



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Transport Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Transports Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

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

Attention: - Attention :
Jessica Hanschell
Procurement Specialist
Transport Canada

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :
November 17, 2023 - 17 novembre 2023

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

Title - Sujet

Analysis and Advisory Services on the Canadian Air Sector Recovery - Services d'analyse et de conseil sur la reprise du secteur aérien canadien

Solicitation No. N° de l'invitation

T8080-230168

Date of Solicitation Date de l'invitation

October 16, 2023 - 16 octobre 2023

Address enquiries to: - Adresser toute demande de renseignements à :

Jessica Hanschell

E-Mail Address - Courriel

Jessica.hanschell@tc.gc.ca

Destination

See herein - Voir aux présentes

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required Livraison exigée

See herein - Voir aux présentes

Delivery offered Livraison proposée

Not applicable - Sans objet

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Person authorized to sign on behalf of Vendor/Firm (type or print):

La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :

Name - Nom

Title - Titre

Signature

Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

- A. The bid solicitation is divided into seven parts plus attachments and annexes, as follows:
- Part 1 General Information: provides a general description of the requirement;
 - Part 2 Bidder Instructions: provides the instructions, clauses, and conditions applicable to the bid solicitation;
 - Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
 - Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
 - Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
 - Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and
 - Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- B. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the Non-Disclosure Agreement.

1.2 Summary

1.2.1 Description

- A. The Air Sector Analysis and Outlook team in the Transportation and Economic (TEA) directorate of Transport Canada requires analysis and advisory services to support its air sector recovery monitoring and analysis work. To do this, TEA is looking for a professional consulting firm who regularly produces air passenger forecasts in the Canadian context and has been involved in developing air passenger traffic recovery scenarios to advise Transport Canada on air sector recovery issues, mainly to develop short- to medium-term recovery scenarios as well as air sector analytical issues as described below, from the date of contract award until March 31, 2024, with two (2) option years.
- B. Specific tasks include, but are not limited to:
- a. Develop air passenger recovery scenarios, ranging from optimistic to pessimistic, nationally and broken down by sector (domestic, transborder, and other international),
 - b. views on Canadian origin versus foreign origin air passenger traffic recovery for the other international sector,
 - c. provide details on assumptions used for the development of air passenger recovery scenarios, and
 - d. comment on any risks that are embedded in the forecast.
- C. Supplementary optional ad-hoc analysis and advisory services may include:
- a. Additional recovery scenario updates,
 - b. Information and insights on key issues that may impact the recovery, such as changes in travel behaviour, how airlines adjust capacity (including fleet management) to demand, changes in airline and airport strategies, as well as changes in airfares, airline costs, competition, and connectivity.

1.2.2 Security Requirements

- A. There are security requirements associated with this requirement. For additional information, consult Part 5, Certifications, Part 6, Security and Other Requirements, and Part 7, Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Debriefings

- A. Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses, and Conditions

- A. All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.
- B. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- C. The [2003 \(2022-03-29\)](#), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - a. send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;
 - (ii) Section 05, Submission of bids, subsection 4, is amended as follows:
Delete: 60 days
Insert: 120 days
 - (iii) Section 06, Late bids, is deleted in its entirety and replaced with the following:
Bids must be submitted electronically by email. Any late bids will be deleted.

2.2 Submission of Bids

- A. Bids must be submitted only Transport Canada by the date, time, and place indicated on page 1 of the bid solicitation.

2.2.1 Transmission by E-mail

- A. Individual e-mails that may include certain scripts, formats, embedded macros, and/or links, or those that exceed 10 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

2.2.2 Transmission by Connect

- A. Due to the nature of the bid solicitation, bids submitted through Canada Post Corporation's (CPC) Connect service will not be accepted.

2.2.3 Transmission by Facsimile

- A. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Former Public Servant

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

2.3.1 Definitions

- A. For the purposes of this clause:

- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:
- (a) An individual;
 - (b) An individual who has incorporated;
 - (c) A partnership made of former public servants; or
 - (d) A sole proprietorship or entity where the affected individual has a controlling or major interest in the entity;
- (ii) "Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner; and
- (iii) "Pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

2.3.2 Former Public Servant in Receipt of a Pension

- A. As per the above definitions, is the Bidder a FPS in receipt of a pension?

() Yes

() No

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

- (i) Name of former public servant; and
- (ii) Date of termination of employment or retirement from the Public Service.

- C. By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01 \(https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html\)](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) and the [Guidelines on the Proactive Disclosure of Contracts \(http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text\)](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text).

2.3.3 Work Force Adjustment Directive

- A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
- () Yes () No
- B. If so, the Bidder must provide the following information:
- (i) Name of former public servant;
 - (ii) Conditions of the lump sum payment incentive;
 - (iii) Date of termination of employment;
 - (iv) Amount of lump sum payment;
 - (v) Rate of pay on which lump sum payment is based;
 - (vi) Period of lump sum payment including start date, end date and number of weeks; and
 - (vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement During Solicitation Period

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

2.7 Bid Challenge and Recourse Mechanisms

- A. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- B. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](https://buyandsell.gc.ca/) (<https://buyandsell.gc.ca/>) website, under the heading "[Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms)" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
- (i) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#); and
 - (ii) Canadian International Trade Tribunal (CITT).
- C. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- A. The bid must be gathered per section and separated as follows:
- Section I: Technical Bid;
- Section II: Financial Bid;
- Section III: Certifications; and
- Section IV: Additional Information
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. It is recommended that all electronic documents be submitted using PDF file format.
- D. Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- (i) use 8.5 x 11-inch (216 mm x 279 mm) page size; and
 - (ii) use a numbering system that corresponds to the bid solicitation.
- E. In accordance with the Treasury Board *Contracting Policy* and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must, if applicable:
- (i) Demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
 - (ii) Describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

3.2 Submission of Only One Bid

- A. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- B. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be "related" to a Bidder if:
- (i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (iii) The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (iv) The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

