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Request for Proposal (RFP)**Demande de proposition (DDP)****Proposal To: Natural Resources 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à: Ressources Naturelles 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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires**Issuing Office – Bureau de distribution**

Natural Resources Canada / Ressources naturelles
Canada

Finance and Procurement Management Branch

Title – Sujet Federal Green Fleet Optimization Assessment	
Solicitation No. – No de l’invitation NRCan- 5000080331	Date July 3, 2024
Requisition Reference No. - N° de la demande 182340	
Solicitation Closes – L’invitation prend fin at – à 2 p.m. (Eastern Standard Time (EST)) on – le August 12, 2024	
Address Enquiries to: - Adresse toutes questions à: Shazeen.Dhanani@NRCan-RNCan.gc.ca	
Telephone No. – No de telephone 343-575-6324	
Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada	
Security – Sécurité THERE ARE NO SECURITY REQUIREMENTS ASSOCIATED WITH THIS REQUIREMENT.	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur Telephone No.:- No. de téléphone: Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie) <hr/>	
Signature	Date



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

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

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

By signing its bid, the bidder confirms that they have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and certifies that:

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



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

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

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

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

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

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

1.2 Summary

By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for the provision of analytical services that leverage federal fleet telematics data to deliver Green Fleet Optimization Assessment (GFOA) reports to the Greening Government Operations (GGO) Fleets Program.

NRCan intends to award one Contract. The work associated with this Contract will be performed on an as and when requested basis.

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing will be done in writing, by email.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- **In the complete text content (except Section 1 and 3)**
Delete: Public Works and Government Services Canada” and “PWGSC”
Insert: “Natural Resources Canada.” and “NRCan”

- **At 02 Procurement Business Number:**
Delete: “Suppliers are required to”
Insert: “It is suggested that suppliers”

- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 1:**
Delete: in its entirety

- **At 08 Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2a:**
Delete: : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsgc.pareceptiondessaoumissions-apidReceiving.pwgsc@tpsgc-pwgsc.gc.ca. or, if applicable, the email address identified in the bid solicitation.
Insert: The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCan is: procurement-appvisionnement@NRCan-RNCan.gc.ca

- **At 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, article 2b:**
Delete: “six business days”
Insert: “five business days”

- **At 20, Further information, article 2b:**
Delete: in its entirety

2.2 Submission of Bids

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

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

Only bids submitted using CPC Connect service will be accepted.



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

procurement-provisionnement@NRCan-RNCan.gc.ca

Note 1: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(article 08, paragraph 2\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

Note 2: Send as early as possible in order to ensure a response, Requests to open a CPC Connect conversation received after that time may not be answered.

IMPORTANT: It is requested that you write the bid solicitation number in "Subject" of the email:
[NRCan RFP 5000080331 – Federal Green Fleet Optimization Assessment](#)

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

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

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

2.3 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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



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

2.6 Improvement of Requirement During Solicitation Period

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

2.7 Bid Challenge and Recourse Mechanisms

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Canada requests that the Bidder submits its bid in separately saved documents as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet (in Appendix "2")

Section III: Certifications

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

3.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures



- 3.2.1** 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
- 3.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) 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.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%
5. To establish the pricing score*, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 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	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

*For evaluation purposes only, an average of the total costs provided in the Financial Bid Presentation Sheet (Appendix 2) will be used for a fleet size of 200 vehicles. I.e. The average of Option A, Option B and Option C.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [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 Contractor must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

All applicants, regardless of their status under the policy, must have the following information at the time to participate in a procurement process:

- Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
- Suppliers that are a partnership do not need to provide a list of names.

Supplier’s Legal Name: _____

OR

Name of each member of the joint venture:

Member 1: _____

Member 2: _____



Member 3: _____

Member 4: _____

Organizational Structure:

- corporate entity (shareholders) - provide the names of the current Board of directors
- privately owned corporation - provide a list of the owner's names
- sole proprietor - provide a list of the owner's names

LIST OF NAMES

LAST NAME	FIRST NAME	TITLE

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.3 Former Public servant

<p>Former Public Servants</p> <p>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".</p>	<p>Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p>

SIGNATURE for CERTIFICATION

The Contractor certifies having read and understood the information included in the present document and acknowledges receipt.

