



**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 :

Transport Canada
tc.queappelloffres-tenderque.tc@tc.gc.ca

or

Transport Canada
Contracting and Materiel Services
C/O Mail Room, room 2036
700 Place Leigh-Capreol
Dorval, Quebec
H4Y 1G7

Solicitation Closes - L'invitation prend fin

At - à :
2:00 PM - 14:00

On - le :
February 2, 2024

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

Title - Sujet Administration, exploitation et entretien de l'aéroport Lourdes-de-Blanc-Sablon - Operation and Maintenance of Lourdes-de-Blanc-Sablon Airport	
Solicitation No. - N° de l'invitation T3033-230004	Date of Solicitation - Date de l'invitation December 15, 2023
Address enquiries to: - Adresser toute demande de renseignements à : Hélène Lewis Telephone No. - N° de telephone E-Mail Address - Courriel 514-208-5342 Helene.lewis@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 OR requested - Livraison exigée OR demandée Not applicable - Sans objet	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, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
 - Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- B. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572, and any other annexes.

1.2 Summary

1.2.1 Description

- A. Transport Canada would like to fulfill the following requirement: the administration, maintenance and operation of the Lourdes-de-Blanc-Sablon facilities located at 1 Chemin de l'Aéroport, Lourdes-de-Blanc-Sablon, Quebec, Canada, G0G 1W0.
- B. The work includes but is not limited to:
1. The management, maintenance and operations of all of airport premises and facilities, namely:
 - a. Runways, taxiways, aprons;
 - b. The access roads and the parking area;
 - c. Buildings (air terminal building, maintenance garage, warehouse);
 - d. Heavy equipment vehicles and other tools and equipment;
 - e. Various systems such as mechanical (plumbing, ventilation, heating, etc.), electrical and others.
 2. Ensure compliance with aviation regulations and all other regulations applicable to the airport site.
 3. Be responsible for the safety and security on the airport site.
 4. Work in collaboration with Transport Canada in the application of the Safety Management System (SMS)
 5. Work in collaboration with Transport Canada to achieve its goals (transportation system that is safe and secure, efficient, and environmentally responsible)

1.2.2 Security Requirements

- A. There are security requirements associated with this requirement. For additional information, consult Part 6, Security, Financial 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.

1.2.3 Procurement Strategy for Indigenous Business - Conditional Set Aside

- A. The procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business if the two (2) conditions below are met. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>) of the Public Services and Procurement Canada (PSPC) [Supply Manual](https://buyandsell.gc.ca/policy-and-guidelines/Supply-Manual) (<https://buyandsell.gc.ca/policy-and-guidelines/Supply-Manual>).
- B. The procurement is conditionally set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses if the two (2) conditions below are met.
- C. Further to Article 800 of the [Canadian Free Trade Agreement \(CFTA\)](https://www.cfta-alec.ca/canadian-free-trade-agreement/) (<https://www.cfta-alec.ca/canadian-free-trade-agreement/>), CFTA does not apply to the procurement if the two (2) conditions below are met:
- (i) Bids from two (2) or more Indigenous Businesses are responsive with the mandatory requirements; and
 - (ii) Bids from two (2) or more Indigenous Businesses are, in the evaluation team's opinion, not affiliated within the meaning used in the [Competition Act, R.S.C., 1985, c. C-34](https://laws-lois.justice.gc.ca/eng/acts/C-34/) (<https://laws-lois.justice.gc.ca/eng/acts/C-34/>).
- D. Indigenous Businesses is here defined as an entity which has submitted with its bid a valid Owner/Employee Certification (see the Attachment to Part 5 titled "Set-aside for Indigenous Business").
- E. If the above two (2) conditions are not met, the procurement will remain open for competition among all businesses and the following will apply:
- (i) Agreement on Internal Trade (AIT), North American Free Trade Agreement (NAFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Chile Free Trade Agreement (CCFTA), Canada-Peru Free Trade Agreement (CPFTA), Canada-Colombia Free Trade Agreement (CCoFTA), Canada-Panama Free Trade Agreement (CPaFTA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), Canadian Free Trade Agreement (CFTA), Canada-Ukraine Free Trade Agreement (CUFTA), Comprehensive Economic and Trade Agreement (CETA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-United Kingdom Trade Continuity Agreement (Canada-UKTCA).

1.2.4 The Federal Contractors Program (FCP) for Employment Equity

- A. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5, Certifications and Additional Information, Part 7, Resulting Contract Clauses, and the attachment titled "Federal Contractors Program for Employment Equity - Certification".

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](#) (2023-06-08) 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:
 - d. 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:
 - Transport Canada will not return any bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.
 - For bids submitted electronically, the late bids will be deleted. Late paper bids will be disposed of in accordance with Transport Canada document management policies.
 - (iv) Section 20, Further information, subsection 2, is deleted in its entirety.

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 Connect

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

2.2.2 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 *Financia! 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 10 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 **[insert the name of the province or territory]**.
- 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 Mandatory Site Visit

- A. It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Lourdes-de-Blanc-Sablon facilities located at 1 Chemin de l'Aéroport, Lourdes-de-Blanc-Sablon, Quebec, Canada, G0G 1W0 **on January 18, 2024, at 9:15 a.m. Eastern Time). The site visit will begin at 9:30 a.m. Eastern Time.**
- B. Bidders must communicate with the Contracting Authority no later than **January 17, 2023, 2:00 p.m. Eastern Time** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be

given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

- C. It is mandatory that the bidders provide and wear a high visibility vest during the site visit. Bidders who do not wear a high visibility vest will not be permitted to attend the site visit.

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. Canada requests that bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid: 1 hard copy or electronic copy
- Section II: Financial Bid: 1 hard copy or electronic copy
- Section III: Certifications: 1 hard copy or electronic copy; and
- Section IV: Additional Information: 1 hard copy or electronic copy.
- 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 hard copy of their bid:
- (i) use 8.5 x 11-inch (216 mm x 279 mm) paper; 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 the Attachment 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) Sections 2.3.2 and 2.3.3 of Part 2 entitled "Former Public Servant » completed;
- (iii) For the article in Part 2 titled "Applicable Laws" of the bid solicitation: the province or territory if different than specified;
- (iv) with respect to the section of Part 2 entitled "Applicable Laws" of the Bid Solicitation: the Province or Territory, if different from that indicated;
- (v) Schedule 1 to Part 3 entitled "Financial Proposal" ;
- (vi) Schedule 2 to Part 3 entitled "Electronic Payment Instruments" ;
- (vii) Schedule 1 to Part 4 entitled "Evaluation Criteria" ;
- (viii) Schedule 1 Part 5, Form 471 - Application for Registration (AFR) in the Contract Security Program (Canadian or International);
- (ix) Schedule 2 to Part 5 - Federal Contractors Program for Employment Equity - Certification;
- (x) Attachment 3 to part 5 - conditional set-aside, certification for indigenous business, if applicable; and
- (xi) Any other information submitted in the bid not already detailed.

ATTACHMENT 1 TO PART 3 - FINANCIAL PROPOSAL

1. General

- A. Bidders are requested to complete the following Pricing Schedule and include it in the bid. At a minimum, the Firm Price or Rate for each Item must be submitted.
- B. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.
- C. Any information listed as "estimated" has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.
- D. Travel and living expenses will not be reimbursed and must be included in the costs below.
- E. Firm Unit Prices include all individual repairs up to \$5,000.00, including parts and labour, as per section 4.0, Operations and maintenance, of the Annex titled "Statement of Work".
- F. A month is defined as a calendar month, regardless of the number of days in that month.
- G. Any services delivered for less than a full month will be paid on a prorated basis based on the number of full days that services were provided during that month.

2. Period of the Contract

Date of Contract to 1 year later. *(The start date of the desired contract is May 1, 2024.)*

2.1 Firm Unit Prices

Item	Service	Estimated Number of Months (A)	Firm Price per Month (B)	Total Price, period of the Contract (C = A x B)
1	Operation and Maintenance of of Lourdes-de-Blanc-Sablon airport	12	\$	\$

3. Option Period 1

End of period of the Contract to 1 year later

3.1 Firm Unit Prices

Item	Service	Number of Months (D)	Firm Price per Month (E)	Total Price, option period 1 (F = D x E)
2	Operation and Maintenance of of Lourdes-de-Blanc-Sablon airport	12	\$	\$

4. Option Period 2

End of option period 1 of the Contract to 1 year later.

4.1 Firm Unit Prices

Item	Service	Number of Months (G)	Firm Price per Month (H)	Total Price, option period 2 (I = G × H)
3	Operation and Maintenance of of Lourdes-de-Blanc-Sablou airport	12	\$	\$

5. Option Period 3

End of option period 2 of the Contract to 1 year later.

5.1 Firm Unit Prices

Item	Service	Number of Months (J)	Firm Price per Month (K)	Total Price, option period 3 (L = J × K)
4	Operation and Maintenance of of Lourdes-de-Blanc-Sablou airport	12	\$	\$

6. Price of the Bid

Grand Total (M = C + F + I + L)	\$
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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.
- 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 as follows:
 - (i) Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded; and
 - (ii) Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
- B. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- C. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- D. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

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 60% for the technical merit and 40% 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 60%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

- 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.

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	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	3rd	2nd

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

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Mandatory Technical Evaluation

In addition to satisfying the information contained in the statement of work, the proposal must meet all the mandatory technical criteria and point-rated requirements specified below. Also, the bidder must demonstrate, in its proposal, that it meets each mandatory criterion and point-rated requirements.

If the bidder provides more examples than the number requested, only the examples not exceeding the number required will be evaluated, in the order submitted. The bidder can give the same example several times but must adapt it to the context to highlight the pertinent elements.

If the experience presented is not supported by the required additional information, the experience will not be considered during the evaluation stage.

The number of years of experience indicated in the mandatory criteria and point-rated requirements is calculated up to the Request for Proposals' closing date.

1.1 Mandatory Technical Criteria

No.	Mandatory criteria	Criterion met (yes/no)	Proposal page no.
<p>O1 Company's experience</p>	<p>The bidder must have a minimum work experience of 3 consecutive years (36 months) within the last 15 years, in an airport environment.</p>		
<p>O2 Service and resource management experience</p>	<p>The bidder must describe and demonstrate, in a work plan, how it will meet the statement of work. This work plan must cover the summer and winter seasons and be an integral part of the contract if the proposal is selected. The curriculum vitae of each proposed resource for the maintenance of buildings and mobile equipment must accompany the work plan.</p>		
<p>O3 Airport manager's experience</p>	<p>The bidder must propose an airport manager who has minimum 2 years of acceptable experience, within the last 5 years, in an airport environment.</p>		
<p>O4 Maintenance workers' experience</p>	<p>All personnel assigned to grounds, buildings and mobile equipment and preventive maintenance must have a minimum of 1 year of experience, within the last 5 years, in the use of the snow removal equipment listed in Annex A.2 of the statement of work.</p>		

No.	Mandatory criteria	Criterion met (yes/no)	Proposal page no.
<p>O5 References</p>	<p>The bidder must provide proof of its experience and past performance by mentioning the or all contracts executed in the last 15 years, as previously mentioned in mandatory criteria no. 01.</p> <p>The references provided by the bidder may be verified. Transport Canada reserves the right to verify that the information is accurate and complete.</p> <p>The bidder must ensure that the contact person for the client business' contract is aware of the services the bidder provided and is prepared to be referenced. The technical evaluation team will attempt to contact the reference person indicated by the bidder between 8:00 a.m. and 4:00 p.m. local time during the technical evaluation period. If the referenced client does not validate the information, the bidder's proposal could be deemed non-compliant and may not be considered for further evaluation.</p> <p>The bidder must ensure that the following information is included in his technical proposal:</p> <ul style="list-style-type: none"> - Organization's name; - Aerodrome type; - Contact person's name and title; - Contact person's tel. no. and/or email address; - Contract location (complete address); - Contract's value; - Contract period (month and year); - Contract description. 		

