

Request for Proposal

Electronic Tachographs

The Emergency and Health Services Commission – BC Ambulance Service

Request for Proposal (RFP) Number: ON-001821

Issue date: August 13, 2009

Government Contact Person

All enquiries related to this Request for Proposal are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

Brian Sugrue
Procurement Specialist
Fax (250) 387-7309
purchasing@ gov.bc.ca

Closing time and location

Proposals must not be sent by facsimile or e-mail. Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the project or program title.

One complete copy and one electronic copy in PDF format on CD of each proposal must be received before 2:00 PM Pacific Time on:
September 4, 2009 at the following location:

MAIL ONLY:

Purchasing Services Branch
Box 9476, Stn. Prov. Govt.
Victoria, B.C. V8W 9W6
Attention: Brian Sugrue.

COURIER/BY HAND:

Purchasing Services Branch
2nd Floor, 563 Superior Street
Victoria, B.C. V8V 1T79
Attention: Brian Sugrue

Proponents Meeting



A Proponent's meeting **will not** be held.

Proponent Section

A person authorized to sign on behalf of the Proponent, and to bind the Proponent to statements made in response to this Request for Proposal, must complete and sign this Proponent Section, leaving the rest otherwise unaltered, and return one original with the first copy of the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature:	Legal Business Name of Proponent, and Doing Business As Name If Applicable:
Printed Name:	Address:
Title:	
Date:	

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposal, the following definitions apply:

- a) “BC Ambulance Service” or “BCAS” means the Emergency and Health Services Commission, BC Ambulance Service, as established in the Emergency and Health Services Act;
- b) “CBS” means the Common Business Services of the Ministry of Labour and Citizens’ Services;
- c) “must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- d) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal;
- e) “Province” means Her Majesty the Queen in Right of the Province of British Columbia and includes the CBS division and the EHSC;
- f) “Request for Proposals” or “RFP” means the process described in this document; and
- g) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposal. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the Province. Provisions in proposals that contradict any of the terms of this Request for Proposal will be as if not written and do not exist.

3. Receipt Confirmation Form

Proponents are advised to fill out and return the attached Receipt Confirmation Form. All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

- h) Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the Province’s opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.

- i) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Province and may include employees and contractors of the Province. All personnel will be bound by the same standards of confidentiality. The Province’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Province may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Province.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Province for purposes of clarification.

11. Proponents’ Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Province, if any. If the Province elects to reject all proposals, the Province will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

- j) in Canadian dollars;
- k) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- l) exclusive of Goods and Services Tax and Provincial Sales Tax.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

- m) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- n) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.
- o) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Province.

18. Acceptance of Proposals

- p) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Province is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent.
- q) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the terms set out in Appendix B.

21. Liability for Errors

While the Province has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Province, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The Province reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Province in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Province in relation to this Request for Proposals.

25. Reciprocity

The Province may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Province.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFP and use by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

B. REQUIREMENTS AND RESPONSE

1 Summary of the Requirement

The Emergency and Health Services Commission, BC Ambulance Service, invites proposals for the provision of electronic tachographs and subcomponents, software/reporting applications and related services.

The objective of this RFP is to identify and obtain electronic tachographs and subcomponents, software/reporting applications and related services that meet the requirements for BCAS Fleet Operations. The Province requires the equipment and associated services for additions to the BCAS ambulance fleet.

The data captured from the tachographs will be used to enhance current driver training programs, provide vehicle data for preventive maintenance analysis and motor vehicle accident investigation.

The term of the Standing Offer resulting from this RFP is anticipated to be three (3) years, with the option to renew, at the discretion of the province, for two (2) additional one (1) year terms.

2 Additional Definitions

In addition to the RFP Definitions set out in paragraph 1 of Section A, throughout this RFP, the following definitions will apply:

- a) “In Service Date” means the date that a newly acquired ambulance is placed into active service with the BCAS.
- b) “Product” means tachograph, software and related support services;
- c) “Tachograph” means an on board electronic monitoring/recording device used to monitor defined vehicle inputs; and

3 Ministry Situation/Overview

The Emergency and Health Services Commission (EHSC) operates two distinct organizations, BC Ambulance Service (BCAS) and HealthLink BC (HLBC), a telehealth service. The BCAS provides public ambulance service in B.C. as legislated in the Health Emergency Act. The Commission is mandated to oversee the broad responsibility of overall emergency medical service provision, regulation and direction in B.C.