Name

Date

Signature of Authorized Representative



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with this procurement.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2010C \(2022-12-01\)](#), General Conditions - Medium Complexity - Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 2 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Shazeen Dhanani
Title: Procurement Specialist
Organization: Natural Resources Canada
Procurement Services Unit
Telephone: 343-575-6324
E-mail address: Shazeen.dhanani@nrcan-rncan.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____ (to be filled out at contract award)
Title: _____
Organization: _____
Address: _____
Telephone: _____ - _____ - _____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name: _____ (to be filled out at contract award)
Title: _____
Organization: _____
Address: _____
Telephone: _____ - _____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (insert the amount at contract award). Applicable Taxes are extra.

7.7.2 Limitation of Expenditure



1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. (will be completed at contract award) Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.8 Invoicing Instructions

Invoices shall be submitted using **the following method**:

E-mail:
Invoicing-Facturation@nrca-nrcan.gc.ca
Note: Attach "PDF" file. No other formats will be accepted

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

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

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.



7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (2010C – 2022-12-01)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert at the time of contract award*)

7.12 Insurance - No Specific Requirement

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

7.14 Dispute Resolution

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



ANNEX A- STATEMENT OF WORK

SW 1.0 Title

Green Fleet Optimization Assessments for Federal Vehicles

SW 2.0 Background

As the largest public procurer in the country, the Government of Canada (GoC) has a responsibility to demonstrate leadership and manage its assets in a way that achieves green and climate-resilient outcomes. Consistent with the United Nations' 2030 Agenda for Sustainable Development and the Federal Sustainable Development Strategy, The Greening Government Strategy (GGS) sets the GoC on a path to achieve net-zero greenhouse gas (GHG) emissions by 2050 across all of its operations, including government-owned and leased real property, fleets, mobility (i.e., business travel and commuting), procurement of goods and services, and National Safety and Security (NSS) operations.

The GGS commitments for mobility and fleets include the adoption of low-carbon mobility solutions, the deployment of supporting infrastructure in government facilities and a modernization of the fleet as follows:

- The government will prioritize zero-emission options for all new vehicle and mobile equipment purchases where suitable options are available and considering operational feasibility.
- Starting in 2025, 100% of new light-duty fleet vehicle purchases will be zero-emission vehicles (ZEVs), with the objective that the government's light-duty fleet comprises 100% ZEVs by 2030
- By 2030, at least 40% of new commercial medium- and heavy-duty vehicle purchases will be ZEVs.
- Fleet management will be optimized to achieve the targets, including by maintaining a long-term strategic fleet greening plan, establishing internal policies and controls to prioritize ZEVs, right-sizing fleets, and vehicles, promoting energy-efficient operating practices, and applying telematics to analyze vehicle usage data and inform electric vehicle (EV) charging needs.

The federal fleet comprises roughly 40,200 vehicles with over 17,200 conventional light-duty vehicles (LDV), and more than 23,000 in the NSS fleet. The government also owns approximately 2,300 commercial medium and heavy-duty vehicles (MHDV) and 7,100 other vehicles, such as motorcycles, snowmobiles, off-road vehicles, and industrial equipment.

To date, Natural Resources Canada's (NRCan) Greening Government Operations (GGO) – Fleets program has equipped federal departments and agencies with telematics devices, enabling the assessment of over 5,200 duty cycles for EV suitability.

SW 3.0 Objective

To establish a multi-year procurement instrument for the provision of analytical services that leverage federal fleet telematics data to deliver Green Fleet Optimization Assessment (GFOA) reports to the GGO Fleets Program. GGO Client organizations include federal departments and agencies as well as crown corporations subject to GGS targets.