1.2 Point-Rated Criteria

Only proposals that meet the mandatory criteria will have the point-rated criteria evaluated.

No.	Rated criteria	Points given / Maximum points	Rating	Proposal page no.
C1	<p style="text-align: center;"><u>OPERATION</u></p> <p>The bidder must demonstrate, <u>in a work plan</u>, how it will meet the requirements of the statement of work during summer and winter.</p> <p>The work plan must indicate, without limitation:</p> <ul style="list-style-type: none"> - the number of resources planned to meet the operation requirements; - the resources' work schedule, based on the operating hours indicated in the Canada Flight Supplement (CFS) and on the information available in pages 3 and 4 of Annex A – Statement of work (maintenance hours vs normal working hours, MEDEVAC, etc.); - division of tasks; - continuity of activities when employees are absent. 	/30	<p>Acceptable = 10 pts: The proposed work plan does not clearly demonstrate how the requirements listed in the statement of work will be met.</p> <p>Good = 15 pts: The proposed work plan demonstrates how most of the requirements listed in the statement of work will be met.</p> <p>Very good = 30 pts: The proposed work plan clearly demonstrates how the requirements listed in the statement of work will be met.</p>	
C2	<p style="text-align: center;"><u>MAINTENANCE</u></p> <p>Based on the maintenance program checklists provided with the statement of work (Annex 6), the bidder must demonstrate, <u>in a work plan</u>, how it will meet the requirements of the statement of work during summer and winter.</p> <p>The work plan must indicate, without limitation:</p> <ul style="list-style-type: none"> - the number of resources planned to maintain the buildings and fixed, mobile and other equipment; - annual planning of the maintenance activities; - division of tasks; - the snow removal team's work schedule, based on the operating hours indicated in the Canada Flight Supplement (CFS) and on the information available in pages 3 and 4 of Annex A – Statement of work (maintenance hours vs normal working hours, MEDEVAC, etc.); 	/30	<p>Acceptable = 10 pts: The proposed work plan does not clearly demonstrate how the requirements listed in the statement of work will be met.</p> <p>Good = 15 pts: The proposed work plan demonstrates how most of the requirements listed in the statement of work will be met.</p> <p>Very good = 30 pts: The proposed work plan clearly demonstrates how</p>	

No.	Rated criteria	Points given / Maximum points	Rating	Proposal page no.
	<ul style="list-style-type: none"> - for which trade the bidder plans to hire contractors, other than the resources required and planned for the operations. 		the requirements listed in the statement of work will be met.	
C3	<p><u>Qualifications of the proposed resource to occupy Airport Manager position:</u> The bidder must provide, for each employee, in a resume, the person's years of experience and training/certificates received.</p> <ul style="list-style-type: none"> ➤ Years of experience in an airport environment within the last 5 years. 	/10	<ul style="list-style-type: none"> a. 2 years = 5 pts b. More than 2 years = 10 pts 	
	<ul style="list-style-type: none"> ➤ Training certificates <i>Note: Points will be awarded for each certificate listed under « Rating ».</i> 	/30	<ul style="list-style-type: none"> a. Safety management system (SMS) training certificate = 10 pts b. Aerodrome Standards and recommended practices (TP312) training certificate = 5 points c. Emergency response (ex. On Scene controller) training certificate = 5 pts d. Wildlife management training certificate = 5 pts e. Human and organizational factors training certificate = 5 pts 	
	Total points:	/100		

SELECTION METHOD

The proposals received will be evaluated for all the requirements in the Request for Proposals, including the technical and financial evaluation criteria. The contractor will be selected based on the admissible proposal whose technical merit/price ratio is the highest. The total score given to each proposal will be calculated as follows:

Evaluation of the technical proposal

$$\frac{\text{Total technical points}}{\text{Maximum technical points}} \times 60\% = \text{maximum of 60 points}$$

The bidder who submits the lowest-cost proposal will receive the maximum financial points (40 points)

The other proposals will be evaluated using this formula:

$$\text{Financial score} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)} \times 40}{\text{Bidder's TOTAL ESTIMATED COST (\$)}}$$

CALCULATION OF THE TOTAL SCORE

$$[\text{Bidder's TECHNICAL SCORE (60\%)}] + [\text{Bidder's FINANCIAL SCORE (40\%)}] = \text{Bidder's TOTAL SCORE (100\%)}$$

Only one contract will be awarded following this Request for Proposals.

SUMMARY OF THE EVALUATION PROCESS	
Did the bidder meet all the mandatory technical criteria?	Yes/No
Point-rated technical criteria	Number of points given
TOTAL TECHNICAL SCORE:	/100
WEIGHTED TECHNICAL SCORE $\frac{\text{Bidder's total technical score} \times 60}{100}$	/60
WEIGHTED FINANCIAL SCORE $\frac{\text{Lowest bidder's price} \times 40}{\text{Bidder's price}}$	/40
BIDDER'S TOTAL SCORE Weighted technical score (/60) + Weighted financial score (/40)	/100

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-) (<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](#) 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>) list during the period of the Contract.
- D. The Bidder must provide the Contracting Authority with a completed attachment titled "Federal Contractors Program for Employment Equity - Certification" before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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 as separate documents titled:

- (i) “CONTRACT SECURITY PROGRAM (CSP)
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities” [Contract security program \(CSP\) - Application for registration \(AFR\) \(tpsgc.gc.ca\)](#);
- (ii) “CONTRACT SECURITY PROGRAM (CSP)
INITIAL INTERNATIONAL SECURITY SCREENING FORM”



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)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.canada.ca/en/privacy/standard-personal-information-banks)). 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.international-industrial-security-directorate.ca) 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)	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
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



CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM

Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). 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. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

Instructions for completing this form

General

- This form and the additional documentation required 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 and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government 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.
- **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 additional information to substantiate this type of company or corporate entity selection:
 - Stock exchange identifier (if applicable); and
 - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - Government registration documentation; and
 - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - National Law, Act or policies defining the entity; and
 - Evidence of legal status.



- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
 - Evidence of legal status;
 - National laws and Acts; and/or
 - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
 - an employee of the company or corporate entity; and
 - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

Section D - Ownership Information

- For the purposes of the Contract Security Program, the following interpretations are applicable:
 - **Direct (or registered)** owners are 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 or corporate entity** refers to a company or corporate entity 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 E - Certification and Consent

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



IMPORTANT NOTE: The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

SECTION A - BUSINESS INFORMATION		
Complete Section A and provide the required documentation identified in the instructions above.		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Private or Public) <input type="checkbox"/> State-owned entity <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites
13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)		14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)		16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)



SECTION B – COMPANY SECURITY OFFICER				
Complete Section B.				
Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)				
Complete Section C. Add additional rows or attachment as required				
Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile

SECTION D – OWNERSHIP INFORMATION					
Complete Section D for each level of ownership					
Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.					
SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)					
Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
SECTION D-2 – OWNERSHIP LEVEL 2					
If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
SECTION D-3 – OWNERSHIP LEVEL 3					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)

I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form 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 the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.

Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

FOR USE BY THE PSPC’S CONTRACT SECURITY PROGRAM

Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date

ATTACHMENT 2 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

1. I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.
2. For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website.
3. Date: _____ (YYYY/MM/DD) (if left blank, the date will be deemed to be the bid solicitation closing date.)
4. Complete both A. and B.:
 - A. Check only one of the following:
 - () A1. The Bidder certifies having no work force in Canada.
 - () A2. The Bidder certifies being a public sector employer.
 - () A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
 - () A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
 - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - () A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

 - () A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.
 - B. Check only one of the following:
 - () B1. The Bidder is not a Joint Venture.

OR

 - () B2. The Bidder is a Joint venture, and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification (refer to the Joint Venture section of the Standard Instructions).

ATTACHMENT 3 TO PART 5 - CONDITIONAL SET-ASIDE, CERTIFICATION FOR INDIGENOUS BUSINESS

1. Set-aside for Indigenous Business

- A. This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4 \(https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4\)](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4) of the Public Services and Procurement Canada (PSPC) [Supply Manual \(https://buyandsell.gc.ca/policy-and-guidelines/Supply-Manual\)](https://buyandsell.gc.ca/policy-and-guidelines/Supply-Manual).
- B. The Bidder:
- (a) certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - (b) agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - (c) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
- C. The Bidder must check the applicable box below:
- (a) The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
- OR
- (b) The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
- D. The Bidder must check the applicable box below:
- (a) The Indigenous business has fewer than six (6) full-time employees.
- OR
- (b) The Indigenous business has six (6) or more full-time employees.
- E. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
- F. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2 Owner/Employee Certification - Set-aside for Indigenous Business

A. The Bidder must provide the following certification for each owner and employee who is Indigenous:

- (a) I am _____ (insert "an owner" and/or "a full-time employee")
of _____ (insert name of business), and an Indigenous
person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside
Program for Indigenous Business".
- (b) I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 – SECURITY AND INSURANCE 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.

6.2 Insurance Requirements

- A. The Bidder must provide a letter from an insurance broker, or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the Annex titled "Insurance Requirements".
- B. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 Task Authorization

- A. A portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2 Task Authorization Process

- A. Technical Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in the Annex titled "Task Authorization Form".
- B. The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(es) and method(s) of payment as specified in the Contract.
- C. The Contractor must provide the Technical Authority, within two calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- D. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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

- (i) [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (ii) [R2840D](#) (2008-05-12) General Condition (GC) 4 – Protective Measures

7.2.2 Supplemental General Conditions

- A. The following Supplemental General Conditions apply to and form part of the Contract:
- (i) [4012](#) (2012-07-16), Goods - Higher Complexity.

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 Annex B;
 - b) Contract Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

- A. Date of Contract to 1 year later.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

Hélène Lewis
Agente principale du matériel et des marchés
Transports Canada
700 Place Leigh-Capreol
Dorval, Québec H4Y 1G7
Téléphone : 514-208-5342
Courriel: helene.lewis@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 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

- B. The Technical 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 Technical Authority; however, the Technical 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.
- C. In their absence, the Technical Authority is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

7.5.3 Administrative Authority

- A. The Administrative Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Position: _____
Address: _____

Telephone: _____
E-mail: _____

- B. The Administrative Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Administrative Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Administrative Authority however the Administrative Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Contractor's Representative

- A. **[Contact information to be detailed in the resulting contract]**

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

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 Unit Price(s)

- A. For the Work described in the Annex titled "Statement of Work", excluding any individual repairs with costs exceeding \$5,000.00:
- (i) In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in the Annex titled "Basis of Payment" for a cost of **\$[amount to be detailed in the resulting contract]**. Customs duties are included and Applicable Taxes are extra.
- B. For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications, or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.2 Basis of payment - Individual Task Authorizations

- A. The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Annex titled "Basis of Payment".
- B. Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Customs duties are included and Applicable Taxes are extra.
- C. No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed **\$[amount to be detailed in the resulting contract]**. Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications, or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (i) when it is 75% committed; or
 - (ii) 4 months before the contract expiry date; or

- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work;

whichever comes first.

- C If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Monthly Payment

- A. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with 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) the Work performed has been accepted by Canada.

7.7.4 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 resulting from a Task Authorization must be supported by:

- (i) Completed and pre-approved pwgsc-tpsgc 572 Task authorization form; and
- (ii) A copy of the release document and any other documents as specified in the Contract.