- C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.3 Substantial Information

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

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

3.4 Section I: Technical Bid

- A. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise, and clear manner for carrying out the work.
- B. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.5 Section II: Financial Bid

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

3.5.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment titled "Electronic Payment Instruments", to identify which ones are accepted.
- B. If the attachment titled "Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.5.2 Exchange Rate Fluctuation

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.6 Section III: Certifications

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

3.7 Section IV: Additional Information

- A. In Section IV of their bid, bidders should provide:
 - (i) A completed, signed, and dated Page 1 of this solicitation or final solicitation amendment;
 - (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;

- (iii) For the article in Part 2 titled "Applicable Laws" of the bid solicitation: the province or territory if different than specified; and
- (iv) Any other information submitted in the bid not already detailed.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

1. General

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

2. Firm Prices for the List of Deliverables

Item No.	Type of Deliverable Request / Milestone	Total Firm Price
1	Task 1 – Fall Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
2	Task 2 – Critique Review of Most Recent Transport Canada Air Passenger Traffic Recovery Scenarios Upon delivery of final report and presentation	\$ _____
3	Task 3 – Winter Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
4	Task 4 – Critique Review of Winter Transport Canada Air Passenger Traffic Recovery Scenarios Upon delivery of final report and presentation	\$ _____
5	Optional Task 5 – Ad-hoc Update of Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
6	Optional Task 6 – Advice on Analysis of Air Sector Upon delivery of final report and presentation	\$ _____
7	Optional Task 7 – Advice on Aircraft Fleet Forecast Upon delivery of final report and presentation	\$ _____
8	Optional Task 8 – Advice on Airfare and Airline Cost Forecast Upon delivery of final report and presentation	\$ _____
9	Optional Task 9 – Advice on Air Passenger Forecasting Upon delivery of final report and presentation	\$ _____
Estimated Total (excluding taxes)		\$ _____

Item No.	Type of Deliverable Request / Milestone	Total Firm Price
	Applicable Taxes (insert the amount, as applicable)	\$ _____
	Total Estimated Cost (taxes included)	\$ _____

ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

A. The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only); and
- Large Value Transfer System (LVTS) (Over \$25M).

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- A. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

- A. Mandatory and point rated technical evaluation criteria are included in the Attachment to Part 4 titled "Evaluation Criteria".

4.1.2 Financial Evaluation

- A. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- A. To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation; and
 - (ii) Meet all mandatory criteria
- B. Bids not meeting (i) or (ii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- D. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- H. The table below illustrates an example where all 3 bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

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

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

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

Technical Evaluation Criteria

- A. For all evaluation criteria listed below in **Table 1 Mandatory Technical Criteria** and **Table 2 Point Rated Technical Criteria**, the Bidder and its proposed resource(s) must demonstrate experience using project descriptions which must include the following items listed a) to k):
- a) A brief description of the project: the Bidder must submit projects that are completed or for which implementation has started;
 - b) Project time frame in date & total months (e.g., January 2005 to January 2006 – 12 months);
 - c) Objective;
 - d) Scope of work;
 - e) Dollar value of project;
 - f) Outcome of the project regarding the deliverables;
 - g) Contribution of the Bidder and any subcontractors (if applicable) or proposed resources to the project, if applicable;
 - h) Name of client (Project Authority) and brief description of client organization;
 - i) Name of the company where the proposed resource worked during the time of the project, if applicable;
 - j) Name, phone number and/or email of client reference (must be from client organization and implicated in j) above).
 - k) Please note that the same project can be submitted for multiple criteria if applicable to both.

Bidders are advised that if the month(s) or year(s) of experience listed for one project overlap(s) the timeframe of another referenced project, the overlapping time will only be counted once. For example, if the timeframe for Project 1 is from July 2001 to December 2001 and the time frame for Project 2 is from October 2001 to January 2002, the total number of months of experience for these two projects is seven (7) months.

B. Mandatory Technical Criteria

For all evaluation criteria listed in the **Mandatory Technical Criteria** found in **Table 1** must list the component items a) to k) identified in **Section A** above.

