

## **Application Template for Calgary Transit Fleet Trials**

### **Introduction**

It is in the interest of the City of Calgary and the citizens of Calgary that Calgary Transit be engaged with potential suppliers of innovative equipment, materials or ideas that could benefit the overall operational performance of Calgary Transit from an environmental, economic and social perspective.

It is also essential to ensure that all trials are conducted with controlled risk and with manageable impact to Calgary Transit core operations while complying with City of Calgary procurement policies.

### **Purpose**

This document is intended to provide an application template for suppliers (potential and existing) that want to use Calgary Transit assets to demonstrate, test or validate their specific product.

Submission of this application provides Calgary Transit with the information required to evaluate whether a trial should be conducted on the product being proposed and an indication of the costs to be borne by all parties concerned.

Submission of this application template **DOES**:

- Provide a detailed explanation of the product (including specifications)
- Provide confirmation of the test data supporting the product
- Provides evidence of commercial liability insurance
- Provides statements to the potential benefits for Calgary Transit / City of Calgary
- Provides an indication of the commercial, physical and resource requirements of all parties
- Provide a business case of how the supply chain for the specific product could be implemented for Calgary Transit

Submission of this application template **DOES NOT**:

- Imply any form of agreement that a trial will be conducted
- Imply any form of endorsement of the product being tested upon completion of the trial
- Imply any form of commercial agreement beyond the terms of the trial
- Imply any form or preferred vendor status should a procurement progress

All submissions will be evaluated by Calgary Transit Fleet technical staff and will receive a formal response within 60 days of submission. If the submission is successful, a formal presentation to Calgary Transit technical management will be required, and the City's Supply Management group will be engaged to determine the appropriate next steps in establishing a trial in accordance with procurement legislation, trade agreements, and the City's procurement policies and procedures.

## **Calgary Transit Fleet Trial Application Template**

- 1 Date of Submission
- 2 Vendor Name
- 3 Product Details
  - 3.1 Product Name
  - 3.2 Product Group (Material, Equipment, Opportunity)
  - 3.3 Description of Product
  - 3.4 List of currently available test data & reports (including testing agency/body)
- 4 Reason for Trial – list of benefits
  - 4.1 Economic
  - 4.2 Environmental
  - 4.3 Societal
  - 4.4 Operational
- 5 Scope of Test/Trial
  - 5.1 Proposed Project plan/schedule
  - 5.2 Duration
  - 5.3 Scope
  - 5.4 Material provided by Supplier & Calgary Transit & Others
  - 5.5 Manpower provided by Supplier & Calgary Transit & Others
  - 5.6 Financial support provided by Supplier & Calgary Transit & Others
  - 5.7 Support - Technical support model during trial
- 6 Risk Management
  - 6.1 Insurance program for Calgary Transit assets (dependant on scale of project)
  - 6.2 Other Risk Management measures
- 7 Reporting
  - 7.1 Proposed reporting - Interim and final
  - 7.2 Public Communication
- 8 Completion
  - 8.1 Detail description of proposed next steps if any (including consultation with other relevant City Business Units (e.g. Supply Management, Law)