- C. Invoices must be distributed as follows:

- (i) The original and 1 copy must be forwarded to the address shown on page 1 of the Contract for certification and payment;

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

- A. The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to 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)" list (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Quebec **or as specified by the bidder in its bid, if applicable.**

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 supplemental general conditions [4012](#) (2012-07-16), Goods - Higher Complexity;
 - (iii) The General Conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
 - (iv) The General Conditions [R2840D](#) (2008-05-12) – Protective Measures
 - (v) Annex A, Statement of Work;
 - (vi) Annex B, Basis of Payment;
 - (vii) Annex C, Security Requirements Check List;
 - (viii) Annex D, Insurance Requirements; and
 - (ix) Task Authorizations (template).

One of the following options will be inserted in the resulting contract, as applicable:

Option 1: When the contract is to be with a Canadian-based supplier; or

7.12 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

Option 2: When the contract is to be with a foreign-based supplier.

7.12 Foreign Nationals (Foreign Contractor)

- A. The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a

foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance - Specific Requirements

- A. The Contractor must comply with the insurance requirements specified in the Annex titled "Insurance Requirements". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- B. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- C. The Contractor must forward to the Contracting Authority within 10 days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 Inspection and Acceptance

- A. The Technical 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.

7.15 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.

7.16 Government Site Regulations

- A. The Contractor must comply with all regulations, instructions, and directives in force on the site where the Work is performed.

7.17 Work Site Access

- A. Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

7.18 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.

7.19 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>).

7.19.1 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. 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>) or visit the [OPO website](#).

File no.: T3033-230004

Annex A – Statement of Work – Lourdes-de-Blanc-Sablon Airport

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Facilities and services

The Lourdes-de-Blanc-Sablon Airport provides the community with the sole means of reliable and accessible air transport by offering commercial passenger flights year-round. Approximately 1 200 people are served regionally (2021). The Lourdes-de-Blanc-Sablon Airport has a total surface area of 96 HA and includes the following facilities:

- One 431 m² air terminal built in 1982
- One 390 m² service garage
- One paved runway: 4500 feet long (05/23); runways of 150 feet wide.
- A refueling service
- Security checkpoint (presence of the Canadian Air Transport Security Authority (CATSA))
- Chartered flights
- Regular commercial flights
- Private flights
- Medical evacuation flights (MEDEVAC)

Operating hours versus maintenance hours

Currently, the operating hours of Lourdes-de-Blanc-Sablon Airport indicated in the Canada Flight Supplement (CFS) are from 11-01Z± (7am to 9pm, local time), year-round.

Due to the heavy precipitation and mix of precipitation that prevail in this region of the province, the Contractor must provide maintenance hours (movement areas and heavy equipment) outside of normal working hours, during the winter season, in order to respond to medical evacuations (MEDEVAC) requests which occur regularly outside the employees' normal working hours, evenings and weekends. This service must be maintained at all times. For this reason, a 3-hour pre-notice is provided in the Canada Flight Supplement (CFS).

As an indication, the number of medical evacuations in the last 3 years is:

Année 2020 – 44
Année 2021 – 56
Année 2022 – 45

This data was provided by the « Service aérien gouvernemental du Ministère des Transports, de la Mobilité durable et de l'Électrification des transports ».

Known operating costs (approximate):

Items	Year 2020		Year 2021		Year 2022	
	Quantity (L)	Cost	Quantity (L)	Cost	Quantity (L)	Cost
Diesel	38 750	X	43 200	19744,4	44720	X
Gas	10 450	X	11 300	X	12100	X
Electricity	X	29 855\$	X	28 480\$	X	29100\$
Cleaning products	X	15 000\$	X	15 000\$	X	15000\$
Marking paint	750	X	750	X	750	X
Crack filler	5400 (lbs)	X	5400 (lbs)	X	5400 (lbs)	X
Heating oil – Garage	15 000	X	15 000	X	15800	X
Heating oil - Terminal	22 000	X	21 000	X	20600	X
Garbage removal	N/A	N/A	N/A	N/A	N/A	N/A

1.0 General provisions

1.1 Facilities provided by the Department

The Department is responsible for providing the buildings and fixtures listed in Appendix A.1 of the Statement of Work. These will be used by the Contractor exclusively for the purpose of executing this contract.

The Contractor will be responsible for ensuring the maintenance of the installations placed at its disposal, in accordance with sections 3.0 and 4.0 of the Statement of Work and according to the maintenance program in Appendix A.6.

1.2 Mobile equipment provided by the Department

The Department is responsible for providing the mobile equipment listed in Appendix A.2 of the Statement of Work, as well as their registration. The Contractor will use this mobile equipment exclusively for the purpose of executing this contract.

The Contractor will be responsible for ensuring the maintenance of the mobile equipment placed at its disposal, in accordance with sections 3.0 and 4.0 of the Statement of Work and according to the maintenance program in Appendices A.6 and A.7.

The disposal of the mobile equipment is the Department's exclusive responsibility and must be done through the Technical Authority.

1.3 Documentation, equipment and materials provided by the Department

The Department is responsible for providing the documents, equipment and materials listed in Appendix 3 of these specifications. The Contractor must notify the Department of its maintenance of the inventory of these documents, equipment, and materials. The Contractor must plan for the equipment and special tools it will need and notify the Technical Authority.

1.4 Materials, supplies and services provided by the Contractor

The Contractor is responsible for providing the materials, supplies and services listed in Appendix A.4 of the Statement of Work. The Contractor must provide, at their own expense, all the labour, supervision, services and supplies necessary for the proper performance and fulfillment of all the obligations specified in the Statement of Work.

1.5 Contractor's obligation at the start of the contract

All Crown property used by the Contractor for the purposes of this contract is listed in Appendices A.1, A.2 and A.3. The Contractor attests that the facilities and equipment were received in good condition.

The Contractor and Technical Authority will conduct an accounting inventory of all the Department's tools, materials and equipment in the Contractor's possession and control, under and pursuant to this contract. The Contractor will be notified of the removal or addition of any equipment, as well as any changes made to the site during the contract period.

1.6 Contractor's obligations during the contract period

In accordance with Sections 3.0 and 4.0 of these specifications, the Contractor must:

- Operate the airport in accordance with the requirements of the Aerodromes Standards and Recommended Practices, in relation to the airport operations manual;
- Ensure, at all times, a level of safety equivalent to that indicated in the standards and dictated by public interest and aviation safety;

- Provide the Technical Authority with all information and records concerning the maintenance and operation of the equipment, materials and facilities;
- Keep and protect the contract, specifications, plans, information, drawings, materials, tools, and property provided by the Department against all loss or damage from whatever cause and, without limiting the generality of the foregoing, against spying and sabotage. The Contractor may not use, return, or disclose the above without the Department or its Technical Authority's written consent, except as essential for service delivery.

1.7 Contractor's obligations upon the contract's expiration

The Contractor must keep, for the duration of the contract, and return, upon the contract's expiration, all Premises and equipment, as well as the changes made from time to time, in the same condition as at the start of the contract, except for the changes, conditions or quantities resulting from the following:

- a) normal and moderate wear.
- b) theft, loss or damage to the Department's Premises, equipment, or other property due to explosion, fire, lightning, a storm or a fortuitous act, or any act or event outside the Contractor's control.

The Contractor will conduct an accounting inventory of all the Department's tools, materials, supplies and equipment in its possession and control, under and pursuant to this contract.

All defects must be recorded and recognized by the Contractor's Technical Authority's signature before leaving the Premises. If there are no defects, the Contractor will immediately be granted release.

After each inventory and upon the contract's termination or expiration, the Contractor will reimburse the Department for all losses, shortages and damages to the Department's tools and equipment under the Contractor's responsibility, at the going replacement cost, all to the Department's satisfaction, except as provided in subsection 1.9 (a).

The Contractor must ensure that its Airport Manager remains on the airport Premises for at least 10 business days after the present contract's expiration, to facilitate the transition to the new contractor or airport manager, as applicable.

1.8 Business continuity plan

The Department developed a business continuity plan to resume airport operations quickly and efficiently after a service interruption. This plan identifies the steps to follow and clearly defines all the employees' responsibilities. It is the Technical Authority's responsibility to develop and update the business continuity plan and provide the Contractor with a copy. The Airport Manager and their employees must comply with this plan, as applicable.

1.9 Environment

Without limiting the generality of any other commitment set out in this contract, the Contractor must (at its own expense) check that it is compliant, at all times, with all the laws in effect regarding the use, non-use, maintenance, non-maintenance, operation or non-operation of the Premises and the equipment and facilities erected on the Premises, if applicable, including environmental laws. The Contractor must immediately notify the Department in writing of any breach or violation of these laws or any incidents affecting the sediment, soil or water in, on, above or below the Premises. Moreover, the Contractor must, at its own expense:

- a) Immediately give the Technical Authority notice of the extent and nature of the measures taken to comply with the stipulations in the following subsections and keep the Technical Authority informed via written notice;

- b) Diligently carry out all work that will enable it to comply with the laws in effect;
- c) Immediately cease or require to cease all deposits, emissions, discharges, emanations, spills, leaks or run-off of any contaminant, pollutant or harmful substance in the environment or in, on, above or below the Premises, unless it is in accordance with the applicable environmental laws.
- d) Give the Technical Authority notice, without delay, of all written or verbal requests, claims or proceedings or any other written or verbal notice given pursuant to the applicable environmental laws, including, without limiting the generality of the foregoing, notices of non-compliance issued by government authorities. The Contractor must keep the Technical Authority informed of all subsequent related events on the Premises that concern the environmental laws.

Should a breach, violation or event occur during the contract period, due to the Contractor's fulfillment or non-fulfillment of its obligations, the Contractor must, at its own expense and without delay, rehabilitate the Premises or any adjacent property, including the sediment, soil and water in, on, above or below the Premises, in accordance with the laws in effect at the time of said rehabilitation work.

1.10 Damages to the property

In the event of damages to Her Majesty's property, the Contractor must immediately notify the Technical Authority in writing and launch an investigation of the causes and extent of the damages in order to obtain the following information:

- a) an accurate description of the tasks performed by all the employees, officers or attendants involved;
- b) a detailed account by every employee, officer or attendant involved, including the known circumstances and indicating if they were on duty at the time of the accident;
- c) reports by any other people with knowledge of the circumstances surrounding the damaging event;
- d) copies of all the reports to local police concerning the event;
- e) plans, sketches and photos that could help understand the exact nature of the accident; and
- f) any information or materials the Technical Authority may request.

If the Contractor is responsible for any damage caused to Her Majesty's property, the Contractor must proceed to the repair at his own expense and without delay.

1.11 Airport revenues

The collection of any rent payments or payments of any kind or description, payable by the concession holders and any other operator of the airport installations or the airport will be the exclusive responsibility of the Department.

1.12 Air traffic report

To ensure that the airport revenues are collected efficiently, the Contractor must keep a report of all aircraft movements during the hours of operation. This report must also compile the number of aircraft parked for more than six (6) hours. The Contractor must submit this completed aircraft movement report every month, on a form provided by the Department, either by faxing it to Transport Canada's Finance Department at 514-633-2925 or mailing it to:

Transport Canada
 Finance Department
 700 Leigh Capreol
 4th floor
 Dorval, Quebec
 H4Y 1G7

The landing, air terminal and aircraft parking fees will be collected exclusively by the Department based on the reports provided by the Contractor.

The Contractor is not required to provide additional personnel to fill out these reports after operating hours. However, the Contractor must ensure that the reports reflect the situation as accurately as possible.