Table 1 – Mandatory Technical Criteria

Item	Mandatory Technical Criteria	Compliant (Yes/No)	Reference to Bidder's Proposal
MT 1	<p>The Bidder must provide a short company summary highlighting the following:</p> <ul style="list-style-type: none"> • Bidder's business and specializations; • Project Leader name and resume. This is the person who will be the point of contact for TC, responsible for managing and delivery of the work; • Total number of years the Bidder has been in business; • Details of any sub-contract arrangements proposed; • A brief summary describing what makes the Bidder's organization stand out from its competitors. <p>The Bidder must demonstrate it provides professional consulting services in developing Canadian national and/or Canadian airport air passenger forecasts, as well as analyzing Canadian air sector economics by providing the following:</p> <ul style="list-style-type: none"> • Detailed description of consulting services offered in the two areas above, and • Number of staff in the two areas above, in total, and those with a master's degree or above with specialization in Economics or equivalent. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Item	Mandatory Technical Criteria	Compliant (Yes/No)	Reference to Bidder's Proposal
MT 2	<p>Understanding of the project The Bidder must provide a work plan. The work plan must demonstrate the Bidder's understanding of the work required in the Statement of Work. The Bidder is to provide a narrative of no more than five (5) pages in length detailing its understanding of the:</p> <ul style="list-style-type: none"> • Objectives; • Scope; and, • Roles and responsibilities and deliverables of the Statement of Work <p>Only the first five (5) pages presented will be examined. Any additional pages will be ignored as if they were not submitted.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MT 3	<p>The Bidder must identify the following resources and provide resumes for each:</p> <p>One (1) Project Coordinator for the overall project. The Project Coordinator can be a resource assigned to any Task. As well, the Bidder must identify the Component Lead for each of the tasks as per Annex "A" Statement of Work.</p> <p>The Project Coordinator can also be a Component Lead. In addition, the Bidder must also provide the names and resumes for any other resources to be used on the project.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MT 4	<p>The bidder must demonstrate that within the past three (3) years (as of closing date of RFP), the Bidder has completed at least one project demonstrating it has experience developing a Canadian national and/or Canadian airport air passenger forecast with detailed documented assumptions such as public health, macroeconomic, and transportation-specific considerations, including recovery scenarios that project air passenger traffic over the COVID-19 period, having a scope and nature similar to that required under this RFP.</p> <p>The Bidder must provide: (preferably in point form)</p> <ul style="list-style-type: none"> • A brief project description including items a) to k) identified in Section A above. • For the above project, include the name/s of senior personnel and/or project personnel who were/was involved as part of the project team. • The start date and completion date the services were provided for the listed project to demonstrate that projects were rendered from the past 3 years; • Scope of services rendered and deliverables; and • Client references – name, phone and e-mail of a client contact at working level per project. Reference checks may be completed if deemed necessary. The reference must confirm that the Bidder has provided the services stated. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Item	Mandatory Technical Criteria	Compliant (Yes/No)	Reference to Bidder's Proposal
MT 5	<p>The Proposal must demonstrate that within the past five (5) years (as of closing date of RFP), the Bidder has completed at least one project demonstrating it has experience analyzing Canadian air sector economics, having a scope and nature similar to that required under this RFP.</p> <p>The Bidder must provide: (preferably in point form)</p> <ul style="list-style-type: none"> • A brief project description including items a) to k) identified in Section A above. • For the above project, include the name/s of senior personnel and/or project personnel who were/was involved as part of the project team. • The start date and completion date the services were provided for the listed project to demonstrate that projects were rendered from the past 5 years; • Scope of services rendered and deliverables; and • Client references – name, phone and e-mail of a client contact at working level per project. Reference checks may be completed if deemed necessary. The reference must confirm that the Bidder has provided the services stated. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

C. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in **Table 2 – Point Rated Technical Criteria** below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

For all evaluation criteria listed in the Point Rated Technical Criteria found in Table 2, with the exception of R4, must list the component items A) to K) identified in Section A.

Table 2 – Point Rated Technical Criteria

Item	Requirement	Maximum Points Available	Cross Reference to Proposal (page #)
<p>R1 Expertise and comprehensive knowledge in Canadian air passenger forecasting</p>	<p>The Bidder should demonstrate the requirements of the R1 criteria by detailing up to five (5) distinct forecasts* already completed within the past ten (10) years from bid closing date. Forecast descriptions should be presented on no more than three (3) pages per forecast, include the items a) to k) in section A above, and a brief description of the methodology used. Only the first three (3) pages presented will be examined. Any additional pages will be ignored as if they were not submitted.</p> <p>The selected forecasts will be rated for relevance to this project, whether the forecast includes Canada national or Canadian airport-specific forecast based on socio-economic and transportation drivers, and whether the air passenger projections cover the COVID-19 period. The bidder should provide and demonstrate:</p> <p>a) Number of relevant previous forecasts at the Canada national or Canadian airport-specific level based on socio-economic and transportation drivers.</p> <p>b) Number of relevant previous projects that include short-term to medium-term air passenger projections covering the COVID-19 period based on key drivers such as macroeconomic, transportation-specific, and public health considerations.</p> <p>*Forecast updates can be counted as separate forecasts.</p>	<p>Maximum score: 20</p> <p>Minimum required: 12</p> <p>a) 10 points: 2 points for each relevant** previous forecast.</p> <p>b) 10 points: 2 points for each relevant*** forecast that includes recovery scenarios for the COVID-19 period.</p> <p>**Defined as forecasts at the Canada national or Canadian airport-specific level based on socio-economic and transportation drivers.</p> <p>***Defined as including short-term to medium-term air passenger projections covering the COVID-19 period based on key drivers such as macroeconomic, transportation-specific, and public health considerations.</p>	

<p>R2 Expertise and comprehensive knowledge in Canadian air sector economics</p>	<p>The Bidder should demonstrate the requirements of the R2 criteria by providing descriptions of up to five (5) distinct relevant* reports of at least 10-pages in length already completed within the past ten (10) years from bid closing date. Report descriptions should be presented on no more than three (3) pages per project, including items a) to k) in section A above. Only the first three (3) pages presented will be examined. Any additional pages will be ignored as if they were not submitted. The selected reports will be rated for relevance* to this project, and the relevance of the topic covered by the selected projects. The bidder should provide and demonstrate: a) Number of relevant previous reports. b) The scope of previous work and coverage of relevant topics such as connectivity, airline competition, fleet forecasting, air passenger outlook, airfare and airline cost analysis. *Relevant is defined as covering the following topics: air connectivity, airline competition, air fleet forecasting, air passenger outlook, airfare and airline cost analysis.</p>	<p>Maximum score: 10 Minimum required: 6 a) 5 points: 1 point for each relevant* previous report. b) 5 points: 1 point for each relevant* topic covered.</p>	
<p>R3 Understanding of the project and work plan</p>	<p>The Bidder should demonstrate in its Work Plan that its approach and methodology to accomplish the work and to produce the deliverables for each Task in the Statement of Work are comprehensive and demonstrate how the Bidder will complete all aspects of the work, and that the Bidder understands the objectives of the work. The Bidder's Work Plan should also include all chronological steps required from initiation to completion of the contract in order to respect the deadline. Only the first five (5) pages presented will be examined. What the Bidder should provide and demonstrate: a) Objectives and scope of work required; b) roles and responsibilities, with hierarchal organization chart; c) assignment of the resources, availability of back-up personnel and, if available, an alternate to the project manager and other key personnel; d) management and organization (reporting structure); e) risk management strategy, demonstrating effectiveness; f) quality control techniques, including S/W version control to be used, and document control; g) a schedule, including completed Milestone Table, and a demonstration of how the team intends to meet the schedule for each deliverable. The length of the schedule will be evaluated; and h) a breakdown of costs including PM overhead and individual Deliverable level of effort.</p>	<p>Maximum score: 10 Minimum required: 6 2 points for providing (a)if work plan demonstrates comprehensive* understanding of the objectives and scope of work required 2 points if work plan includes detail on roles and responsibilities as described in (b) 1 point each for providing details for information requested in c, d, e, f, g, and h *Comprehensive is defined as having provided details for each of the tasks described in Annex A, with clearly defined scope and objective that aligns with the Statement of Work in Annex A.</p>	