Each unique GFOA will analyze vehicle usage telematics data and involve the following components:

- An assessment of the real-world suitability of ZEVs and hybrids from a list of available vehicle options, tailored to the utilization profile and operational context of federal client fleets.
- Benchmarked utilization information, including average engine-on hours, fuel consumption, idle times, days of use, and annual/daily vehicle kilometres travelled.
- A breakdown of the recommended ZEV deployment by duty cycle.
- Estimated potential total cost of ownership (TCO) savings over the vehicle service life.
- Estimated annual emission and fuel reductions, over the service life.



- A list of underutilized fleet vehicles, as per custom thresholds indicated in the assessment assumptions.
- Vehicle dwell event durations and schedules for infrastructure recommendations at the fleet, regional, and facility levels depending on the scope of the assessment. Recommendations must include the number and level of required EV supply equipment to accommodate the report's ZEV deployment.
- Opportunities for fleet right-sizing and route optimization based on the utilization and location of existing vehicles using GPS.
- A disclosure of the study assumptions provided by NRCan.
- A presentation of the final results provided by the Contractor.

Additionally, the Contractor is expected to provide an accompanying TCO annex comparing all ZEVs to a given duty cycle, when submitting the final GFOA report. This annex will contain assessment results listed by duty cycle (i.e., the existing vehicles) for all the modelled replacement options.

SW 4.0 Project Requirements

At the start of each assessment, the Contractor will meet with NRCan and the client organization for a 1-hour information sharing session, during which the specifics of each fleet's operations will be discussed to determine if additional considerations should be made for the assessment.

Following the information sharing session, NRCan will provide the following to the Contractor:

- Client organization name and contact information.
- Link and login credentials to access the web-based telematics data portal.
- Desired data capture period.
- Fuel & energy costs.
- Vehicle service life duration.
- Preferred ZEV/Hybrid replacement options.
- TCO preferences relative to existing fleet budgets.
- Right-sizing & utilization thresholds.
- Current internal combustion engine vehicle list and tombstone data.
- Regional or geographical groupings, based on GPS data.
- Other operational requirement relevant to the analysis.
- Choice of one (1) final report option: A, B or C.

SW 4.1 Report Options

Based on the fleet needs identified by the client organization during the information sharing session, NRCan will request one project option to be delivered, broken down as follows:

Option A: Zero Emission Vehicle Suitability

- A summary of client operational requirements pertaining to fleet.
- Benchmarked utilization information, including average engine-on hours, fuel consumption, idle times, days of use, and annual/daily vehicle kilometres travelled.
- An assessment of the real-world suitability of ZEVs and hybrids from a list of available vehicle options, tailored to the utilization profile and operational context of federal client fleets.
- A breakdown of the recommended ZEV deployment by duty cycle.
- Estimated potential TCO savings over the vehicle service life.
- Estimated annual emission and fuel reductions, over the service life.
- Vehicle dwell event durations and schedules for infrastructure recommendations at the fleet, regional, and facility levels depending on the scope of the assessment. Recommendations must include the number and level of required EV supply equipment to accommodate the report's ZEV deployment.
- An accompanying TCO annex comparing all ZEVs to each existing duty cycle.



- A disclosure of the study assumptions provided by NRCan.
- A presentation of the final results provided by the Contractor.

Option B: Route Optimization and Rightsizing

- A summary of client operational requirements pertaining to fleet.
- Benchmarked utilization information, including average engine-on hours, fuel consumption, idle times, days of use, and annual/daily vehicle kilometres travelled.
- A list of underutilized fleet vehicles, as per custom thresholds indicated in the assessment assumptions.
- Opportunities for fleet rightsizing and route optimization based on the utilization and location of existing vehicles using GPS.
- Estimated potential financial savings for the fleet if recommendations are followed.
- Estimated annual emissions and fuel reductions.
- An accompanying annex with potential year-over-year capital and operating costs.
- A disclosure of the study assumptions provided by NRCan.
- A presentation of the final results provided by the Contractor.