1.13 Spokesperson

Only the Technical Authority is authorized to communicate with the media as Transport Canada's spokesperson.

1.14 Billing

The Contractor must send its monthly invoice to the Technical Authority at most thirty (30) days after the month in which the services were rendered.

The monthly maintenance checklist, provided by the Department in Appendix A.6, must be filled out and included with the Contractor's monthly invoice.

2.0 Contractor's personnel

2.1 Generalities

For the purposes of this contract, the Contractor is required to hire the qualified labour necessary to meet the Technical Authority's requirements in accordance with the Statement of Work.

As changes occur as the result of the dismissal, resignation, departure, etc. of one or more employees, the Contractor must maintain the number of employees indicated in the contract and submit a revised list of its personnel with a copy of their résumé to the Technical Authority.

The Department reserves the right to check that the Contractor's personnel have the necessary permits, certificates, and other attestations, at which time the Contractor must provide a copy to the Technical Authority.

The Contractor must provide the services identified in the tender submission, unless unable to do so for reasons beyond their control, in which case the Contractor must provide the services of a replacement with similar qualifications and experience. The replacement must meet the criteria used to select the Contractor and be acceptable to the Department. The Contractor must, as soon as possible, notify the Technical Authority of the reason for the replacement and provide:

- the name of the proposed replacement and this person's qualifications and experience;
- a copy of the replacement's résumé; and
- proof that the proposed replacement has the required security clearance granted by the Department, if applicable.

Under no circumstances may the Contractor allow the work to be carried out by unauthorized replacements. On the recommendation of the Technical Authority, the contracting authority can order that a replacement cease carrying out the work. The Contractor must comply with this order without delay and retain the services of another replacement in

accordance with the above paragraph. The failure of the contracting authority to order a replacement to cease carrying out the work does not release the Contractor from their obligation to meet the contract requirements.

2.2 Contractor's responsibility

The Contractor will assign a Technical Authority to the site, who will be authorized to receive the directives and other communications that may be given by the Technical Authority under the contract. The Contractor must ensure the smooth operation of the work stipulated in the Statement of Work and must be able to communicate effectively in both official languages (French and English).

The Contractor must direct all their personnel and the Contractor's responsibilities will include, but are not limited to, the following:

- Apply the procedures set out in the Emergency Response Plan, Airport Security Program, Wildlife Management Plan, Safety Management Plan and others;
- Obtain and hold the permits needed to carry out the wildlife management tasks listed in the site's Wildlife Management Plan. Notably, the firearms licence for businesses, a permit to kill migratory birds and a wildlife management permit issued by Quebec's Ministère des Forêts, de la Faune et des Parcs.
- Intervene in all incidents that concern the safety and/or security of the airport;
- Report any incidents, concerns or safety and/or security hazards in a report or notify the Technical Authority in writing;
- Patrol the terminal and the aprons in the immediate vicinity of the terminal;
- Attend the security awareness sessions; inspect, maintain and repair the airport security installations such as fences, gates and doors to the airside; and provide rescue services in an emergency;
- Write reports and keep records relating to the maintenance program and fill out the checklists provided in the Airport Maintenance Program;
- Potentially operate various mobile equipment, such as a snowblower, heavy truck, front loader, mechanical sweeper, tractor, grader and other equipment commonly used for winter and summer maintenance of an airport;
- Repair and/or fill cracks in the asphalt surfaces on the landside and airside of the Transport Canada site;
- Redo the markings on the asphalt surfaces on the landside and airside of the Transport Canada site to ensure that they are visible at all times;
- Perform any other duties the Technical Authority may require. New responsibilities may sometimes arise from new legislative or regulatory requirements.

The Airport Manager must meet the following requirements:

- Have at least two years of acceptable experience in an airport environment;
- Hold reliability status;
- Hold a permit for a Restricted Radio Operator Certificate (with aeronautical qualifications) issued by Industry Canada;
- Hold and maintain, a driver's license issued by the Province of Quebec, for the entire contract period:
 - a. Class 5, in the event that Airport Manager does not operate the mobile equipment mentioned above, which requires a Class 3;

- b. Class 3, in the case where the Airport Manager operates mobile equipment mentioned above and which requires a Class 3.

2.3 Personnel in charge of grounds, mobile equipment, and preventive maintenance

The Contractor is required to provide the services of fully qualified and competent personnel to ensure the use and maintenance of the buildings, fixtures, and mobile equipment.

The maintenance personnel's responsibilities will include, but are not limited to, the following:

- Operate various mobile equipment, such as a snowblower, heavy truck, front loader, mechanical sweeper, tractor, grader and other equipment commonly used for winter and summer maintenance of an airport;
- Maintain the buildings and fixtures listed in Appendix A.1 (Installations Provided by the Department);
- Repair, dismantle and reassemble the various parts of the mobile equipment described in Appendix A.2 (Mobile Equipment Provided by the Department);
- Fill out the checklists and maintenance sheets in appendices A.6 and A.7 (Maintenance Program);
- Apply the procedures set out in the Emergency Response Plan, Airport Security Program (if applicable), Wildlife Management Plan, Safety Management Plan and others;
- Intervene in all incidents that concern the safety and/or security of the airport;
- Report any incidents, concerns or safety and/or security hazards in a report or notify the Technical Authority in writing;
- Attend the security awareness sessions; inspect, maintain, and repair the airport security installations such as fences, gates and doors to the airside; and provide rescue services in an emergency.

The maintenance personnel must meet the following requirements:

- Hold reliability status;
- Hold a permit for a Restricted Radio Operator Certificate (with aeronautical qualifications) issued by Industry Canada;
- Hold and maintain, for the entire contract period, a valid Class 3 driver's license, issued by the Province of Quebec;
- Have at least one (1) year of experience operating heavy snow-removal equipment.

2.4 Resources assigned to security

The Contractor is required to provide the services of a fully qualified and competent security resource to apply the security measures established by the Department to protect the operations against unlawful acts during the air terminal's opening hours.

The security resource's responsibilities will include, but are not limited to, the following:

- Immediately notify Transport Canada – Security and Emergency Preparedness (1-888-857-4003) and the Technical Authority of any security incidents;
- Apply the procedures set out in the airport's Emergency Response Plan, Security Program and Safety Management Plan;
- Intervene in all incidents that concern the security of the airport;
- Maintain peace and order and ensure the safety of the passengers;
- Ensure a regular presence in restricted and public areas of the terminal during security screening hours;

- Report to the screening point without delay during an emergency or when an alarm is triggered;
- Collect information and statements when incidents occur and draft reports;
- Write a report on actual or suspected safety or security incidents or notify the Technical Authority and the airport manager verbally or in writing;
- Receive completed safety and/or security incident report forms and share them with the Technical Authority; promptly implement mitigation measures, if applicable;
- Give Airside Vehicle Operator's Permit (AVOP) exams, issue the permits accordingly and record everything;
- Control access points and restricted areas and keep a log of the keys and access cards;
- Keep unauthorized vehicles and pedestrians from circulating on the airside while ensuring that the methods that are used impede as little as possible the orderly movement of passengers, no matter the circumstances;
- Patrol the security perimeter, the air terminal's apron and restricted areas in the terminal to discern and detect access by unauthorized persons and/or the introduction of a weapon, explosive or incendiary device into these areas;
- Patrol the terminal and the aprons in the immediate vicinity of the terminal;
- Conduct security rounds and random checks of ID cards, restricted area passes and vehicles, drivers and passengers in the restricted area;
- Make sure that the motor vehicle parking lots are not congested and that vehicles are circulating in manner that does not obstruct the terminal area in any way;
- Have good knowledge of the following documents: *Aeronautics Act, Canadian Aviation Security Regulations, 2012 (CASR)* and *Aerodrome Security Measures (ASM)*; other laws and regulations to be specified, if applicable;
- Make sure that the supply chain protocol is respected and conduct random checks;
- Provide "Airport Security Awareness" training to all new employees working at the airport (airlines, etc.);
- Contribute to the annual review of the Security Program, including the Security Policy and the Emergency Response Plan with the Technical Authority;
- Open the terminal upon arrival on the premises in the morning;
- Be able to communicate effectively in both official languages;
- Be the contact person, to communicate information to employees, passengers and users;
- Perform any other security-related duties that the Technical Authority may require.

2.5 Personnel training

The training in the table below is required by the *Canadian Aviation Regulations (CAR)* and ensures that the airport personnel are trained and competent to perform their duties. The table also indicates the training frequency and who is responsible for providing the training. The Contractor must make the necessary arrangements to provide their employees with the following regulatory training and must pay all related costs:

TRAINING OF AIRPORT PERSONNEL	
<p>Aerodrome Standards and Recommended Practices (TP 312)</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 5 years for all employees: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	<p>Person responsible: Contractor</p>

<p>Safety Management System (SMS)</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 3 years for Technical Authority: Recurring - Every 5 years for personnel: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor
<p>Human and Organizational Factors</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 3 years for Technical Authority: Recurring - Every 5 years for operators: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor
<p>Winter Maintenance</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 3 years for operators: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor
<p>Wildlife Management</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 5 years for all employees: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor
<p>Emergency Response</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p> <ul style="list-style-type: none"> - Every year: Recurring 	Person responsible: Contractor
<p>Onsite Coordinator</p> <ul style="list-style-type: none"> - Upon hiring the personnel who will take on this role in an emergency: Initial - Every 3 years: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor
<p>Airport Security Awareness</p> <ul style="list-style-type: none"> - Upon hiring any new employee: Initial - Every 3 years for Technical Authority: Recurring - Every 5 years for personnel: Recurring <p><i>This training must be given by qualified and certified companies and the certificates must be submitted to the Technical Authority.</i></p>	Person responsible: Contractor

2.6 Absence of an employee

In the event of the absence of one or more of the Contractor's employees, for any reason whatsoever, the Contractor must maintain the level of service required by this Statement of Work at no additional cost to Transport Canada.

When, one or more of the Contractor's employees must be absent from work, no matter the reason, the Contractor must ensure that at least one (1) employee is present during regular working hours, or more, depending on the season, weather conditions and other considerations, including medical evacuation

(MEDEVAC) requests. As stated in Section 1.2(b) of the Statement of Work, this service must be maintained at all times.

2.7 Overtime

Overtime worked by the Contractor's employees cannot be claimed from the Department under this contract without the prior authorization of the Technical Authority.

2.8 Exclusive work

The Contractor agrees that all employees assigned to fulfill its commitments under this contract may only be used for the purposes of this contract during the hours worked at the service location and must not perform any other tasks during said hours.

If the Contractor violates the above, compensation in the guise of damages covering the entire day(s) of work performed by the assigned employee(s) will be withheld by the Technical Authority, if applicable. The termination clause set out in this contract may also be applied if deemed appropriate.

2.9 Conflicts of interest

The Technical Authority can order the Contractor or one of its employees or Technical Authority to cease all activity that may, in its opinion, be a source of conflict with the airport's operation. The Contractor and its employees or Technical Authority must immediately comply with the directives given by the Technical Authority subject to this clause.

2.10 Lodging

The Department is not required to provide the facilities needed to lodge the Contractor's personnel.

2.11 Tips

The Contractor must make sure that its employees do not, under any pretext or at any time, solicit or accept tips from passengers, tenants, clients or any other person at the service location.

2.12 Lost and found items

The Contractor must make sure that all found items are placed in the "lost and found" box in the air terminal. The Contractor may dispose of any unclaimed items on a seasonal basis.

2.13 Protective clothing and equipment

The Contractor must provide, at its own expense, any type of protective clothing and equipment its employees need to perform their duties and ensure that they wear and/or use these.