<p>R4 Experience of the team to complete the work</p>	<p>The Bidder should demonstrate the ability of the project personnel to undertake the work described in the Statement of Work. A description highlighting the experience of the personnel with respect to each of the topics described below, in the past fifteen (15) years from bid closing date, relevant to each topic should be provided.</p> <p>In this criterion, items a) to k) in Section A are not required to be demonstrated. Instead, the bidder must demonstrate the following.</p> <p>The experience should be presented on a maximum of five (5) pages for each person, clearly indicating which Task the experience is related to, and a detailed Curriculum Vitae including a list of projects on the relevant topics that the person has worked on. Only the first five (5) pages presented will be examined. Any additional pages will be ignored as if they were not submitted. The experience relevant to each may have been gained in different projects. The Bidder should demonstrate that its resources have the following experience in Canadian air sector economics and air passenger forecasting:</p> <ul style="list-style-type: none"> a. Developing Canadian air passenger forecasts nationally and by sector (domestic, transborder, other international). b. Analysis of the Canadian air sector, such as competition and connectivity. c. Experience developing Canadian fleet forecast. d. Experience in Canadian airfare and airline cost forecasting. e. Experience in other air passenger forecasting topics. 	<p>Maximum score: 10</p> <p>Minimum required: 6</p> <p>2 points for each specified topic (a. to e.) that personnel demonstrate relevant experience in (with a minimum of 5 years of experience)</p>	
<p>Total Possible Points per Resource</p>			<p>50</p>
<p>Minimum Total Possible Score Required per Resource (60%)</p>			<p>30</p>

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 General

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.
- C. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.2 Certifications Required with the Bid

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2.2 Security Requirements - Required Documentation

- A. In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of Public Works and Government Services Canada, the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form, found as Attachment to Part 5 titled "Application for Registration (AFR)", to be given further consideration in the procurement process.
- B. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.3 Certifications Precedent to Contract Award and Additional Information

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

5.3.1 Integrity Provisions - Required Documentation

- A. In accordance with the section titled "Information" to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.3.3 Status and Availability of Resources

- A. The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.
- B. If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.3.4 Education and Experience

- A. The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

ATTACHMENT 1 TO PART 5 - APPLICATION FOR REGISTRATION (AFR)

- A. The Application for Registration (AFR) is attached below as separate documents titled:
- (i) “COVER SHEET / FEUILLE DE COUVERTURE
Request for organizational security clearances for bidders
Demande d’attestations de sécurité d’organisation pour soumissionnaires”; and
 - (ii) “CONTRACT SECURITY PROGRAM (CSP)
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities”

COVER SHEET / FEUILLE DE COUVERTURE

Request for organizational security clearances for bidders Demande d'attestations de sécurité d'organisation pour soumissionnaires

This form is to be used when an organizational security clearance is required for contract award. The procurement authority is to submit this form with all compliant bidders' Applications for Registration (AFR) PWGSC-TPSGC 471 (signed and dated) and the associated Security Requirements Check List (SRCL) TBS/SCT 350-103 to the Contract Security Program [REGISTRATION DIVISION](#) for initiation, confirmation, renewal or upgrade of the organization's security clearance.

Ce formulaire doit être utilisé lorsqu'une attestation de sécurité est requise pour l'attribution d'un contrat. L'autorité d'approvisionnement doit soumettre ce formulaire, tous les Demandes d'Inscription (DI) PWGSC-TPSGC 471 (signées et datées) des soumissionnaires conformées et la liste de vérification des exigences relatives à la sécurité (LVERS) TBS/SCT 350-103 associée, au Programme de sécurité des contrats [DIVISION DES ENREGISTREMENTS](#) pour l'initiation, la confirmation, le renouvellement ou le relèvement d'attestation de sécurité d'organisation.

Solicitation number / Numéro de sollicitation	Expected award date / Date prévue d'attribution
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	Date (yyyy/mm/dd) - (aaaa-mm-jj) <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div>
Was a provisional clearance required for this solicitation? Une autorisation provisoire était-elle requise pour cette sollicitation ? <input type="radio"/> Yes / Oui <input type="radio"/> No / Non	Number of bidder AFR (signed and dated) requests attached Nombre de DI (signée & datée) des soumissionnaires jointes <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div>

List of compliant bidders (add separate sheet if required or attachment)
Énumérez les soumissionnaires conformées (ajoutez une feuille séparée si nécessaire ou en pièce jointe)

1.	
2.	
3.	
4.	
5.	

Contracting Authority - Autorité Contractante	
Name - Nom <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div> Email Address - adresse courriel <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div> Telephone Number - numéro de téléphone <div style="border: 1px solid black; width: 100%; height: 25px; margin-top: 5px;"></div>	SRCL is attached - LVERS ci-joints : <input type="checkbox"/> Confirmed Yes / Confirmez Oui All AFRs are attached - Tous les DI sont jointes : <input type="checkbox"/> Confirmed Yes / Confirmez Oui Digital signature - signature digitale <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 5px;"></div>



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the Policy on *Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/Access-to-information-and-privacy-PSPC)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/Standard-personal-information-banks-Canada.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](https://www.tpsgc-pwgsc.gc.ca/International-Industrial-Security-Directorate-IISD) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.



CONTRACT SECURITY PROGRAM (CSP)

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
 - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.
Provide the following information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
 - Ownership structure chart is mandatory
 - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status, ie. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
 - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
 - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status such as acts, charters, bands, etc.
 - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.