3.1 BCAS Responsibility/Mandate

BC Ambulance Service (BCAS) provides public ambulance service in British Columbia under the authority of the Emergency and Health Services Commission. BCAS is Canada's only

provincially-operated ambulance service, and provides emergency pre-hospital treatment and transportation by ambulance to the public and visitors to BC.

BCAS employs about 1,300 full-time paramedic and dispatch personnel, 2,000 part-time staff, and 100 management and support personnel. The provincial call volume is about 530,000 calls annually, ranking BCAS as one of the largest ambulance services in North America. The system bridges major regional disparities in both geography and population density across BC.

BCAS supplies all paramedic and ambulance care for an area of 947,800 square kilometers, approximately 9 percent of Canada, under extreme varying geographic and environmental conditions.

3.2 BCAS Fleet Operations

The BCAS fleet of over 500 ambulances and support vehicles stationed at 200 stations and offices throughout BC travels approximately 21 million kilometres per year. Fleet Operations has the mandate to manage the ambulance fleet to ensure a safe, reliable and efficient fleet of ambulances for patients and crew members.

The Fleet Operations office is located in Victoria and is comprised of the Fleet Director, Fleet Supervisor, Fleet Inspectors, Supervisor Design and Procurement, Fleet Coordinator, Commitment Control Clerks, Fuel Review Clerk and Office Assistants.

The BCAS ambulance fleet is maintained throughout the province by approximately 85 service centres selected through an open bid process. All service centres performing preventative maintenance on BCAS ambulances must be a designated BCAS service centre trained in Fleet Operations policy and procedures.

3.3 Background

In 2000 BCAS awarded a contract via a competitive process to RoadSafety International to provide the current tachographs, software and related support services that are being employed. The model currently being used is the RS-3000 On Board Computer.

4 Requirements

4.1 Proponent Requirements

The successful proponent will be expected to:

- Supply between 110 and 375 tachographs and the associated sub-components in accordance with the BCAS delivery schedule (see Appendix D: Delivery Schedule).
- The required subcomponents are:
 - RF Transceiver;
 - RF Antenna Kit – vehicle;
 - Base Station RF;
 - Driver ID Programmer;

- Driver ID Swipe Card/Tag;
- Driver ID Receiver;
- Patch Cords (30 m in length) for downloading information from the tachograph; and
- Tachograph Test Board
- Supply and install one (1) complete base station software package (base station software with licenses) *Note: BCAS will supply the desktop PC.*
- Supply and install One (1) Restricted Access software package.
- License the Restricted Access Software to enable BCAS to provide 100 copies of the software to contracted service centres.
- Provide a warranty for all tachographs, software and related support services.
- Have sufficient corporate experience in supplying the goods and services required.

4.2 Tachograph & Sub-Component Requirements

a) THE TACHOGRAPH WILL BE EXPECTED TO:

- monitor and record a minimum of the following:
 - Ignition On
 - Vehicle Speed
 - Engine RPM
 - Battery Voltage Low
 - Light Bar
 - Strobe Lights
 - Emergency Flashers
 - Siren
 - Vehicle Reverse
 - Left Turn
 - Right Turn
 - Brake Light
 - Head Lights
- record and store data to enable the base station software to produce the required reports.
- monitor and record acceleration, deceleration and lateral force events via interface with a contractor supplied dual axis accelerometer.
- have output circuits that will activate 4 audible alerts (two warning tones and two other tones) that will sound when a predetermined marker has been reached (for example, user-defined speed or g-force parameter.)
- have a dedicated input for system tampering detection.
- have hardwire interface capabilities to facilitate manual downloading of on-board data to a PC.
- have the capability for two (2) way Radio Frequency (RF) communication with a base station PC to allow unmanned and automatic remote downloading of on-board data to the PC and remote reprogramming of the in vehicle tachograph.

- not be adversely affected by radio transmissions.
- have RF transmission capabilities that do not affect the operation of the vehicle or equipment carried within the ambulance.
- have RF transmission capabilities that do not affect or interfere with any BCAS, VHF radios, pagers or telecommunication equipment.
- have the capability for a functional interface with a Global Position System.
- have the capability to record driver identification through an interface to an electronic Driver ID receiver (Driver Identification will be recorded by passing/placing a coded Driver ID tag or card through, over or onto a Driver ID receiver).

b) THE BASE STATION SOFTWARE WILL BE EXPECTED TO:

- enable communication with the tachograph to facilitate tachograph programming and data transfer.
- be compatible with all of the following: Windows NT, Windows 95, Windows 98, ME, XP, 2000 NT and Windows Vista.
- enable downloading of information downloaded by the Restricted Access Software.
- capable of producing the reports listed in Appendix B using data downloaded from the vehicle tachograph(s).

c) THE RESTRICTED ACCESS SOFTWARE WILL BE EXPECTED TO:

- ensure that BCAS' contracted service centres are not able to view the data.
- be compatible with all of the following: Windows NT, Windows 95, Windows 98, ME, XP, 2000 NT and Windows Vista.
- enable downloading of information from the tachograph in BCAS' remote service centres.
- have password protection capabilities to enable the contracted service centre to download data, upload current odometer readings and upload tachograph software updates by using a disk supplied by BCAS, without having the ability to view the downloaded information or change tachograph settings.
- allow BCAS to change the settings on the tachograph by sending a disk to the contracted service centre that would then upload the disk on to the tachograph via the Restricted Access Software for changing these settings.
- download file naming conventions which include vehicle identification, date of download, location identifier performing the download (100 potential locations), and download number (prevents duplicate download file names even in the case of the same location downloading the same vehicle multiple times on the same day).

d) TACHOGRAPH SYSTEM WILL BE EXPECTED TO

- fit into the available space within the ambulances purchased by BCAS.

Note: the mounting space allotment for the tachograph is as follows 9 inches in length X 8 inches in width and X 4 inches deep.

e) RADIO FREQUENCY DATA TRANSMISSION WILL BE EXPECTED TO

- have automatic and unattended Radio Frequency (RF) data transfer capability.
- have an RF transceiver that complies with all applicable Industry Canada regulations.
- have RF transmissions that do not:
 - affect or interfere with any BCAS VHF radios, pagers or telecommunication equipment.
 - affect the operation of the ambulance or equipment carried within the vehicle.

f) DRIVER ID PROGRAMMER-RECEIVER WILL BE EXPECTED TO

- be capable of reading driver ID data from the Driver ID tag/card and transfer this data to the tachograph.
- not require manual data entry from the driver.
- be located in the vehicle cab and be physically separate from the tachograph.

4.3 Post-Sales Support

a) TRAINING

The successful proponent will be expected to provide:

- A minimum of thirty (30) hours of training on the installation and use of the contractor's tachograph software application. The training will be in Beloeil Quebec at a BCAS supplied location.
- A minimum of five (5) hours training on the installation of the vehicle tachograph and subcomponents on a BCAS model year 2009 or 2010 Chevrolet Express Demers Ambulance in Beloeil Quebec at a BCAS supplied location.
- a CD-ROM version of the comprehensive user-training manuals that will encompass all aspects of the installation and operation of the contractor's software and its related systems and components.
- on-site (Beloeil Quebec) training for the operation of the supplied tachograph software. Provide on-site (Beloeil Quebec) tachograph installation/operation training on a supplied BCAS ambulance.

All costs associated with the above training will be the responsibility of the successful proponent (there are no proponent costs for the use of the facilities). All training must be held within 2 months after the contract is awarded.

b) TECHNICAL SUPPORT

The successful proponent will be expected to:

- provide ongoing software and hardware technical support. The technical support should be available Monday through Friday from 0830 – 1630 Pacific Time (Canadian statutory holidays excluded).
- supply maintenance and support services for tachographs, associated sub-components and software, including software upgrades and new releases.

c) WARRANTY

The successful proponent will be expected to:

- warrant that all services and components supplied will be of a professional quality conforming to generally accepted industry levels.
- warrant all supplied components for a minimum of one year from the vehicles in service date.
- warrant all repairs for a minimum of one hundred and eighty (180) days from the completion of the latest repair, or the date the component(s) return to service, whichever is the later.
- warrant any subcontractor providing repairs or services for a minimum of one hundred and eighty (180) days from the completion of the latest repair, or the date the component(s) return to service, whichever is the later.

Note: Where services and or parts are normally warranted for a period exceeding one

All representations, warranties, covenants and agreements made in the agreement are material and will conclusively be deemed to have been relied upon by the BCAS, notwithstanding any prior or subsequent investigation by the BCAS.

d) DELIVERY

e) HUNDRED AND EIGHTY (180) DAYS, THE PROPONENT WILL BE EXPECTED TO WARRANT THOSE SERVICES AND/OR PARTS TO THE BCAS FOR THE FULL EXTENT OF THE NORMAL WARRANTED TIME PERIOD.