2.14 Compliance with the laws and regulations

The Contractor must, in all respects, adhere to and comply with the laws, regulations, norms and orders issued by municipal authorities and other government agencies concerning, in any way, the Contractor's activities under this contract. The Contractor must adhere to and comply with the regulations and Canadian certifications concerning the environment, fire prevention, including the fire prevention systems located in the Field Electrical Center, traffic control, sanitary and safety measures, as well as all regulations governing the airport's operation.

The Contractor must comply with the Canadian Aviation Regulations, including its amendments, as well as all other regulations the Department may periodically establish, pursuant to the provisions in the Aeronautics Act forming Chapter A-2 of the Revised Statutes of Canada, 1985 Act.

The Contractor agrees and attests that it, and its employees, will respect all the rules and regulations that the Technical Authority will put into effect. If the Contractor can prove that these changes will incur additional costs, it may, with the Technical Authority's prior approval and by presenting supporting documents, claim all relevant additional amounts.

2.15 Reporting unsafe working conditions

The Contractor must notify the Technical Authority without delay of any working conditions considered to be unsafe so that the Technical Authority can take the appropriate measures to correct the situation.

2.16 Occupational safety

The Contractor must comply with the occupational safety regulations stipulated by Quebec's Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), the *Canada Labour Code* and other relevant regulations. The Contractor's responsibilities include, but are not limited to, the following:

- a) Report any working conditions deemed hazardous to the Technical Authority without delay;
- b) Provide its employees with first aid training given by an organization recognized by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST);
- c) Give first aid to its employees in the workplace and provide them with adequate supplies and equipment to meet the need. Notably, make sure there are first aid kits at each workplace, including in the vehicles and heavy equipment. The Contractor is responsible for inspecting and replenishing these kits in accordance with the standards;
- d) Promote a vigorous occupational safety program;
- e) Report any accidents that caused injury to personnel or damage to equipment and/or property to the Technical Authority without delay;
- f) Set a periodic safety inspection schedule and adhere to it;
- g) Assist the Department's personnel in accident investigations, if applicable;
- h) Submit any additional safety reports that may be required by the Technical Authority;
- i) Provide the employees with personal protective equipment (boots, gloves, coveralls, high-visibility clothing, face coverings, visors, etc.)

2.17 Communications

The Contractor is responsible for providing the materials, supplies and services listed in Appendix A.4 of the Statement of Work. The Technical Authority must be able to communicate with the Contractor at all times, either electronically or verbally. The Technical Authority must have the cell number for the Contractor's Technical Authority and the security resource. The Contractor must also record a voice message identifying the airport on the stationary telephone provided by the Department, so that a message can be left.

3.0 Regulatory manuals and reference documents

3.1 General information

The Technical Authority must provide a copy of the regulatory manuals and reference documents below to the Contractor and the Contractor's employees, who must take note of them, particularly the parts concerning their roles and responsibilities, and comply with said manuals and references.

SOURCE	DESCRIPTION
Regulatory manuals and reference documents provided by the Technical Authority	Operating Manual Safety Management Plan Winter Maintenance Plan Emergency Response Plan Wildlife Management Plan Airport Security Program Business Continuity Plan Glycol Management Plan TP 312 (version applicable to the site) – Aerodrome Standards and Recommended Practices AC 300-005 (latest edition) – Changes to Runway Surface Condition Reporting AC 302-014 (latest edition) – Runway Ice Control Chemicals AC 302-026 (latest edition) – Decelerometer Performance Specifications Other documents that the Technical Authority considers appropriate to provide to the Contractor
NAV Canada aeronautical publications provided by the Contractor	Canada Air Pilot (CAP 6) Québec (French) Canada Flight Supplement (CFS) Anticosti VFR Navigation Chart (VNC) (AIR 5011) Canadian NOTAM Operating Procedures

The Contractor must, at all times, carry out the airport operations in accordance with the airport's operating manual and other regulatory manuals. The work carried out by the Contractor must be done in accordance with the Statement of Work and in a way that meets the Technical Authority's requirements. To this end, the Contractor must hire qualified personnel to use and maintain the aerodrome's various equipment, buildings, structures and installations, while ensuring their preventive maintenance.

During the contract term, if the Contractor is unable to effectively continue the scope of the work required in this contract with the labour resources indicated in the Work Plan proposed in their technical tender, it is the Contractor's responsibility to identify and support any changes required.

The Contractor will assist any person the Department authorizes to inspect or take appropriate safety measures with respect to the services.

3.2 Safety Management System (SMS)

The Department has set up a Safety Management System (SMS) to detect and correct safety issues before they result in an accident or incident. A Safety Management Plan was developed and distributed to the airport personnel. The Department reviews and updates this plan annually. The Contractor, the Contractor's Technical Authority and the airport personnel must take note of their roles and responsibilities set out in the airport's Safety Management Plan and must comply with them. The role of the airport personnel is to participate in the Safety Management System (SMS) in the following ways:

- Report safety hazards, incidents, accidents or related concerns;
- Behave in a safe and prudent manner;
- Become familiar with the Safety Management Plan and the policies, roles and responsibilities concerning the SMS;
- Communicate suggestions for improving safety to management;
- Follow established occupational safety procedures;
- Attend safety meetings.

To support the Department in applying the airport's Safety Management System, the airport personnel is required to report any actual or suspected safety and/or security incidents in a report or notify the Technical Authority in writing.

In addition, risk management is an approach used to determine the best course of action in uncertain circumstances involving risks. Risk management enables informed decision-making through an understanding of the issues and enables a preventive response to change by mitigating threats. The airport personnel is therefore required to take part in assessing risks that require a thorough evaluation by filling out a report summarizing the situation and providing measures that can be put in place to correct it.

3.3 Airport emergency

The Department has developed an Emergency Response Plan (ERP) for the activities for which the airport is used. This plan helps coordinate the measures to be taken in an emergency occurring at the airport or in its vicinity.

The Department reviews and updates the ERP annually after testing it in a tabletop exercise or general drill. The Contractor will receive a copy of the new version. The Contractor and their employees must take note of their roles and responsibilities set out in the airport's ERP and must comply with these in an emergency. The airport's Emergency Response Plan must be accessible and available to be consulted at all times.

3.4 Wildlife management

The Department has developed a Wildlife Management Plan (WMP) to address the hazards posed by wildlife at the airport. The aim of the WMP is to ensure the safety of the passengers and crews by reducing the risks to aircraft and airport operations associated with wildlife activities at the aerodrome and in its vicinity. The Department reviews and updates the WMP as required or every two years as stipulated in the *Canadian Aviation Regulations*. The WMP must be accessible and available to be consulted at all times.

The Contractor will receive a copy of the new version and is responsible for reviewing it and complying with it.

The Contractor and the airport personnel must write a report when a bird or mammal impact occurs and send it to the Technical Authority.

3.5 Airport security

The Department has developed an Airport Security Program (ASP) for the activities for which the airport is used. The ASP increases the Department's ability to respond to new or unforeseen aviation security threats or risks by improving security awareness and encouraging the sharing of aviation security information. The Contractor is required to detect any unlawful act or any other infringement of the Department's rights and notify the Technical Authority without delay. If the Contractor fails to do so, they will be held liable for any damage that may result.

The Department reviews and updates the ASP annually after testing it in a tabletop exercise or general drill. The Contractor will receive a copy of the new version. The Airport Security Program must be accessible and available to be consulted at all times.

The Contractor and their employees must take note of their roles and responsibilities set out in the Airport Security Program and must apply these to manage and oversee aviation security in order to prevent and detect unlawful acts.

The Contractor must ensure that the facilities are protected from any attempted theft or act of vandalism and against any incidental damage that could be caused by employees, passengers, or members of the general public.

4.0 Operations and maintenance

A copy of the airport's Canada Flight Supplement in effect at the time of the Statement of Work can be found in Appendix A.5.

The published information could be modified by the Technical Authority according to specific one-time needs.

4.1 Operations and maintenance – Summer season

The summer season begins on May 1st and ends on October 31st.

During this season, regular working hours are from 7 am to 9 pm, local time (11-17Z±), from May 1st to October 31st, and may vary depending on flight schedules and operational needs. According to Advisory Circular (AC) 302-031, the presence a Contractor Technical Authority is required to cover scheduled flights and to be able to provide the following services upon request: wildlife management, emergency response plan activation, safety management, runway condition reports, NOTAM issuance (*Canadian Aviation Regulations*, subsection 302.07[3]) and direct communication of hazards to pilots (*Canadian Aviation Regulations*, subsection 302.07[2]).

Depending on the seasonal variations, it will be up to the Contractor to be prepared to deal with unforeseen events during the summer or winter period and to take appropriate action to mitigate the inconveniences.

The airport must be accessible at all times, unless a particular situation requires the Contractor to temporarily suspend the use of the runway.

For commercial flights (arrival or departure), unscheduled flights or emergency medical evacuations (MEDEVAC) outside of regular working hours, a 3-hour notice is provided in the Canada Flight Supplement (CFS) to allow the Contractor's personnel to inspect the runway and make the manoeuvring areas accessible.

4.1.1 Summer operations and maintenance – Airside

The Contractor must keep the aircraft operation surfaces in a safe and serviceable condition and provide the parts, materials and products necessary for their maintenance. In summer, annual maintenance work includes, but is not limited to, the following:

- Checking and maintaining the power supply cables for the visual aids and aligning and calibrating the aids;
- Inspecting the coating of the manoeuvring areas and filling any cracks;
- Marking the runway and other paved areas;
- Maintaining and repairing the fences and barriers, including conducting monthly checks of the flags installed on the fences and making sure they are replaced if they are broken or faded;
- Grading the shoulders of the movement areas;
- Clearing brush and mowing grass surfaces, including 10 feet outside the perimeter fences, in accordance with the airport's Wildlife Management Plan;
- Cleaning ditches and underground drainage pipes;
- Inspecting and repairing the mobile equipment;
- Doing miscellaneous seasonal work, including painting buildings, storage tanks, etc.

As stipulated in the daily, monthly and annual preventive maintenance checklists in Appendix A.6, the Contractor will be required to perform daily inspections of the ground and tanks (presence of oil stains, gasoline, leaks, etc.) and take the necessary actions to stop a spill or leak using the kit indicated in Appendix A.4. The Contractor must also immediately report any other spill or leak to the Technical Authority, or handle any other incident of an environmental nature.

4.1.2 Summer maintenance – Landside

The Contractor must maintain all roads and parking areas, drainage ditches and related installations.

Summer maintenance involves grading all gravel surfaces, sweeping, monitoring erosion around each road and fence, maintaining all drainage systems and vehicle parking lots, marking paved surfaces, filling cracks and repairing potholes.

4.2 Operations and maintenance – Winter season

The winter period begins on November 1st and ends on April 30th.

During this season, regular working hours are from 7 am to 9 pm, local time (11-17Z±), from November 1st to April 30th and may vary depending on flight schedules and operational needs. According to Advisory Circular (AC) 302-031, the presence of a Contractor Technical Authority is required to cover scheduled flights and to be able to provide the following services upon request: wildlife management, emergency response plan activation, safety management, runway condition reports, NOTAM issuance (subsection 302.07[3] of the *Canadian Aviation Regulations*) and direct communication of hazards to pilots (subsection 302.07[2] of the *Canadian Aviation Regulations*).

Depending on the seasonal variations, it will be up to the Contractor to be prepared to deal with unforeseen events during the summer or winter period and to take appropriate action to mitigate the inconveniences.

The airport must be accessible at all times, unless a particular situation and/or runway conditions and/or weather conditions require the Contractor to temporarily suspend the use of the runway.