Option C: Electric Vehicle Suitability & Route Optimization and Rightsizing

- A summary of client operational requirements pertaining to fleet.
- Benchmarked utilization information, including average engine-on hours, fuel consumption, idle times, days of use, and annual/daily vehicle kilometres travelled.
- An assessment of the real-world suitability of ZEVs and hybrids from a list of available vehicle options, tailored to the utilization profile and operational context of federal client fleets.
- A breakdown of the recommended ZEV deployment by duty cycle.
- Estimated potential TCO savings over the vehicle service life.
- Estimated annual emission and fuel reductions, over the service life.
- Vehicle dwell event durations and schedules for infrastructure recommendations at the fleet, regional, and facility levels depending on the scope of the assessment. Recommendations must include the number and level of required EV supply equipment to accommodate the report's ZEV deployment.
- An accompanying TCO annex comparing all ZEVs to each existing duty cycle.
- A list of underutilized fleet vehicles, as per custom thresholds indicated in the assessment assumptions.
- Opportunities for fleet rightsizing and route optimization based on the utilization and location of existing vehicles using GPS.
- Estimated potential financial savings for the fleet if recommendations are followed.
- Estimated annual emissions and fuel reductions.
- An accompanying annex with potential year-over-year capital and operating costs.
- A disclosure of the study assumptions provided by NRCan.
- A presentation of the final results provided by the Contractor.

SW 4.2 Tasks, Deliverables, Milestones and Schedule

The following Tasks, Milestones and Schedule are applicable to each individual assessment:

Task #1: Creation and delivery of the draft and final GFOA report

- The Contractor will complete **ONE** of the following report options: A, B, or C
- Integration of provided ZEV and hybrid vehicle options and study assumptions into the Contractor's modelling algorithm.
- Completion of the GFOA report draft for review and approval by NRCan.
- Issuance of final draft report and accompanying Annex(es).

Task #2: Presentation of report findings

- The Contractor will present the findings of the report to the Project Authority and participating client organization.



Milestones	Tasks	Deliverables	Schedule
#1 (80%)	#1 GFOA Report	<ul style="list-style-type: none"> - Draft report for review and approval by NRCan, prior to final issuance. - Final GFOA report & supporting annex(es) completed. 	<p>Draft due: 4 weeks after Contract award</p> <p>Final report due: 2 weeks after draft review is completed and approved by NRCan.</p>
#2 (20%)	#2 GFOA Presentation	<ul style="list-style-type: none"> - Presentation of the assessment recommendations. 	Within 2 weeks of the delivery of the final report.

SW 4.3 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, and corrections will be required before payment is authorized.

Document-based deliverables must be provided by the Contractor to the Project Authority in electronic PDF format (annex in Excel).

SW 4.4 Reporting Requirement

The Contractor must provide progress updates through email on a bi-weekly basis throughout the duration of each project.

SW 5.0 Other terms and conditions of the SOW

SW 5.1 Contractor’s obligations

In addition to the obligations outlined in sections SW 3 & 4 of this Statement of Work, the Contractor must:

- Submit all written reports in electronic PDF format and written deliverables via email.
- Participate in teleconferences, MS Teams meeting or in-person meetings, as needed.
- Return all materials belonging to NRCan upon completion of the Contract.
- All data collected as part of this pilot will be hosted at the supplier’s Canadian facility.

SW 5.2 NRCan obligations

NRCan will:

- Coordinate any meetings and communications between participating organizations, the Contractor, and NRCan.
- Provide assessment assumptions to the Contractor upon consultations with the fleet organization.
- Provide comments on draft reports within five (5) working days.
- Provide explicit written permission to access and query each participating organization’s web portal database.
- Ensure program client organizations have adequate vehicle data with which an assessment can be completed.