The Successful proponent will deliver all requested components FOB destination including all delivery costs to the Ministry, during normal working hours.

The delivery location will be:
3300 Douglas Street
Victoria, B. C.
V8Z 3L1

Note: the contractor will confirm delivery location prior to delivering shipments.

4.4 Price

The proposal price **must** be stated as an all-inclusive fixed price and **must** be firm for the term of the Contract.

5 Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

The Ministry intends to enter into contract negotiations with the highest scoring proponent.

5.1 Mandatory Criteria

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria	
a)	The proposal must be received at the closing location by the specified closing date and time.
b)	The proposal must be in English and must not be sent by facsimile or e-mail.
c)	An unaltered, completed and signed RFP cover page including Proponent section must be submitted with the proposal.
d)	One hard copy of the proposal and one electronic copy on CD, in PDF format must be submitted
e)	A completed Appendix A must be submitted with the proposal.

5.2 Desirable Criteria

Proposals meeting the mandatory requirements will be further assessed against the following criteria. The relative weighting for each criterion is also given.

Desirable Criteria	Weight	Minimum Score
Proponent Requirements	20	n/a
Tachograph & Sub-components	20	n/a
Base Station Software	60	n/a
Post Sales (training and warranty)	20	n/a
Price	80	n/a
Total	200	n/a

5.3 Pricing Evaluation

The proposal price **must** be stated as an all-inclusive fixed price and **must** be firm for the term of the Contract as noted in section 4.4.

BCAS will take into consideration costs that it will incur or savings that would be foregone in accepting a Proponent's proposal, including total cost of ownership considerations and may add these costs to the pricing evaluation for each proposal.

Examples of costs that the Province may include, but are not necessarily limited to, in the pricing evaluation are:

- changes to site facilities associated with installing equipment;
- changes to existing information technology systems, equipment, services, hardware or software associated with existing BCAS systems that would be required to use the proposed solution;
- “bona fide” business costs associated with acceptance of the proposal.

6 Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in the response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) An unaltered, completed and signed RFP cover page including Proponent Section.
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, i.e. the proponent response, including Appendix A.

7 Proponent Response

In order to receive full consideration during evaluation, proposals must meet the Mandatory Criteria and should include a detailed response to the Desirable Criteria. Proponents are required to complete Appendix A – The Proponent Response Form.

7.1 To Meet Mandatory Criteria

Responses not clearly demonstrating that they meet the Mandatory Criteria in section 5.1 as well as the Mandatory Criteria in Appendix A will receive no further consideration during the evaluation process.

7.2 To Meet Desirable Criteria

Proponents should complete the Desirable Criteria Section of Appendix A.

APPENDIX A – PROPONENT RESPONSE FORM

MANDATORY CRITERIA

REQUIREMENTS	MEETS CRITERIA	
	YES	NO
THE PROPONENT AGREES TO PROVIDE THE FOLLOWING:		
1. between 110 and 375 tachographs and associated sub-components in accordance with the BCAS delivery schedule (see Appendix D: Delivery Schedule).		
2. supply and install one (1) complete base station software package (base station software with license for one (1) desktop computer)		
3. license the Restricted Access software to enable BCAS to provide a maximum of 100 of copies of the software to contracted service centres.		
4. maintenance and support services for tachographs, associated sub-components and software, including software upgrades and new releases.		
5. a CD-ROM version of the comprehensive user-training manuals that will encompass all aspects of the installation and operation of the contractor's software and its related systems and components.		
6. on-site (Victoria BC) training for the operation of the supplied tachograph software. Provide on-site (Victoria, BC) tachograph installation/operation training on a supplied BCAS ambulance.		
7. a one-year warranty for all tachographs, software and related support services (at no additional cost to BCAS).		
TACHOGRAPH & SUB-COMPONENT REQUIREMENTS		
THE TACHOGRAPH:		
1. monitors and records a minimum of the following : Ignition On		