CONTRACT SECURITY PROGRAM (CSP)

Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
 - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
 - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
<p>3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)</p> <p><input type="checkbox"/> Sole proprietor</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Private</p> <p style="padding-left: 20px;"><input type="checkbox"/> Public</p> <p><input type="checkbox"/> Other (specify)</p>	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



CONTRACT SECURITY PROGRAM (CSP)

SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



CONTRACT SECURITY PROGRAM (CSP)

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada’s Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)				
Name of organization or individual				
Address				
Type of entity (e.g. private or public corporation, state-owned)				
Stock exchange identifier (if applicable)				
Facility security clearance (FSC) yes/no				
Percentage of ownership				
Country of jurisdiction or citizenship				



CONTRACT SECURITY PROGRAM (CSP)

SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)			
Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			



CONTRACT SECURITY PROGRAM (CSP)

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature

PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

- A. Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- B. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
- (i) the Bidder's proposed individuals requiring access to sensitive information, assets, or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses; and
 - (ii) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada website.

PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

7.1 Statement of Work

A. The Contractor must perform the Work in accordance with the annex titled "Statement of Work".

7.1.1 Optional Services

A. The Contracting Authority may exercise the option(s) listed in the annex titled "Statement of Work" at any time before the expiry of the Contract by sending a written notice to the Contractor. The option(s) may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

A. [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

A. The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at AnnexC; and
 - b) Contract Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

A. The period of the Contract is from date of Contract to March 31, 2024 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

A. The Contracting Authority for the Contract is:

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

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

7.5.2 Project Authority

A. The Project Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

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

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

7.6 Proactive Disclosure of Contracts with Former Public Servants

A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

7.7.1.1 Firm Price

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

7.7.2 Method of Payment

7.7.2.1 Milestone Payments

- A. Canada will make milestone payments in accordance with the List of Deliverables detailed in the Contract and the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada; and
 - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.
- B. For the Work described in the Statement of Work in Annex A, Canada will make milestone payments in accordance with the List of Deliverables detailed in the Contract and Annex B Basis of Payment.

7.7.3 Electronic Payment of Invoices - Contract

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only); and
- (vi) Large Value Transfer System (LVTS) (Over \$25M).

7.8 Invoicing Instructions

- A. The Contractor must submit invoices in accordance with the section titled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- B. Each invoice must be supported by:
- (i) A description of the Work delivered including any deliverables; and
 - (ii) A breakdown of the cost elements.
- C. Invoices must be distributed as follows:
- (i) The invoice must be forwarded to the address shown below for certification and payment;
Su.Yuan@tc.gc.ca.
 - (ii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Project Authority in its covering e-mail.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (i) The Articles of Agreement;
- (ii) The General Conditions 2035 (2022-05-12), General Conditions - Higher Complexity - Services;
- (iii) Annex A, Statement of Work;
- (iv) Annex B, Basis of Payment; and
- (v) Annex C, Security Requirements Check List;
- (vi) Annex D, Non-Disclosure Agreement; and
- (vii) the Contractor's bid (date to be included upon contract award)

7.12 Insurance - No Specific Requirement

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

7.13 Inspection and Acceptance

- A. The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.14 Post-Contract Award Meeting

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

7.15 Non-Disclosure Agreement

- A. The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at the Annex titled "Non-Disclosure Agreement", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.16 Handling of Personal Information

- A. The Contractor acknowledges that Canada is bound by the *Privacy Act*, R.S., 1985, c. P-21 (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>), with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created, or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of, or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- B. All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

7.17 Dispute Resolution

- A. The Parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- B. The Parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other Party or Parties and attempt to resolve problems or differences that may arise.
- C. If the Parties cannot resolve a dispute through consultation and cooperation, the Parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- D. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

7.17.1 Dispute Resolution - Office of the Procurement Ombudsman

- A. The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other Party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.
- B. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html>) or visit the [OPO website](#).

ANNEX A - STATEMENT OF WORK

Transport Canada Requirement for Analysis and Advisory Services on the Canadian Air Sector Recovery

1. BACKGROUND

The Air Sector Analysis and Outlook team in the Transportation and Economic (TEA) directorate of Transport Canada requires analysis and advisory services to support its air sector recovery monitoring and analysis work.

Historically, air transportation has been highly resilient to negative external shocks; however, the COVID-19 pandemic has been unprecedented in its scope, with the air sector impacted disproportionately compared to other sectors. As the sector rebounds, it is important to track key indicators to understand the pace and completeness of the sector's recovery, as well as the outlook of air passenger traffic and how the sector might evolve.

To do this, TEA requires timely insights and analysis of current and future air sector recovery and the impacts on the Canadian air sector traffic trends, including:

- Development of short- to medium-term air passenger traffic outlook based on key socio-economic and transportation-specific drivers,
- Better understanding of supply-side factors and their effects on air traffic and the network; capacity outlook and recovery by airport type/size; airline fleet plans; on-going effect of labour shortages on air traffic; changes in travel behaviour (both leisure and business travel); jet fuel cost and crack spread trends; and other wider industry trends.

Further, TEA has typically produced long-term air traffic forecast in Canada using an econometric model designed to predict air passenger transportation demand by considering socio-economic factors as well as industry supply factors believed to influence travel demand. In assessing the impacts of the COVID-19 pandemic, short- and medium-term projection-based recovery scenarios were developed based on key economic, transportation-specific, and public health assumptions. As the sector moves closer to recovery to pre-COVID levels, TEA also requires insights and expert advice in refining the long-term forecast model to better account for and address the impacts of the pandemic.

2. OBJECTIVE

Support Transport Canada by providing advice to TEA on short- and medium-term forecasts for air passenger traffic and other related analytical issues. Specific tasks include, but are not limited to:

- Develop air passenger recovery scenarios, ranging from optimistic to pessimistic, nationally and broken down by sector (domestic, transborder, and other international),
- views on Canadian origin versus foreign origin air passenger traffic recovery for the other international sector,
- provide details on assumptions used for the development of air passenger recovery scenarios, and
- comment on any risks that are embedded in the forecast.

