 Environmental scan of available external resources for vessel surveys and assessments	Two months after delivering the summary of preliminary findings and outline of report	\$ _____ (30% of price)
2	REPORT 2	Draft Report of Report 2 Environmental scan of other maritime administration oversight regimes	Two months after delivering the summary of preliminary findings and outline of report	\$ _____ (30% of price)
3	REPORT 1	TC acceptance of Final Report (Report 1) Environmental scan of available external resources for vessel surveys and assessments	Final Report 1 is due four weeks after reception of the TC Project Authority review comments on the draft report	\$ _____ (20% of price)
4	REPORT 2	TC acceptance of Final Report (Report 2) Environmental scan of other maritime administration oversight regimes	Final Report 2 is due four weeks after reception of the TC Project Authority review comments on the draft report	\$ _____ (20% of price)
Total Cost (Sum of Milestones 1-4 (excluding taxes)		\$ _____		
Applicable Taxes (insert the amount, as applicable)		\$ _____		
Total Cost (taxes included)		\$ _____		