Natural Resources Canada is committed to achieving a procurement process that reflects the diversity of Canada. We are dedicated to identifying and reducing barriers in our procurement processes. We continue to work on improving practices that will help ensure that equity group members are well-represented. To this end, minority-owned businesses are encouraged to apply to our processes.

SW 5.3 Location of Work and Delivery Point

The work must be completed remotely at the Contractor’s place of business.



SW 5.4 Language

All work will be completed in English. Any translation that may be required will be provided by NRCan.



ANNEX B- BASIS OF PAYMENT

(Will be completed at contract award)



The last page of the SRCL will be added at contract award



APPENDIX 1 - EVALUATION CRITERIA

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

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

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

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

1. Technical Criteria

1.1. Mandatory Evaluation Criteria

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

Bidder's Company Experience

Bidder's Company Experience

For Criterion M1 through M6, the bidder must demonstrate that the company has a minimum of two (2) years' experience within the last five (5) years providing the stated services.

At least three (3) project examples must be provided. Within each project summary provided, Bidders must indicate:

- Project title, description, and client organization.
- Size of fleet.
- Time period of each project (e.g. Project A - October 2019 to September 2020).
- Contact Name and Contact Information (references*).

* References may be contacted to confirm the information provided.



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail	Comments
M1	<p>The Bidder must demonstrate the ability to integrate and interpret <u>GO9 vehicle telematics data</u>, including all of the following information:</p> <ul style="list-style-type: none"> • Daily/annual vehicle kilometres traveled (VKT). • Days of use. • Engine-on hours. • Idling time. • CO2 tailpipe emissions. • Fuel consumption. • Vehicle tombstone data (year/make/model/VIN). • Global positioning system (GPS) data. <p>Note: Not all bullet points must appear in each project example, however all bullet points must be represented across all project examples submitted.</p>			
M2	<p>The Bidder must demonstrate the ability to deliver vehicle <u>optimization assessments</u> by evaluating the viability of market-available low-carbon vehicles* within existing on-road fleets. Assessments and recommendations must be based on the anticipated total cost of ownership (TCO) savings and range requirements of the modelled vehicles relative to those in the existing fleet.</p> <p>*Low-carbon vehicles must include the following powertrains:</p> <ul style="list-style-type: none"> • Conventional Hybrid Electric Vehicles (HEVs), • Plug-in Hybrid Electric Vehicles (PHEVs) and, • Battery Electric Vehicles (BEVs). <p>Note: Not all bullet points must appear in each project example, however all bullet points must be represented across all project examples submitted.</p>			



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail	Comments
M3	<p>The Bidder must demonstrate the ability to accommodate <u>custom client input assumptions</u> for each unique assessment, including:</p> <ul style="list-style-type: none"> • Duration and date of data capture period. • Fuel and energy costs. • Vehicle service life. • Vehicle replacement options. • Vehicle capital costs. • Utilization thresholds to identify fleet right-sizing opportunities. • Geographic grouping based on client preference. <p>Note: Not all bullet points must appear in each project example, however all bullet points must be represented across all project examples submitted.</p>			
M4	<p>The Bidder must demonstrate the ability to provide EV <u>charging infrastructure</u> requirements* for the recommended EV replacement options, based on:</p> <ul style="list-style-type: none"> • Vehicle dwell time data. • Fleet operational schedules. • Average daily VKT. <p>*Infrastructure requirements must include both the number of charging stations/ports required as well as the level of charger(s) output (i.e., Level 1, Level 2, DC Fast charger, etc.).</p> <p>Note: Not all bullet points must appear in each project example, however all bullet points must be represented across all project examples submitted.</p>			
M5	<p>The Bidder must demonstrate the ability to assess GPS data to <u>identify operational redundancies and opportunities for fleet right-sizing</u>.</p> <p>Note: At least one submitted project report must include this criteria.</p>			