For commercial flights (arrival or departure), unscheduled flights or emergency medical evacuations (MEDEVAC) outside of regular working hours, a 3-hour notice is provided in the Canada Flight Supplement (CFS) to allow the Contractor's personnel to inspect the runway and conduct snow removal operations in accordance with the airport's Winter Maintenance Plan in order to make the manoeuvring areas accessible.

The Contractor is responsible for transporting the snow and must comply with the special provisions in the airport's Winter Maintenance Plan, if applicable.

Winter maintenance includes removing snow and de-icing, including applying sand and/or formate.

Note that it is prohibited to assign duties relating to the airport's Winter Maintenance Plan to personnel who have not received the training (see clause 2.4 relating to the training of airport personnel).

4.2.1 Winter operations and maintenance – Airside

Winter operations must be carried out in accordance with the airport's Winter Maintenance Plan at all times.

The Contractor will be required to immediately take appropriate measures in the event of inclement weather conditions whose effects persist and are prolonged on the runway, such as freezing rain, excessive snow accumulation, etc., in order to ensure the continuity of operations.

As stipulated in the daily, monthly, and annual preventive maintenance checklists in Appendix A.6, the Contractor will be required to perform daily inspections of the ground and tanks (presence of oil stains, gasoline, leaks, etc.) and take the necessary actions to stop a spill or leak using the kit indicated in Appendix A.4. The Contractor must also immediately report any other spill or leak to the Technical Authority, or handle any other incident of an environmental nature.

Water sampling may be required to monitor glycol concentrations following de-icing activities.

4.2.2 Winter maintenance – Landside

In accordance with the Winter Maintenance Plan, the Contractor must maintain all roads and parking areas, drainage ditches and Department installations.

Winter maintenance of these installations includes removing snow, de-icing, and applying sand if necessary.

4.3 Maintenance program

To meet the requirements of Chapter 9 of TP 312, "Aerodrome Maintenance," the Department has developed a maintenance program, including preventive maintenance, to maintain the installations and ensure safe, regular and efficient air navigation.

The Contractor must ensure the maintenance and repair of the Department's installations, heavy equipment and vehicles listed in appendices A.1 and A.2. The airport personnel must also fill out the checklists in Appendix A.6 and the heavy equipment and vehicle maintenance sheets in Appendix A.7 of the Statement of Work, at the frequencies required. These must be recorded at the airport, be available for consultation at any time and be sent to the Technical Authority if requested.

Preventive maintenance checklists for the buildings, fixtures, electrical installations, and visual aids may be developed or modified and will be sent to the Contractor as and when required.

Note: Preventive maintenance is defined as scheduled work undertaken to prevent failure or deterioration.

4.4 Maintenance and repair of electrical installations and visual aids

As provided for in sections 3.0 and 4.0 of the Statement of Work, the Contractor must maintain all electrical installations and visual aids as required per the TP312 and information circulars that must be used jointly with the norm. The airport personnel must fill out the maintenance program checklists. These must be recorded at the airport, be available for consultation at any time and be sent to the Technical Authority if requested.

If repairs are necessary, the Contractor is responsible for providing the parts and labour.

The work must be carried out by an electrician who is a member in good standing of the Corporation des Maîtres électriciens du Québec. For each repair, the Contractor must purchase the parts, have an electrician do the work and pay the full cost of the invoice. The Contractor may then claim any costs in excess of \$5,000 from the Department.

Important note: The Contractor must receive prior approval from the Technical Authority for any one repair exceeding \$5,000 by using form PWGSC-TPSGC 572 (appendix E).

4.5 Major repairs to the installations and equipment

As provided for in sections 3.0 and 4.0 of the Statement of Work, the Contractor must maintain all installations, mobile equipment and vehicles provided by the Department, listed in appendices A.1 and A.2. The airport personnel must fill out the checklist and maintenance sheets. These must be recorded at the airport, be available for consultation at any time and be sent to the Technical Authority if requested.

If repairs to the installations, mobile equipment and vehicles are necessary, the Contractor is responsible for providing the parts, materials and labour.

For each repair, the Contractor must supply the parts, materials and labour and pay the invoice in full. The Contractor may then claim any costs in excess of \$5,000 from the Department. The Department undertakes to ensure costs exceeding said amount (\$5,000) unless the repairs were required due to a lack of maintenance or a human factor (error, negligence, etc.), in which case the Department will be released from all obligations and the Contractor will be required to perform the repair work at its own expense. All this is at the Technical Authority's full discretion and their decision will be final and without appeal.

Important note: The Contractor must receive prior approval from the Technical Authority for any one repair exceeding \$5,000 by using form PWGSC-TPSGC 572 (appendix E).

4.6 Cleaning the facilities

The Contractor is responsible for collecting the garbage and cleaning, with a disinfectant, the facilities provided by the Department, including:

- The air terminal's waiting area and vestibule, the offices and counters occupied by users
- The luggage room
- Washrooms in the terminal and service garage
- The mechanical and electrical equipment room
- The service garage and administrative offices
- The furnace/heating room
- The windows

The terminal must look clean and tidy during opening hours. In the event of a spill or mess, the Contractor must take immediate action to clean up the affected areas. All major cleaning work must be carried out when the terminal is less busy (fewer passengers).

During winter, the Contractor is also responsible for removing snow and ice from in front of the pedestrian door giving access to the runway, in addition to applying sand to the sidewalks giving access to the passenger ramp, the sidewalks giving access to the main entrance, the areas at the entrance to the cargo and luggage arrival room and the wheelchair access ramps.

The Contractor is responsible for disposing of all hazardous and/or residual materials in accordance with the standards in effect.

4.7 Transportation of goods

The Contractor must transport any goods destined for the Department to the airport site or vice versa, using Departmental vehicles and providing the labour. Any transportation of goods that cannot be carried out with the Department's vehicles must be approved by the Technical Authority beforehand.

4.8 New installations

The Contractor is responsible for the operation, maintenance, and repair of all new sections of runways, taxiways, motor vehicle parking lots, access roads, building extensions, new installations and services as well as additional automotive equipment used at the airport site. If additional personnel is approved by the Department, payment for these services will be at the rate to be agreed upon by the Technical Authority and the Contractor.

The cost of maintaining and operating the new facilities will be established by the Contractor and the Technical Authority, who will take into consideration all requests to increase the contract that can be justified by the Contractor.

4.9 WHMIS

The Contractor must respect the federal legislation, comply with the regulations concerning WHMIS and provide compliant safety data sheets. Products used on the Premises must bear a label informing users of the product's main hazards and the basic safety measures that need to be taken.

4.10 Excluded work

The Contractor is not responsible for the following:

- a) providing the materials, the Rescue Service needs to fight fires;
- b) providing administrative services involving the legal agreements;
- c) providing the furnishings for the public areas and administrative offices.

APPENDIX A.1 – INSTALLATIONS PROVIDED BY THE DEPARTMENT**LIST OF BUILDINGS**

Air terminal building
 Service garage
 Power distribution centre (FEC)
 Sand shelter
 Pumping station – sanitary sewer (gravity sewer)
 Two water pumping stations (well) – (air terminal, service garage)

LIST OF FIXTURES

Sanitary sewer system
 Two septic tanks (one for the air terminal and one for the service garage)
 Water distribution system
 Fuel storage and distribution
 Generator set (FEC)
 Heating systems: electric (FEC), electric/mazut (air terminal) and mazut (garage)
 Electric ventilation system (air terminal)
 Electric VAC system (garage)
 Electrical-lighting systems (garage, air terminal, parking, sand shelter)
 Smoke detectors, fire extinguisher, eyewash
 Plumbing system (garage, air terminal)
 Luggage arrival conveyor system + conveyor for CATSA
 Compressed air system (garage)
 Access control system for the doors (air terminal)
 Electrical and hydraulic gate
 Keypad on the main door on the airside
 Perimeter fence or any other fence on the site
 Verification/Calibration of the exhaust fan sensors in the garage and in the FEC
 Gas detection system in the garage and in the FEC

APPENDIX A.2 – MOBILE EQUIPMENT PROVIDED BY THE DEPARTMENT

Inventory no.	Description
53-T510	Light Pickup Truck Ford F-350 – 2016 – 1FT8X3B6XGEB65410
66-T501	Grader John Deere 672G – 2015 – 1DW672GXAFD672689
56-Y502	Snow Removal Truck Kenworth T800 – 2005 – 1NKDH08X45J984880
62-T101	Loader Komatsu WA320-6 – 2011 – KMTWA108V36A35048
62-Y001	Loader Case 721C – 2000 – JEE0123555
67-Y605	Broom Sweeper SMI 324D – 2007 – 36269
67-T601	Broom Sweeper SMI 324D – 2016 – 2TESW324D0053113
76-Y801	Compressor Atlas Copco – 2008 – HOP031364
69-T401	Oil-Jacketed melting kettle Marathon UCMK145T – 2014
65-T701	Trailer Maxi Roule GV5699TGS – 2017 – 2MXUA2A34HD074290
59-Y502	Detachable snowblower RPM TECH LM220C – 2005 – 2173
72-T503	Asphalte compactor Bomag BW65H – 2013 – 861100752155
62-U004	Loader JCB 457ZX JCB4AAAYAJ2244936 2019 V12040G DIESEL 12073
59-U005	Detachable snowblower VOHL VL-275 PV-571 2018
71-T405	Snow Bucket 153117 2014
Q501167	String Trimmer STIHL FS91
69-T930	Spreader Steel Caster FIS 99001
Q501166	Lawn mower HONDA HRX2172HXC
Q501168	Chainsaw STIHL MS170
Q051178	Trailer EXCALIBUR 100X20D0-T70 2NBFL2028J1181433
Q501209	Snowblower 215-BAL08859
72-T504	Asphalt recycler HDE MR75-T 4213MR750024
60-Y703	Chute and snowblower base RPM TECH LM-220 24C2001

*The equipment will be disposed of via GCSurplus in future

APPENDIX A.3 – DOCUMENTS, EQUIPMENT AND MATERIALS PROVIDED BY THE DEPARTMENT

The Department will provide the following documents, equipment and materials:

REGULATORY MANUALS AND OTHER DOCUMENTS:

- Operating Manual
- Winter Maintenance Plan
- Emergency Response Plan
- Wildlife Management Plan
- Safety Management Plan
- Security Program
- Glycol Management Plan
- Business Continuity Plan
- Maintenance Program checklists (Appendix A.6)
- Heavy equipment and vehicle maintenance sheets (Appendix A.7)
- Program for entry into confined spaces and equipment that must be locked out
- Fire Safety Plan
- Aerodrome Standards and Recommended Practices (TP 312)
- *Canadian Aviation Regulations (CAR)*
- *Aeronautics Act*
- Air Traffic Report Form

EQUIPMENT:

- Radios
- Decelerometer
- Sweeper brushes and spacer rings
- Computer(s)
- All-in-one printer(s)
- Stationary telephone
- Card reader system
- Basic tools
- Quebec and Canada flags
- Runway flags and accessories
- Bird-scaring cannons

MATERIALS:

- Runway de-icing products
- Gravel for the airside

In addition, as stipulated in clauses 4.4 and 4.5, the Department will reimburse, after giving its approval, the cost in excess of \$5,000 of the parts, materials and labour for repairs made to the Department's mobile equipment and installations.

Important note: The Contractor must receive prior approval from the Departmental Representative for requests exceeding \$5,000 via the PWGSC-TPSGC 572 - Task Authorization form (Appendix E).