Vehicle Speed Engine RPM Battery Voltage Low Light Bar Strobe Lights Emergency Flashers Siren Vehicle Reverse Left Turn Right Turn Brake Light Head Lights		
2. records and stores data to enable the base station software to produce the required reports.		
3. monitors and records acceleration, deceleration and lateral force events via interface with a contractor supplied dual axis accelerometer.		
4. has output circuits that will activate four audible alerts (2 warning tones and 2 other tones) that will sound when a predetermined marker has been reached (for example: user-defined speed or g-force parameter.)		
5. has a dedicated input for system tampering detection.		
6. has hardwire interface capabilities to facilitate manual downloading of on-board data to a PC (for use with a patch cord).		
7. has the capability for two (2) way Radio Frequency (RF) communication with a base station PC to allow unmanned and automatic remote downloading of on-board data to the PC and remote reprogramming of the in vehicle tachograph.		
8. is not adversely affected by radio transmissions.		
9. RF transmission capability is not affected by the operation of the vehicle or equipment carried within the vehicle.		
10. RF transmission capability is not affected by nor interferes with any BCAS, VHF radios, pagers or telecommunication equipment.		
11. has the capability for a functional interface with a Global Position System.		
12. has the capability to record driver identification through an interface to an		

electronic Driver ID receiver (Driver Identification will be recorded by passing/placing a coded Driver ID tag or card through, over or onto a Driver ID receiver).		
13. fits into the available space within the ambulances purchased by BCAS.		
THE SUBCOMPONENTS		
associated subcomponents include:		
1. RF Transceiver;		
2. RF Antenna Kit – vehicle;		
3. Base Station RF;		
4. Driver ID Programmer;		
5. Driver ID Swipe Card/Tag;		
6. Driver ID Receiver;		
7. Patch Cords for downloading information from the tachograph; and		
8. Tachograph Test Boards		
THE TACHOGRAPH SYSTEM		
1. fits into the available space within the ambulances		
THE BASE STATION SOFTWARE:		
1. enables communication with the tachograph to facilitate tachograph programming and data transfer.		
2. be compatible with all of the following: Windows 98, ME, XP ,2000 NT and Windows Vista		
3. enables downloading of information downloaded by the Restricted Access Software.		
4. capable of producing the reports listed in Appendix B using data downloaded from the vehicle tachograph(s).		
THE RESTRICTED ACCESS SOFTWARE		

1. be compatible with all of the following: Windows 98, ME, XP ,2000 NT and Windows Vista		
2. enable downloading of information from the tachograph in BCAS' remote service centres.		
3. password protection capability to allow downloading station to administer the program and make changes within, without having the ability to view the downloaded information or change vehicle settings.		
4. allow BCAS to change the settings on the tachograph by sending a disk to the Service Centre who would then upload the disk on to the tachograph via the Restricted Access Software for changing these settings.		
5. download file naming conventions which include vehicle identification, date of download, location identifier performing the download (150 potential locations),and download number (prevents duplicate downloads file names even in the case of the same location downloading the same vehicle multiple times on the same day).		
RADIO FREQUENCY DATA TRANSMISSION		
1. the base station has automatic and unattended Radio Frequency (RF) data transfer capability.		
2. the RF transceiver complies with all applicable Industry Canada regulations.		
3. the base station RF transmissions do not affect or interfere with any BCAS VHF radios, pagers or telecommunication equipment.		
4. the base station RF transmissions do not affect the operation of the ambulance or equipment carried within the vehicle.		
DRIVER ID PROGRAMMER-RECEIVER		
1. is capable of reading driver ID data from the Driver ID tag/card and transfer this data to the tachograph.		
2. does not require manual data entry from the driver.		
3. can be located in the vehicle cab, physically separate from the tachograph.		

b. Desirable Criteria

In order to receive full consideration during evaluation, responses should address the following requirements:

PROPONENT REQUIREMENTS	20PTS	PROVIDE DETAILS
1. Provide a company history which details the number of years as a tachograph supplier, number of tachographs supplied, broken down by year for the past 5 years (01/01/2004 - 01/06/2009).	/10	
2. Provide two relevant references and contact numbers for vehicle fleets currently using the tachograph systems identified in your response.	/10	
TACHOGRAPH & SUB-COMPONENT REQUIREMENTS	20PTS	
1. Number of additional digital or analog ports	/12	
2. Provide the method used to read and record driver identification.	/4	
3. Provide weights for all proposed components offered.	/4	
BASE STATION SOFTWARE	60PTS	
1. capable of merging data from the existing RoadSafety International software using MS Access 97.	/60	
POST SALES SUPPORT	20PTS	
1. Describe any extended warranty offer and the terms and conditions associated with the warranty.	/12	
2. Provide warranty procedures for making a claim against the warranty.	/8	
PRICING	80PTS	
1. Responses should provide firm pricing for the Tachographs, Sub-Components and Related Services (See Appendix C).	/40	
2. Respondents should clearly identify any additional requirements and/or associated costs necessary for the successful installation, training and on going application of their proposed tachograph system.	/40	

The Province of British Columbia is not subject to the Federal Goods and Services Tax (GST).