Criterion ID	Mandatory Criteria	Proposal Page #	Pass/Fail	Comments
M6	<p>This Bidder must demonstrate the ability to <u>synthesise and deliver to clients custom reports</u>, in PDF format, comprising all components of M1 – M5.</p> <p>Note: Please submit a complete, final edit version of a technical document to demonstrate this criteria.</p>			

1.2. Evaluation of rated criteria

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

Proposals must achieve the stated minimum points required overall for the rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Quantitative/Objective point rated criteria examples
<p>For Criterion R1 through R4, up to five (5) project summaries can be cited. Project summaries included against M1 – M5 can also be used to demonstrate experience against R1 – R4. All project examples must use GO9 telematics data collected from vehicles.</p> <p>Within each project summary provided, Bidders must indicate:</p> <ul style="list-style-type: none"> • Project title, description, and client organization. • Time period of each project (e.g. Project A - October 2019 to September 2020). • Contact Name and Contact Information (references*). <p>* References may be contacted to confirm the information provided.</p>

Criterion ID	Point Rated Technical Criteria	Points allocated	Maximum Points	Proposal Page #
R1	<p>Points will be awarded for demonstrating the ability to provide low-carbon vehicle optimization recommendations for fleets of various sizes and compositions. Key considerations include:</p> <ul style="list-style-type: none"> • Number of light-duty* fleet vehicles assessed. 	<p>0 points = no ability demonstrated</p> <p>1 point for each completed project where <150 fleet vehicles were reviewed as part of an electric vehicle (EV) assessment in Canada.</p> <p>3 points for each completed project where 150-500 fleet vehicles were reviewed as part</p>	<p>Up to 40 points</p>	



	<ul style="list-style-type: none"> Ability to assess medium and heavy-duty vehicles (MHDV)**. <p>Points will be awarded to a maximum of 5 projects.</p> <p><i>*Light-duty vehicles are those with a gross vehicle weight rating of up to 4,535 kg.</i></p> <p><i>**Vehicles with a gross vehicle weight rating of >4,535 kg are considered MHDV.</i></p>	<p>of an EV assessment in Canada.</p> <p>5 points for each completed project where >500 fleet vehicles were reviewed as part of an EV assessment in Canada.</p> <p>An additional 3 points per project for fleets that include both Light-Duty and MHDV vehicles.</p> <p>(max. 5 projects, 8 points per project = max. 40 points).</p>		
R2	<p>Points will be awarded for demonstrating the ability to provide charging infrastructure recommendations suited to the assessment’s recommended low-carbon vehicle deployment. Key considerations include:</p> <ul style="list-style-type: none"> Regional granularity of charging infrastructure recommendations. (i.e. number and level of required electric vehicle supply equipment). <p>Points will be awarded to a maximum of 5 projects.</p>	<p>0 points = no ability demonstrated</p> <p>1 point for projects where fleet-wide charger recommendations were provided.</p> <p>3 points for projects where EV charger recommendations were provided by general region (e.g., broken down by province, city, district, etc.).</p> <p>5 points for projects where EV charger recommendations were provided at the site/facility level for multiple locations within the same assessment.</p> <p>(max. 5 projects = max. 25 points).</p>	Up to 25 points	
R3	<p>Points will be awarded for demonstrating the ability to analyse trip information and vehicle utilization patterns. Key considerations include:</p> <ul style="list-style-type: none"> Utilization benchmarking to identify underutilized vehicles. Assessing GPS data to identify operational redundancies and opportunities for fleet right-sizing. <p>Points will be awarded to a maximum of 5 projects.</p>	<p>0 points = no ability demonstrated</p> <p>1 point for projects where GPS based fleet-operational redundancies were provided at the site/facility level.</p> <p>3 points for projects where GPS based fleet-operational redundancies were provided by general region (e.g., broken down by province, city, district, etc.).</p> <p>5 points for projects where GPS based fleet-operational redundancies were provided across a national scope.</p> <p>An additional 3 points per project for fleets that identify underutilized vehicles.</p>	Up to 40 points	