Supplementary optional ad-hoc analysis and advisory services may include:

- Additional recovery scenario updates,
- Information and insights on key issues that may impact the recovery, such as changes in travel behaviour, how airlines adjust capacity (including fleet management) to demand, changes in airline and airport strategies, as well as changes in airfares, airline costs, competition, and connectivity.

3. REQUIREMENT

3.1 Requirements / Tasks

The Contractor must develop three air passenger traffic recovery scenarios, ranging from optimistic to pessimistic, and subsequently update them once per fiscal year. In addition, TEA may contractually authorize optional ad-hoc analysis and advisory service tasks such as additional updates of recovery scenarios, analytical advice in relation to aircraft fleet forecast, air fare and airline cost forecast, advice on analysis of the air sector, and advice on air passenger forecasting.

3.1.1 Task 1: Fall Air Passenger Traffic Short- to Medium-Term Projections

The Contractor must:

- i. Develop three air passenger recovery scenarios ranging from optimistic to pessimistic, at the national level and broken down by sector (domestic, transborder, and other international), focusing on peak winter holiday travel season;
- ii. Views on Canadian origin versus foreign origin air passenger traffic recovery for the other international sector;
- iii. Use either enplaned-deplaned passengers and/or CATSA screened traffic as the metric for projections, as well as propose methodology on how to convert to origin-destination passenger projections;
- iv. Provide monthly forecasts starting from January 2019, until at least December 2025 (minimum three years from the most recent full historical data year);
- v. Provide details on assumptions used to develop the recovery scenarios, including transportation and industry considerations, macroeconomic factors, and public health considerations (such as any travel restrictions, if applicable, to be decided by Transport Canada):
 - a. Transportation and industry considerations refer to fleet management by airline and/or by type of airline, outlook by type/size of airport, airline fleet plans, effects of pilot shortages and other labour issues, network changes including airline strategy changes, capacity growth outlook by type of airline, pent-up demand by sector, travel behaviour changes, mix of business/leisure travel, among others; and
- vi. Discuss the upside and downside risks to the projections;
- vii. Benchmark/compare against other relevant publicly available forecasts, such as those from IATA, ICAO, and/or ACI;
- viii. Organize and attend a Kick-Off Meeting within 5 days of Contract Award to review the details of the Contract with the Project Authority (PA). Progress review meetings of approximately 30 minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- ix. Organize a video conference in hybrid format of about one hour to review the deliverables with the PA and other TC experts; and
- x. Organize a video conference in hybrid format of one hour to present the findings to a larger TC audience.

3.1.2 Task 2: Critique Review of Most Recent Transport Canada Air Passenger Traffic Recovery Scenarios

The Contractor must:

- i. Conduct in-depth critique review of Transport Canada's unconstrained demand air passenger traffic recovery scenarios;
- ii. Include detailed review of economic, transportation related, and public health (such as any travel restrictions, if applicable, to be decided by Transport Canada) assumptions;
- iii. Provide in-depth insights on supply-side factors and assumptions in the passenger outlook by type/size of airport, airline fleet plans, effects of pilot shortages and other labour issues, network changes including airline strategy changes, capacity growth outlook by type of airline, pent-up demand by sector, travel behaviour changes, mix of business/leisure travel, among others;
- iv. Organize and attend a Task Commencement Meeting within 5 days of delivery of Task 1 report; and
- v. Organize a video conference of about one hour to review the deliverables with the PA and other TC experts.

Transport Canada will provide the Contractor with an Excel file containing recovery indices with 2019 as the base year, nationally and by sector, monthly from 2019 to 2025, and a presentation (approximate 30 slides, including Annex slides) that explains the approach and risks.

3.1.3 Task 3: Winter Air Passenger Traffic Short- to Medium-Term Projections

The Contractor must:

- i. Develop three air passenger recovery scenarios ranging from optimistic to pessimistic, at the national level and broken down by sector (domestic, transborder, and other international), focusing on peak summer travel season;
- ii. Views on Canadian origin versus foreign origin air passenger traffic recovery for the other international sector;
- iii. Use either enplaned-deplaned passengers and/or CATSA screened traffic as the metric for projections, as well as propose methodology on how to convert to origin-destination passenger projections;
- iv. Provide monthly forecasts starting from January 2019, until at least December 2026 if 2023 full year data is available (minimum three years from the most recent full historical data year);
- v. Provide details on assumptions used to develop the recovery scenarios, including transportation, macroeconomic factors, and other transportation and industry considerations,
 - a. Transportation and industry considerations refer to fleet management by airline and/or by type of airline, outlook by type/size of airport, airline fleet plans, effects of pilot shortages and other labour issues, network changes including airline strategy changes, capacity growth outlook by type of airline, pent-up demand by sector, travel behaviour changes, mix of business/leisure travel, among others; and
- vi. Discuss the upside and downside risks to the projections;
- vii. Benchmark/compare against other relevant publicly available forecasts, such as those from IATA, ICAO, and/or ACI;
- viii. Organize and attend a Task Commencement Meeting within 5 days of the Project Authority (PA)'s request. Progress review meetings of approximately 30-minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- ix. Organize a video conference of about one hour to review the deliverables with the PA and other TC experts; and
- x. Organize a video conference of one hour to present the findings to a larger TC audience.