APPENDIX A.4 – MATERIALS, SUPPLIES AND SERVICES PROVIDED BY THE CONTRACTOR

The Contractor must provide the following materials, supplies and services:

SERVICES:

- Provide the parts, materials and labour as specified in clauses 4.3, 4.4 and 4.5
- Pay the Internet fees for the air terminal and garage and the telephone, cell phone and fax fees
- Pay the electricity for the air terminal, garage and other buildings, and the runways and parking lot
- Conduct an annual inspection, reload and conduct hydrostatic tests on the fire extinguishers in the air terminal and garage
- Conduct an annual inspection of the electromechanical systems
- Do extermination work
- Lock and open the terminal doors at the end of the user hours
- Travel to the site at night when the alarm goes off
- Comply with the required insurance conditions as specified in the contract
- Pay the cost of the vehicle inspections required by the S.A.A.Q.
- Pay all taxes concerning the airport installations and the Contractor's activities (water, garbage collection, septic sludge)
- Check/Calibrate the exhaust fan sensors in the garage
- Calibrate the decelerometer once a year
- Fill out the daily, monthly and annual inspection checklists

MATERIALS:

- Cable in the CCU room
- NAV Canada aeronautical publications (Canada Flight Supplement (CFS), Canada Air Pilot – Instrument Procedures (CAP5 and CAP6) – Anticosti VNC (AIR 5011)
- De-icing salt for the passenger parking lot.

SUPPLIES:

- Tires for all the vehicles
- Paint to maintain the installations (buildings, tanks, etc.)
- Marking paint for the runways, taxiways and parking lot
- Runway lights (lamps and fixtures, power supply, flags and runway light reflectors)
- Wind direction indicators (wind socks)
- Filler and other products necessary to fill cracks in asphalt surfaces on the landside and airside
- Lights, fluorescent lights and ballast for the terminal and garage
- Replacement of batteries in all equipment
- Replacement of equipment and clothing used by employees who have entered confined spaces
- Replacement of lockout equipment required by the lockout procedures
- Paper supplies
- Bottled water in the terminal and garage
- Flag of the municipality
- Heating oil
- Propane
- Diesel fuel, gasoline
- Tools needed to carry out the wildlife management tasks as set out in the Wildlife Management Plan (i.e. gun(s), cartridges, 12-gauge rifle if necessary, etc.)
- Rental and filling of argon gas cylinders
- Paper towels (Multifold or Westroll sheets or in rolls)
- Toilet paper rolls
- Paper cups

- Hand soap
- Glycol sampling kits
- All other materials, equipment and supplies needed to properly carry out the cleaning work under this contract
It should be noted that all cleaning product containers must meet the federal act concerning the Workplace Hazardous Materials Information System (WHMIS).
- Replace the spill kit items below after use:

	SPILL KIT	✓
	95-gallon drum (Overpack)	
	1 absorbent roll – 19" x 144" (47.5 cm x 4,320 cm)	
	50 absorbent sheets – 17" x 19" (42.5 cm x 47.5 cm)	
	5 absorbent socks – 3" x 48" (7.5 cm x 120 cm)	
	5 absorbent socks – 3" x 120" (7.5 cm x 300 cm)	
	4 absorbent booms – 5" x 120" (12.5 cm x 300 cm)	
	1 drain cover – 36" x 36" (90 cm x 90 cm)	
	3 garbage bags – 26" x 36" (60 cm x 90 cm)	
	2 bags of hydrocarbon absorbent (25 litres)	
	1 retractable shovel	
	2 pairs of protective glasses	
	2 pairs of nitrile gloves	
	2 Tyvek coveralls	
	1 cup	
Variety of tools		
2 pairs of oil-resistant boots		

APPENDIX A.5 – CANADA FLIGHT SUPPLEMENT

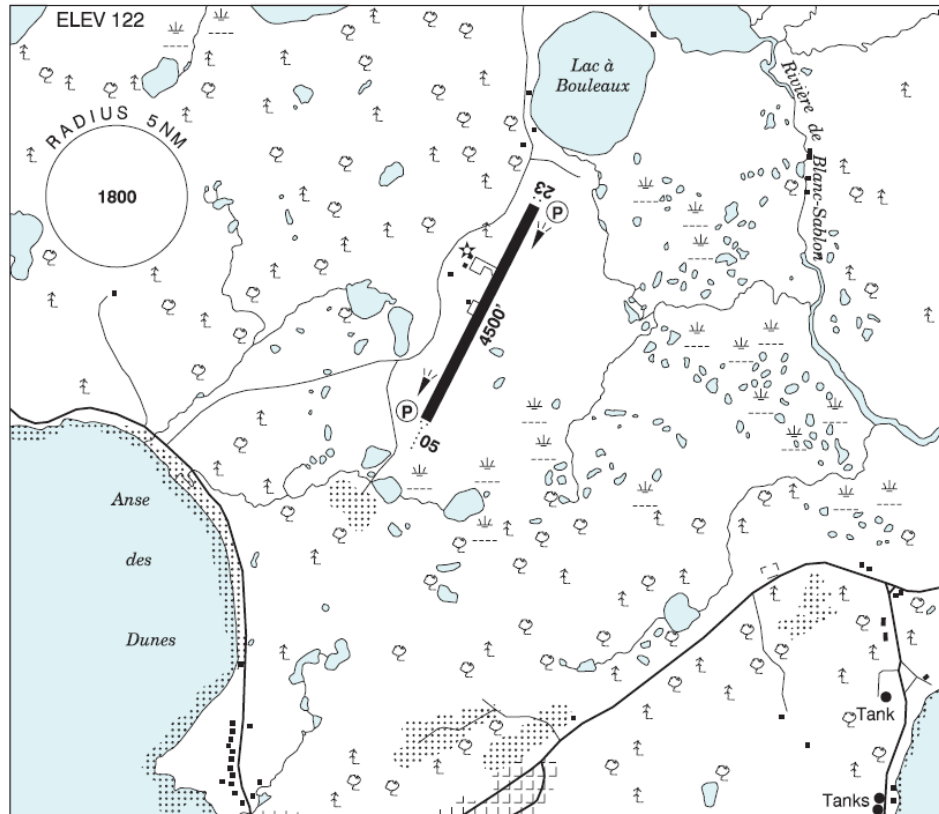
CANADA FLIGHT SUPPLEMENT / GPH 205 Effective 0901Z 5 October 2023 to 0901Z 30 November 2023

QUEBEC

AERODROME/FACILITY DIRECTORY

LOURDES-DE-BLANC-SABLON QC

CYBX



REF	N51 26 31 W57 11 10 2N 21°W (2013) UTC-4 Elev 122' A5011 LO7 HI1 HI6 CAP
OPR	TC 418-461-2514, 418-997-2089 Cert Ldg fees (jet and turboprop acft only) Tml fees
PF	B-1,2,6 C-3,4,5 ltd
FLT PLN	(bil)
FIC	Québec 866-GOMÉTÉO or 866-WXBRIEF (Toll free within Canada) or 866-541-4105 (Toll free within Canada & USA)
ACC	Montréal 800-633-1353
WX	METAR H24, AUTO (see COMM) TAF H24, issue times: 02, 08, 14, 20Z.
SERVICES	
FUEL	100LL, JA (by truck), JA-1
OIL	All
S	1
SUP FL	D-ice
PVT ADV	BX Flight Services 418-461-2619, 709-931-2196 or Pager 418-461-3115
RWY DATA	Rwy 05(048°)/23(228°) 4500x150 ASPH Rwy 05 up 0.96%
RWY CERT	Rwy 05/23 AGN IIIA
APRON	Prkg fees
RCR	aprt 418-461-2514/2913/2933/2848/3637 11-01Z Sun-Fri O/T 3 hrs PN PLR/PCN
LIGHTING	05-AO(TE ME) P2, 23-AS(TE ME) P2 ARCAL-122.0 type J

COMM		(bil)
	RCO	Mont-Joli rdo 122.0 (RAAS)
	MF	Mont-Joli rdo 122.0 15NM 3100 ASL (CAR 602.98) See PRO section
	AUTO	128.15 (English) 124.35 (French)
NAV		
	DME	IBX 109.1 Ch 28 N51 26 57 W57 10 53 (132')
	LOC	IBX 109.1 (Rwy 05) LOC reliable only within 10° either side of centreline.
PRO		ATF corridor outside MF, see Section C – Areas With Discrete Air-To-Air Frequencies.
CAUTION		Extv bird activity Jun-Oct. NDB antenna 214 ASL 1NM SW Thld 05.

APPENDIX A.6 – MAINTENANCE PROGRAM

Daily, monthly, and annual preventive maintenance checklists
 These lists are reviewed annually by the Technical Authority

DAILY CHECKLIST

*Airport: _____ *Date (yyyy/mm/dd): _____

*Person in charge of the inspection: _____ *Time: _____

*Signature by the person in charge of the inspection: _____

*Reason the inspection was not conducted: _____

*** MANDATORY INFORMATION**

Section A		Movement areas						Actions to take/Follow-up
		Compliant			NOTAM issued	SMS event report completed		
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Runway(s) - General appearance							
1.1	Runway surface (FOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Crack sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Condition of the surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Taxiway - General appearance							
2.1	Taxiway surface (FOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Crack sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Condition of the surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Apron - General appearance							
3.1	Apron surface (FOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Crack sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Condition of the surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Concrete slab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section B		Airport lighting						Actions to take/Follow-up
		Compliant			NOTAM issued	SMS event report completed		
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Runway lights							
1.1	Taxiway lights - (blue)							
1.1.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Apron intersection lights - (yellow)							
1.2.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Runway edge lights - (white)							
1.3.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Threshold lights							
1.4.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Taxiway turnaround (turnaround bay) lights - (blue)							
1.5.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Approach lights (AD) - middle row - (yellow)							
1.6.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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1.7	Apron lights - (blue)						
1.7.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	ODALS (AO) - Omni-directional approach lights - (white)						
1.8.1	Flashing lights, synchronized flash sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	RIL (AS) - Runway identifier lights (white)						
1.9.1	Flashing lights, synchronized flash sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Visual approach slope indicator						
2.1	PAPI or VASIS						
2.1.1	Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.2	Obstacle in front of the light beams (vegetation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Other lighting equipment						
3.1	Rotating (or flashing) beacon on the tower roof						
3.1.1	Lamp, operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Obstacle lights on the airport's towers						
3.2.1	Bulbs, cover glasses, alignment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Wind sock (wind direction indicator)						
3.3.1	Bulb, shaft, swivel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Illuminated traffic signs						
3.4.1	Bulbs, illuminated message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	ARCAL (Test)						
3.5.1	15 minutes (length of time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5.2	Intensity (type J or K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

Section C	Winter maintenance							Actions to take/Follow-up
	Compliant			NOTAM issued	SMS event report completed			
	Yes	No	N/A	NOTAM no.	Yes	No		
1.	Snow removal and de-icing							
1.1	Runway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Taxiway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Apron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Parking area and access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Visibility of the runway lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Visibility of the traffic signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Visual approach slope indicator (PAPI, VASIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Service roads on the airside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Shoulders (7.5 m) (runway and taxiway)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Height of the snow piles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	Waste snow disposal site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12	Snow removal from the clearway (pre-threshold)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	Clearing the ends of the culverts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14	Respecting the response time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.15	Runway surface condition report (CRFI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	Transmission runway surface condition report (CRFI)	<input type="checkbox"/>	<input type="checkbox"/>	Transmitted	<input type="checkbox"/>	Not transmitted		

1.17	De-icer used	Quantity	
1.17.1	Quantity of de-icer used (Safeway)		kg
1.17.2	Quantity of abrasive (sand) used		kg
Comments:			