		(max. 5 projects, 8 points per project = max. 40 points).		
Diversity				
R4	<p>The Bidders should demonstrate the following corporate activities they have implemented to promote anti-racism and diversity within their organisation:</p> <ol style="list-style-type: none"> The bidder has internally published policies or commitments on anti-racism and inclusiveness; The bidder has publicly available organisational commitments to a diverse workforce; The bidder's employees are mandated to take mandatory training on anti-racism The bidder's employees are mandated to take unconscious bias training; The bidder has developed internal staffing and/or recruitment strategy(ies) to increase representation of underrepresented groups in their workforce. <p>The bidder should provide details of the following activities: For activities described in a. and b. (policy and commitments), the bidder should provide copies of policy or commitment documents including their effective date. For activities described in c. and d. (training), the bidder should provide the name of the course and the service provider; if developed internally, a copy of the course outline. For activities described in e. (staffing), the bidder should provide copies of job posting, or other staffing/recruitment documents demonstrating compliance with the rated criteria.</p>	<p>1 point for each activity.</p> <p>0 pts = The bidder does not address. 0.5 pts = The bidder has provided information on the existence of the activity but does not provide sufficient detail or supporting documents. 1 pt = The bidder has fully described the activity and provided supporting documents as evidence.</p>	Up to 5 points	
	Total available points: 110	Bidder's overall score	**/110	



APPENDIX 2 - FINANCIAL BID PRESENTATION SHEET

1. Firm Price - Milestone Payments

Bidder tendered all-inclusive firm price to perform the work is in Canadian funds, applicable taxes excluded. Any Travel and Living Expenses and other miscellaneous expenses must be included in the firm price.

The bidder must complete the schedule below indicating the firm proposed amounts for each step according to the indicated percentages.

Note: For evaluation purposes only, an average of the total costs provided in the tables below will be used. I.e. The average of Option A, Option B and Option C for a fleet size of 200 vehicles.

Milestone #	Description of Milestone Option A: Zero Emission Vehicle Suitability Fleet size: 200 vehicles*	Firm Price (Applicable Taxes Excluded)
1	Green Fleet Optimization Assessment (GFOA) report (80%) a) Draft report for review and approval by NRCan, prior to final issuance. b) Final GFOA report & supporting TCO completed.	\$ _____
2	Green Fleet Optimization Assessment (GFOA) Presentation (20%) a) Presentation of the assessment recommendations.	\$ _____
Total Firm Price for Financial Proposal Evaluation:		\$ _____

Milestone #	Description of Milestone Option B: Route Optimization and Rightsizing Fleet size: 200 vehicles*	Firm Price (Applicable Taxes Excluded)
1	Green Fleet Optimization Assessment (GFOA) report (80%) c) Draft report for review and approval by NRCan, prior to final issuance. d) Final GFOA report & supporting TCO completed.	\$ _____
2	Green Fleet Optimization Assessment (GFOA) Presentation (20%) b) Presentation of the assessment recommendations.	\$ _____
Total Firm Price for Financial Proposal Evaluation:		\$ _____

Milestone #	Description of Milestone Option C: Electric Vehicle Suitability & Route Optimization and Rightsizing Fleet size: 200 vehicles	Firm Price (Applicable Taxes Excluded)
1	Green Fleet Optimization Assessment (GFOA) report (80%) e) Draft report for review and approval by NRCan, prior to final issuance. f) Final GFOA report & supporting TCO completed.	\$ _____



Milestone #	Description of Milestone	Firm Price (Applicable Taxes Excluded)
2	Option C: Electric Vehicle Suitability & Route Optimization and Rightsizing Fleet size: 200 vehicles Green Fleet Optimization Assessment (GFOA) Presentation (20%) c) Presentation of the assessment recommendations.	\$ _____
Total Firm Price for Financial Proposal Evaluation:		\$ _____

* this is only an estimated fleet size to be used for evaluation purposes only. The actual fleet size will vary between assessments as determined by NRCan.