3.1.4 Task 4: Critique Review of Winter Transport Canada Air Passenger Traffic Recovery Scenarios

The Contractor must:

- i. Conduct in-depth critique review of Transport Canada's unconstrained demand air passenger traffic recovery scenarios;
- ii. Include detailed review of economic, transportation related, and public health (such as any travel restrictions, if applicable, to be decided by Transport Canada) assumptions;
- iii. Provide insights on supply-side factors and assumptions in the passenger airline industry such as outlook by type/size of airport, airline fleet plans, effects of pilot shortages and other labour issues, network changes including airline strategy changes, capacity growth outlook by type of airline, pent-up demand by sector, travel behaviour changes, mix of business/leisure travel, among others;
- iv. Organize and attend a Task Commencement Meeting within 5 days of delivery of Task 3 report; and
- v. Organize a video conference of around one hour to review the deliverables with the PA and other TC experts.

Transport Canada will provide the Contractor with an Excel file containing recovery indices with 2019 as the base year, nationally and by sector, monthly from 2019 to 2025, and a presentation (approximate 30 slides, including Annexes) that explains the approach and risks.

3.1.5 Optional Task 5: Ad-hoc Update of Air Passenger Traffic Short- to Medium-Term Projections

This is an optional task that can only be authorized through a contract amendment by the Contracting authority.

- i. Additional update of projections, see Task 1 and 3 for details.

3.1.6 Optional Task 6: Advice on Analysis of the Air Sector

This is an optional task that can only be authorized through a contract amendment by the Contracting authority.

The Contractor must:

- i. Discuss with Project Authority (PA) to determine the topic related to analysis of the air sector, such as competition and/or connectivity, or other related topics;
- ii. Commit up to 10 days of time from one senior and one junior analyst;
- iii. Organize and attend a Task Commencement Meeting within 5 days of the Project Authority (PA)'s request. Progress review meetings of approximately 30-minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- iv. Organize a video conference of about one hour to review the deliverables with the PA and other TC experts.

3.1.7 Optional Task 7: Advice on Aircraft Fleet Forecast

This is an optional task that can only be authorized through a contract amendment by the Contracting authority.

The Contractor must:

- i. Provide detailed methodology and assumptions to extend a 10-year Canada national-level fleet forecast to 20-years;
- ii. Provide a high-level overview of how airlines make fleet planning decisions to contextualize the assumptions;
- iii. Organize and attend a Task Commencement Meeting within 5 days of the Project Authority (PA)'s request. Progress review meetings of approximately 30-minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- iv. Organize a video conference of about one hour to review the deliverables with the PA and other TC experts.

Transport Canada will share a 10-year Canada national-level fleet forecast (an Excel file and a PowerPoint presentation).

3.1.8 Optional Task 8: Advice on Airfare and Airline Cost Forecast Methodology

This is an optional task that can only be authorized through a contract amendment by the Contracting authority.

The Contractor must:

- i. Provide advice on how to improve airfare and airline cost forecasting in the short- and medium-term, i.e., how to forecast airfares based on airline costs, how key airline cost components, including various fees, might evolve over the next two years;
- ii. Provide advice on how this can be integrated with the long-term forecast, and how the long-term forecast can be refined;
- iii. Organize and attend a Task Commencement Meeting within 5 days of the Project Authority (PA)'s request. Progress review meetings of approximately 30-minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- iv. Organize a video conference to review the deliverables with the PA and other TC experts.

3.1.9 Optional Task 9: Advice on Air Passenger Forecasting

This is an optional task that can only be authorized through a contract amendment by the Contracting authority.

The Contractor must:

- v. Discuss with Project Authority (PA) to determine the topic of analysis related to short-, medium-, and/or long-term air passenger forecasting;
- vi. Commit up to 10 days of time from one senior and one junior analyst;
- vii. Organize and attend a Task Commencement Meeting within 5 days of the Project Authority (PA)'s request. Progress review meetings of approximately 30-minutes will be held bi-weekly by video conference to review progress of the project and discuss any issues that arise;
- viii. Organize a video conference of about one hour to review the deliverables with the PA and other TC experts.

The above research plan could be amended by the contract authority as required. The revisions of the analytical plan would be authorized using revised Task Authorizations or contract amendments. Prices should be quoted by tasks described above.

3. DELIVERABLES

The deliverables of this Contract must include as a minimum the following elements:

Task	Deliverable(s)	Estimated Days of Work
TA1: Fall Air Passenger Traffic Short- to Medium-Term Projections	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. • Excel file with detailed data and calculations, shared by email. 	15 business days
TA2: Critique Review of Most Recent Transport Canada Air Passenger Traffic Recovery Scenarios	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	3 business days
TA3: Winter Air Passenger Traffic Short- to Medium-Term Projections	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. • Excel file with detailed data and calculations, shared by email. 	15 business days
TA4: Critique Review of Winter Transport Canada Air Passenger Traffic Recovery Scenarios	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	3 business days
Optional TA5: Ad-hoc Update of Air Passenger Traffic Short- to Medium-Term Projections	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. • Excel file with detailed data and calculations, shared by email. 	15 business days
Optional TA6: Advice on Analysis of Air Sector	<ul style="list-style-type: none"> • Report in Word or PDF format, delivered by email. • Presentation by and discussion with the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	10 business days

Optional TA7: Advice on Aircraft Fleet Forecast	<ul style="list-style-type: none"> Report in Word or PDF format, delivered by email. Presentation by and discussion with the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	5 business days
Optional TA8: Advice on Airfare and Airline Cost Forecast	<ul style="list-style-type: none"> Report in Word or PDF format, delivered by email. Presentation by and discussion with the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	10 business days
Optional TA9: Advice on Air Passenger Forecasting	<ul style="list-style-type: none"> Report in Word or PDF format, delivered by email. Presentation by and discussion with the Contractor over MS Teams, with PowerPoint slides shared by email ahead of presentation. 	10 business days

If the Contractor thinks that a task will take more days than estimated in the table above, they may provide feedback separately from the pricing schedule for Transport Canada's consideration.

4. TIMEFRAME

The proposed contract is for the current fiscal year, from contract award date to March 31st, 2024, with two option years.