APPENDIX B - REPORTS

The reports are to include but may not be limited to the following list.

DOWNLOAD FILE REPORTS	DATABASE REPORTS
• Daily Distance Report • Driver ID Log	• Driver Grading Summary (Emergency and Non- Emergency)

• Driver Trip Summary • Excess Driving Force Report • Excess Idle Time Report • Hard Acceleration Deceleration Report • Overspeed Report • Park Report • RPM Frequency Report • RPM Summary Report • Run Report • Speed Graph Summary • Speed Summary Report • Vehicle Trip Summary Report • Input Events Report-Headlights • Input Events Report-Flashers • Input Events Report-Check Ign • Input Events Report-No Lights • Input Events Report-No Siren 1 • Input Events Report-No Siren 2 • Input Events Report-No Siren 3 • Inputs Summary Report	• Driver Grading Summary (Emergency Driving Only) • Driver Grading Summary (Non- Emergency Driving Only) • Driver Grading Trend • Driver Occurrence Trends (Number) • Driver Occurrence Trends (Normalised to Number per 100Kms Driven) • Vehicle Occurrence Trends (Number) • Vehicle Occurrence Trends (Normalised to Number per 100Kms Driven) • Drivers Hours of Service Trend (Hours) • Drivers Hours of Service Trend (Percent of total Time) • Vehicle Hours of Service (Hours) • Vehicle Hours of Service Trend (Percent of Total Time) • Vehicle Input Count Trends (Number) • Vehicle Input Count Trends (Normalised To Number Per 100 Km Driver) • Vehicle Input Hours of Use (Hours) • Vehicle Input Hours Of Use (Percent Of Run Time) • Vehicle Input Distance (Kms) • Vehicle Input Distance (Percent Of Trip Distance) • Vehicle Speed Table Summary
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Report formats in the accompanying sample reports document are samples only. Respondent reports may be formatted differently provided the data accomplishes the objectives of the reports in Appendix “E”.

APPENDIX C – COST WORKSHEET

Introduction

A response is required to each relevant item in the following section. Any item not required or not applicable to the proposed system should be marked “N/A”.

The ministry may, at its sole discretion, include in the resulting contract any or all of the items listed in this section.

The pricing discount will be expected not to decrease for the duration of this agreement or its extensions.

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
exclusive of Goods and Services Tax and Provincial Sales Tax.

ITEM	YEAR ONE COST PER ITEM	YEAR TWO COST PER ITEM	YEAR THREE COST PER ITEM	YEAR FOUR COST PER ITEM	YEAR FIVE COST PER ITEM
TACHOGRAPH					
On Board Tachograph					
Wire Harness Set <i>(if required)</i>					
BASE STATION SOFTWARE					
Additional software licence per installation					
SUBCOMPONENTS					
Accelerometer Module <i>(if required)</i>					
RF Transceiver and interface wiring (vehicle) <i>(if required)</i>					
RF antennae, cable and mounting hardware (vehicle) <i>(if required)</i>					
RF Transceiver and interface wiring (base station)					
Antennae, cable, mounting hardware (base station) <i>(if required)</i>					
Driver ID programmer and interface (base station) <i>(if required)</i>					
Driver ID tag/card price per 100					
Driver ID receiver and interface (vehicle)					
30 m Patch Cord					
Tachograph Test Board					
TRAINING					
Additional Tachograph software installation and operation training (Base Station and Restricted Access)					
Additional Training on vehicle tachograph installation and operation.					
WARRANTY					
Any extended warranty provisions					

APPENDIX D - DELIVERY SCHEDULE

Year 1 Delivery Schedule	
October 1, 2009	Software, Base Station RF components, Driver Id Programmer.
October 1, 2009	complete tachographs and components
Total Year 1	Approximately 120

Year 2 Delivery Schedule	
April 2, 2010	complete tachographs and components
Total Year 2	Approximately 45

Year 3 Delivery Schedule	
To be determined	complete tachographs and components
Total Year 3	Approximately 90

Year 4 Delivery Schedule	
To be determined	complete tachographs and components
Total Year 4	As required

Year 5 Delivery Schedule	
To be determined	complete tachographs and components
Total Year 5	As required

APPENDIX E – TACHOGRAPH REPORTS

Attached separately as “Tachograph reports.pdf”