

## Attachment 6 – Qualification Questionnaire

This questionnaire must be included with the Proposer's RFP submission, as it will be used in the evaluation process. The Proposer is encouraged to provide additional information by means of attachments. Where attachments are provided for specific questions, the Proposer should make reference to the attachment in the corresponding response section.

For information purposes – (Not Rated)

Name of Service:

**Regina (SK) & Prince Albert Highway Services S019/S020**

Name of Proposer:

Address:

Contact Name for the Proposal :

Contact Phone Number:

Contact Email Address:

Ownership:

Corporation

Individual – Name of owner: \_\_\_\_\_

Partnership – Name of owners: \_\_\_\_\_

Other – Please specify: \_\_\_\_\_

Provide the name(s) of any sister or subsidiary companies:

In addition to transportation by tractor and trailer, indicate any other types of activities for which the business is involved:

**For Information Purposes – (Not Rated)**

A) Are you related to a Canada Post employee, or are you a current employee of Canada Post?

Yes  No

If Yes, please provide details :

B) Are you aware of any business or personal matter that may present a conflict of interest between you and/or your company and Canada Post?

Yes  No

If Yes, please provide details :

**For information purposes – (Not Rated)**

**Start-up Plan**

Provide details of your company's start-up plan including the **associated timelines in calendar days for full implementation from award date.**

Your Start-Up plan should include details on:

- currently available capacity
- any required capital purchases (tractors, trailers),
- hiring requirements (drivers, mechanics, dispatchers, billing etc)
- Training programs (safety, security, route familiarization etc.)
- any other activity required to meet the service requirements (such as, satellite tracking, 24/7 dispatch, etc)

**RATED REQUIREMENTS – CORPORATE SOCIAL RESPONSIBILITY**

1. a) State if you have in place a documented environmental management system (EMS). If yes, please state whether or not it is certified by a third party, and describe your EMS strategy. Yes  No
- 
- b) Do you have an idling emissions policy? Yes  No  Please provide details below:
- 
- c) Do you have a speed regulating policy? Yes  No  Please provide details below:
- 
- d) Do you have a driver incentive for fuel savings? Yes  No  Please provide details below:
- 
- e) Is your company enrolled in the Natural Resources Canada SmartWay program? Yes  No

**RATED REQUIREMENTS – EXPERIENCE**

2.	<p>a) Do you plan to utilize employees, owner-operators and/or sub-contractors for the services? Identify the estimated percentage split for each service:</p> <p align="center">Schedule “A” – Regina (SK) &amp; Prince Albert HS</p> <p align="right"> <u>Employees / Owner-Operators / Sub-Contractors</u>                  % /        % /        %             </p> <p>b) Provide the total number of drivers that are currently employees of the company?</p> <p>c) For the current employee drivers, what is the average years of experience driving tractor trailer units?</p> <p align="right">_____ years</p>
3.	<p>a) How many years has the company been in business? _____ years</p> <p>b) Do you have any industry recognized accreditations or certifications for which your company holds and is in good standing? List below and include any copies as Appendix 1 of your submission.</p> <hr/> <p>c) Do you have experience in <b><u>time-sensitive</u></b> transportation and/or any specific experience in transporting mail for Canada Post? Please describe aspects, such as the type of work/contract and duration.</p> <hr/> <p>d) Provide Canada Post or non-Canada Post references of your past work experience as an owner/operator or as company. By submitting its Proposal, the Proposer consents to Canada Post checking the Proposer’s references as set forth below. All references must be to parties unrelated, whether directly or indirectly to, and at an arm’s length with Proposer.</p> <p><b><u>Customer / Reference #1:</u></b></p> <p>Description of service or position:</p> <p>Customer / Reference name:</p> <p>Contact Name &amp; Telephone #:</p> <p>Duration of Agreement (from: - to:):</p> <p><b><u>Customer / Reference #1:</u></b></p> <p>Description of service or position:</p> <p>Customer / Reference name:</p> <p>Contact Name &amp; Telephone #:</p> <p>Duration of Agreement (from: - to:):</p>

**RATED REQUIREMENTS - FINANCIAL**

4. a) What was the company annual revenue for the last 2 fiscal years? Last year:  
Previous year:
- b) If awarded all services as outlined within this RFP, indicate the percentage of total annual company revenue derived from Canada Post contracts.
- 0% to 39 %  40% to 59%  60% to 79 %  80% to 100 %

**RATED REQUIREMENTS – Maintenance & Training**

5. **Driver Training:**

- a) Describe your training plan for new employees (drivers) that would be assigned to Canada Post services. Attach separately any policies, forms, and/or checklists that may be relevant.

- 
- b) Indicate with a checkmark the items below that are included in your driver training plan. Include documentation such as corresponding forms, checklists, policies and procedures with your submission and label as Appendix 3.

- Driver Handbook / Manual
- Workplace Harassment
- Health & Safety
- Vehicle Care & Maintenance
- On the Job Training / Job Shadowing
- Emergency Response / Accident Reporting
- Hours of Service Regulations
- Documentation Practices / Procedures
- Dedicated On-Staff Trainer

6. **Vehicle and Trailer Maintenance:**

- a) Describe your preventative maintenance plan for the proposed vehicles and trailers. Attach separately any policies, forms and/or checklists that may also be relevant.