Task	Delivery Date
TA1: Fall Air Passenger Traffic Short- to Medium-Term Projections	Within 4 weeks of Contract Award
TA2: Review of Most Recent Transport Canada Air Passenger Traffic Recovery Scenarios	Within 2 weeks of delivery of TA1 report
TA3: Winter Air Passenger Traffic Short- to Medium-Term Projections	Within 4 weeks of Project Authority request
TA4: Review of Winter Transport Canada Air Passenger Traffic Recovery Scenarios	Within 2 weeks of delivery of TA3 report
Optional TA5: Ad-hoc Update of Air Passenger Traffic Short- to Medium-Term Projections	Within 4 weeks of Project Authority request
Optional TA6: Advice on Analysis of Air Sector	Within 4 weeks of Project Authority request
Optional TA7: Advice on Aircraft Fleet Forecast	Within 4 weeks of Project Authority request
Optional TA8: Advice on Airfare and Airline Cost Forecast	Within 4 weeks of Project Authority request
Optional TA9: Advice on Air Passenger Forecasting	Within 4 weeks of Project Authority request

5. METHOD AND SOURCE OF ACCEPTANCE

5.1 Acceptance of Deliverables

All deliverables rendered under any contract are subject to inspection by the Departmental Representative. Should any deliverables not be to the satisfaction of the Departmental Representative, the Departmental Representative shall have the right to reject it or require correction before the last payment is authorized.

6. TRAVEL

Travel is not included as part of this Contract.

7. SECURITY REQUIREMENTS

7.1 Confidentiality

1. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work and all information conceived, developed, or produced by the Contractor as part of the Work. Information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and remains the property of Canada.
2. Subject to the Access to Information Act, R.S.C. 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada agrees not to release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
3. The obligations of the Parties set out in this section do not apply to any information where the same information:
 1. is publicly available from a source other than the other Party; or
 2. is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information, or
 3. is developed by a Party without use of the information of the other Party.

7.2 Data

Transport Canada can provide aggregated enplaned/deplaned traffic data at the national-level and by sector (domestic, transborder, other international), and/or aggregated CATSA screened traffic data for top airports solely for the purpose of this Contract.

Protected or Classified data will not be shared for tasks 1 to 4 and optional tasks 5 to 7, but may be shared for optional tasks 8 and 9.

8. WORK LOCATION

Work will be performed at the Contractor's place of business. Contractors are not required to be on TC premises.

ANNEX B - BASIS OF PAYMENT

1. General

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

2. Firm Prices for the List of Deliverables [Firm prices will be indicated in the resulting contract]

Item No.	Type of Deliverable Request / Milestone	Total Firm Price
1	Task 1 – Fall Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
2	Task 2 – Critique Review of Most Recent Transport Canada Air Passenger Traffic Recovery Scenarios Upon delivery of final report and presentation	\$ _____
3	Task 3 – Winter Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
4	Task 4 – Critique Review of Winter Transport Canada Air Passenger Traffic Recovery Scenarios Upon delivery of final report and presentation	\$ _____
5	Optional Task 5 – Ad-hoc Update of Air Passenger Traffic Short- to Medium-Term Projections Upon delivery of final report, presentation, and Excel file(s)	\$ _____
6	Optional Task 6 – Advice on Analysis of Air Sector Upon delivery of final report and presentation	\$ _____
7	Optional Task 7 – Advice on Aircraft Fleet Forecast Upon delivery of final report and presentation	\$ _____
8	Optional Task 8 – Advice on Airfare and Airline Cost Forecast Upon delivery of final report and presentation	\$ _____
9	Optional Task 9 – Advice on Air Passenger Forecasting Upon delivery of final report and presentation	\$ _____
Estimated Total (excluding taxes)		\$ _____
Applicable Taxes (insert the amount, as applicable)		\$ _____
Total Estimated Cost (taxes included)		\$ _____

ANNEX C - SECURITY REQUIREMENTS CHECK LIST

Security Requirements Check List attached on following page.



Contract Number / Numéro du contrat TC-C-00512
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Transport Canada
 2. Branch or Directorate / Direction générale ou Direction: TEA

3. a) Subcontract Number / Numéro du contrat de sous-traitance
 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
 The Air Sector Analysis and Outlook team in the Transportation and Economic (TEA) directorate of Transport Canada requires analysis and advisory services to support its air sector recovery monitoring and analysis work.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
--	--	--

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET – SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments: **Contractor to be issued TC-laptop to work from private residence.**
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat TC-C-00512
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Yuan, Su		Title - Titre Economic Advisor	Signature Yuan, Su <small>Digitally signed by Yuan, Su Date: 2023.10.04 14:25:27 -04'00'</small>
Telephone No. - N° de téléphone 613-761-3148	Facsimile No. - N° de télécopieur 613-761-3148	E-mail address - Adresse courriel su.yuan@tc.gc.ca	Date 2023/10/04
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Desbiens, Alex		Title - Titre SO	Signature Desbiens, Alex <small>Digitally signed by Desbiens, Alex DN: C=CA, O=GC, OU=TC-TC, CN=Desbiens, Alex Reason: I am the author of this document Location: Date: 2023.10.04 15:28:59-04'00' Foxit PDF Editor Version: 12.1.3</small>
Telephone No. - N° de téléphone 613-990-2582	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel alex.desbiens@tc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Hanschell, Jessica <small>Digitally signed by Hanschell, Jessica Date: 2023.10.10 14:42:06 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Adna Mohamed Contract Security Officer Adna.Mohamed@tpsgc-pwgsc.gc.ca		Title - Titre	Signature Mohamed, Adna <small>Digitally signed by Mohamed, Adna Date: 2023.10.05 14:42:19 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX D - NON-DISCLOSURE AGREEMENT

- A. I, _____, recognize that in the course of my work as an employee or subcontractor of _____ (the Contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ (the Contract) between His Majesty the King in right of Canada, represented by the Minister of Transport, and the Contractor, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

- B. I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

- C. I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

- D. I agree that the obligation of this agreement will survive the completion of the Contract.

Signature

Date