	<p>b) Indicate with a checkmark the items that are included in your vehicle and trailer maintenance plan. Include documentation such as corresponding forms, checklists, policies and procedures with your submission and label as Appendix 4.</p> <p><input type="checkbox"/> Pre-Trip Inspection Checklist</p> <p><input type="checkbox"/> In-house Dedicated Mechanic('s)</p> <p><input type="checkbox"/> Dedicated Fleet Manager</p> <p><input type="checkbox"/> Preventative Maintenance Plan for Tractors</p> <p><input type="checkbox"/> Preventative Maintenance Plan for Trailers</p> <p><input type="checkbox"/> Maintenance Management Software</p>
--	--

RATED REQUIREMENTS – OPERATIONAL CAPABILITY	
---	--

7.	<p>What is the distance, in km, between your closest place of business (Example: Office, facility or terminal) and the 2200 Saskatchewan Dr., Regina, SK S4P 0B5?</p>  <p>What is the distance, in km, between your closest place of business (Example: Office, facility or terminal) and the 9 Marquis Road, Prince Albert, SK S6V 7M0?</p>
8.	<p>How many assets are currently within your company owned and leased fleet?</p> <p style="text-align: right;">Dry Van Trailers – 53'</p> <p style="text-align: right;">Tractors:</p>
9.	<p>Provide a copy of your most recent Carrier Safety Fitness Certificate from the provincial authority and identify as Appendix 2. The Carrier Safety Fitness Certificate must include the Rating (Unsatisfactory, Conditional, Satisfactory Audited or Satisfactory Unaudited).</p>
10.	<p><b><u>Emergency Measures Planning:</u></b></p> <p>What are the measures planned in case of emergency to maintain the transportation service continuity?</p> <p>a) Provide a written narrative to describe additional emergency measures to be in place:</p> <hr/> <p>b) Indicate with a checkmark the items below that are included in your emergency measures planning:</p> <p><input type="checkbox"/> Additional assets (Tractors, Trailers &amp; Drivers) within 100 km of Regina</p> <p><input type="checkbox"/> 24 hour and 7 day per week dispatch.</p> <p><input type="checkbox"/> Satellite tracking for all assets proposed for Canada Post.</p> <p><input type="checkbox"/> Third-party agreements for emergency roadside assistance and/or towing.</p>

	<input type="checkbox"/> Contingency route plans in case of disruptions such as road closures. <input type="checkbox"/> Rental agreements in place for back up tractors and/or trailers.											
11.	<p><b>Average Model Year Proposed:</b></p> <p><i>Prior to providing details, it is suggested that the Proposer review and understand Schedules A - Section(s) 2.1. Identify the tractor and trailer average model year for each of the primary units proposed.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 60%; text-align: center;">Service:</th> <th style="width: 20%; text-align: center;">Tractors</th> <th style="width: 20%; text-align: center;">Trailers</th> </tr> <tr style="background-color: #e0e0e0;"> <th></th> <th style="text-align: center;">Average Model Year to be Utilized:</th> <th style="text-align: center;">Average Model Year to be Utilized:</th> </tr> </thead> <tbody> <tr> <td>Regina (SK) &amp; Prince Albert Highway Services (S019/S020)</td> <td></td> <td></td> </tr> </tbody> </table>			Service:	Tractors	Trailers		Average Model Year to be Utilized:	Average Model Year to be Utilized:	Regina (SK) & Prince Albert Highway Services (S019/S020)		
Service:	Tractors	Trailers										
	Average Model Year to be Utilized:	Average Model Year to be Utilized:										
Regina (SK) & Prince Albert Highway Services (S019/S020)												
12.	<p>What steps have you taken to understand what is required for the proposed service?</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 20px;"/>											
13.	<p>Included in Attachment 3 to the RFP is a sample of Canada Post's Standard Terms and Conditions. The nature of the response to the RFP or identification of additional needs by Canada Post may require additional provisions to be addressed in the formal Contract.</p> <p>Proposers are required to identify below, where they cannot comply and indicate the subsection and corresponding reasons for non-compliance.</p> <p>The Proposer's ability to meet the proposed terms and conditions will affect the Proposer's Stage 2 score.</p>											
14.	<p>Peak Period primarily refers to the timeframe of approximately November through early January, for which mail volumes increase significantly. The Contractor will be required to perform additional trips during Peak Periods, with such trips possibly requiring additional resources such as driver, tractor and trailer.</p> <p>Do you agree to add additional resources in order to perform such additional Peak Period trips, which will be paid in accordance with the Schedule "B" Peak Season CH Trip Rates?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe your capability and/or strategy with respect to performing such additional Peak Season CH trips. The description should include considerations such as training and compliance with Canada Post driver security requirements.</p>											

	<p><b><u>Prepared by:</u></b></p> <p><b><u>Name:</u></b></p> <p><b><u>Email:</u></b></p> <p><b><u>Signature:</u></b> _____</p> <p><b><u>Date:</u></b> _____</p>