Section D		Safety and security						
		Compliant			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Access control on the airside (incursion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Access doors on the airside (Incursion prevention capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Access gates on the airside (Incursion prevention capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Parking areas and access roads (access, congestion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Perimeter fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Pedestrian doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section E		Communications and weather equipment						
		Compliant			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Air-ground radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Radiotelephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Altimeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Anemometer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Automated weather observing system (AWOS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section F		Wildlife management						
		Compliant			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Wildlife patrol (sighting? → enter in the wildlife log)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Wildlife impact (if so, produce an impact report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Grass length, brush, etc. (ref. WMP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Operation of the bird-scaring device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section G		Fuel, fuel tanks and hazardous materials						
		Compliant			NOTAM Issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Fuel and fuel tanks							
1.1	TC's pumps and tanks (general appearance, water present, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Presence of stains on the ground (oil, gas, etc.) Locate the site of the stain and contact TC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Spills (If so, fill out the spill form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1.4	Fuel leaks (If so, fill out the spill form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section H		Unrestricted area (landside)						
		Compliant			NOTAM Issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Access roads							
1.1	Crack sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Condition of the surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Parking areas							
2.1	Crack sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Condition of the surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								
Daily form - Contractor								
Version 1 - April 2018								

MONTHLY CHECKLIST

(To be filled out by the Airport Manager each month)

*Airport: _____

*Date (yyyy/mm/dd): _____

*Person In charge of the inspection: _____

*Time: _____

*Signature by the person in charge of the inspection: _____

Signature by the Transport Canada officer: _____

Date (yyyy/mm/dd): _____

Section A	Daily inspection checklists completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		

Section B	SMS event reports completed and follow-ups conducted with the TC officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		

Section C		Movement areas							Actions to take/Follow-up
		Compliant			NOTAM issued	SMS event report completed			
		Yes	No	N/A	NOTAM no.	Yes	No		
1.	Runway(s) - General appearance			<input type="checkbox"/>	<input type="checkbox"/>				
1.1	Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Graded surface (safety area and runway strip)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Drainage (ditches, sumps, pipes and culverts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	Traffic signs (structure and lettering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.6	Stability and slope protection (loss of material, holes, cracks, erosion, difference in level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Taxiway - General appearance								
2.1	Marking (yellow/wait mark)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Graded surface (safety area and runway strip)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4	Drainage (ditches, sumps, pipes and culverts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5	Traffic signs (structure and lettering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Apron - General appearance								
3.1	Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:									

Section D		Safety and security							Actions to take/Follow-up
		Compliant			NOTAM issued	SMS event report			
		Yes	No	N/A	NOTAM no.	Yes	No		
1.	Emergency tow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Potable water ("unsafe to drink" signs, maintenance of the water dispenser)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:									

Comments:

Section E		Communications						
		Functional			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Portable GPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section F		Wildlife management						
		Functional			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Compilation of sightings in the wildlife log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Wildlife impact report completed and submitted to TC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section G		Fuel, fuel tanks, hazardous materials and other						
		Compliant			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Fuel and fuel tanks			<input type="checkbox"/>	<input type="checkbox"/>			
1.1	Condition of the tank and pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Drainage of the water in the catch basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Hazardous materials							
2.1	Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Full spill kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Presence of waste (scrap metal, metal, empty containers, wood, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Presence of waste oil containers, spent batteries, solvents, paint, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Water-oil separator (condition, sludge thickness, liquids)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Others							
3.1	Condition of the flags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section H		Generator						
		Compliant			NOTAM issued	SMS event report completed		Actions to take/Follow-up
		Yes	No	N/A	NOTAM no.	Yes	No	
1.	Monthly maintenance (completed sheet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:								

Section I		Documentation				
		Available			Comments	Actions to take/Follow-up
		Yes	No	N/A		
1.1	CFS - Canada Flight Supplement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	CAP - Canada Air Pilot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	AOM - Airport Operations Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Snow Removal Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	ERP - Airport Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.6	ERP - Notification booklet (abridged ERP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.7	Grid maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.8	WMP - Wildlife Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.9	Security Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.10	TP312 - Aerodromes Standards and Recommended Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.11	SMS - Safety Management System Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.12	Visible Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Blank copies						
2.1	NOTAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Runway Surface Condition Report (CRFI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Daily Inspection Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4	Accidental Spill Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5	Wildlife Impact Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:						

Section J		Unrestricted area (landside)							
		Compliant			NOTAM	SMS event report completed		Actions to take/Follow-up	
		Yes	No	N/A	issued - NOTAM no	Yes	No		
1. Access roads									
1.1	Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Drainage (ditches, sumps, pipes and culverts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Parking areas									
2.1	Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Drainage (ditches, sumps, pipes and culverts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:									
Monthly form - Contractor									
							Version 1	April 2018	

ANNUAL CHECKLIST

(To fill out once a year, between July 1st and August 31st, by the Airport Manager)

Airport: _____

*Date (yyyy/mm/dd): _____

Person In charge of the inspection: _____

*Time: _____

Signature by the person in charge of the inspection: _____

Section A	Inventory of tools, equipment and materials provided by TC, reviewed and signed (attach a copy of the inventory)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:			
Actions to take/Follow-ups:			

Section B		Documents required under the TC contract (attach copies)				
		Available			Comments	Action to take/Follow-up
		Yes	No	N/A		
1.1	Valid driver's license for all the employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Valid firearms license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Background check (new employees only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Annual Certification - Dosimeter calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:						

Section C		Annual maintenance of the mobile equipment, completed (attach the maintenance sheets)				
		Compliant			Comments	Action to take/Follow-up
		Yes	No	N/A		
1.1	Pickup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Snow blower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Sweeper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Grader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	Loader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.6	Snowplow truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.7	Compactor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Comments:						

Section D	Maintenance of the buildings, systems and fixed equipment	Compliant			Comments	Action to take/Follow-up
		Yes	No	N/A		
1.	Air terminal - Buildings and systems					
1.1	Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.4	Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.5	Doors and locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.6	Alarm system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.7	Heating system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.8	Ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.9	Electrical systems (lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.10	Air conditioning system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.11	Plumbing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.12	Video surveillance system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.13	Water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.14	Access: steps, handrails, railings, reduced mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.15	Sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Garage - Buildings and systems					
2.1	Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2	Siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3	Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4	Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5	Doors and locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.6	Alarm system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.7	Ventilation and calibration of the exhaust fan detection sensors in the garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.8	Heating system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.9	Electrical systems (lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.10	Plumbing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.11	Video surveillance system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.12	Water heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.13	Sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Fixed equipment - Other					
3.1	Perimeter fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2	Doors and gates on the airside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3	Sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4	Storm drain system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.5	Septic system (emptied every year or every two years?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.6	Water supply system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.7	Drinking water well (general condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.8	Oil tank (spent oil, heating oil, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.9	Fuel tanks, pumps (corrosion, paint)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.10	Fuel tanks (up-to-date permit, displayed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.11	Labels on TC's tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.12	Propene tanks (storage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.13	Full spill kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.14	Observation wells (general condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.15	Halocarbon registry up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.16	Hazardous material safety sheets available and up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.17	Fire extinguishers (inspection by a qualified company)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.18	Recycling stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Comments:	
4. Notice of leak detection tests for refrigeration and air conditioning systems	
4.1	Name and address of system owner
4.2	System operator name
4.3	Precise location of the system
4.3	Description of the system
4.4	Name of accredited person
4.5	Certificat number
4.6	Name of accredited person's employer (if applicable)
4.7	Type of halocarbon contained in the system
4.8	System load capacity
4.9	Date of last two leak detection tests
Comments:	
Annual Form - Contractor Version 1 February 2022	

APPENDIX A.7 – HEAVY EQUIPMENT AND VEHICLE MAINTENANCE SHEET

Lourde-de-Blanc-Sablon Airport – Maintenance Sheet

EQUIPMENT

- | | | | |
|--|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Snow plow truck | <input type="checkbox"/> Loader | <input type="checkbox"/> Grader | <input type="checkbox"/> Amphibious |
| <input type="checkbox"/> Compactor | <input type="checkbox"/> Spreader | <input type="checkbox"/> Snow blower | <input type="checkbox"/> Tractor |
| <input type="checkbox"/> Truck | <input type="checkbox"/> Other: _____ | | |

Inventory no. Year Hours on the meter

WORK PERFORMED

PART(S)

Quantity	Part no.	Description

COMMENTS

START TIME END TIME

GENERAL CONDITION (out of 10, 10 being the best) /10

Signature Date

APPENDIX A.8 – INVENTORY OF TOOLS AND EQUIPMENT PROVIDED BY THE DEPARTMENT

Inventory list will be provided later.

Tools and equipment	Original quantity	Current quantity	Date of purchase	Cost	Inventory no.

The Departmental Representative and the Contractor certify that the tools and equipment listed in Appendix A.8 are available at the airport and have been delivered to the Contractor in good condition at the beginning of the contract:

Signature by the Departmental Representative: _____ Date: _____

Signature by the Contractor: _____ Date: _____

ANNEX B - BASIS OF PAYMENT

1. General

- A. All prices are in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.
- B. Travel and living expenses will not be reimbursed and are included in the costs below.

2. Firm Unit Prices

- A. Firm Unit Prices include all individual repairs up to \$5,000.00, including parts and labour, as per section 4.0, Operations and maintenance, of the Annex titled "Statement of Work".
- B. A month is defined as a calendar month, regardless of the number of days in that month.
- C. Any services delivered for less than a full month will be paid on a prorated basis based on the number of full days that services were provided during that month.

3. Task Authorizations

- A. The Contractor will be reimbursed for the direct costs of material and replacement parts for, and any labour costs directly associated with, any repair costs in excess of \$5,000.00 reasonably and properly incurred in the performance of the Work, as per section 4.0, Operations and maintenance, of the Annex titled "Statement of Work". These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

4. Period of the Contract

Date of Contract to 1 year later.

4.1 Firm Unit Prices

Item	Service	Estimated Number of Months	Firm Price per Month
1	Operation and Maintenance of the Îles-de-la-Madeleine Airport	12	\$(rate to be detailed in the resulting contract)

4.2 Task Authorizations

Item	Service	Limitation of Expenditure
2	Individual repairs exceeding \$5,000.00	\$30,000.00

5. Option Period 1

End of period of the Contract to 1 year later.

5.1 Firm Unit Prices

Item	Service	Number of Months	Firm Price per Month
3	Operation and Maintenance of the Îles-de-la-Madeleine Airport	12	\$(rate to be detailed in the resulting contract)

5.2 Task Authorizations

Item	Service	Limitation of Expenditure
4	Individual repairs exceeding \$5,000.00	\$30,000.00

6. Option Period 2

End of option period 1 of the Contract to 1 year later

6.1 Firm Unit Prices

Item	Service	Number of Months	Firm Price per Month
5	Operation and Maintenance of the Îles-de-la-Madeleine Airport	12	\$(rate to be detailed in the resulting contract)

6.2 Task Authorizations

Item	Service	Limitation of Expenditure
6	Individual repairs exceeding \$5,000.00	\$30,000.00

7. Option Period 3

End of option period 2 of the Contract to 1 year later

7.1 Firm Unit Prices

Item	Service	Number of Months	Firm Price per Month
7	Operation and Maintenance of the Îles-de-la-Madeleine Airport	12	\$(rate to be detailed in the resulting contract)

7.2 Task Authorizations

Item	Service	Limitation of Expenditure
8	Individual repairs exceeding \$5,000.00	\$30,000.00

**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 Transports Canada	2. Branch or Directorate / Direction générale ou Direction Programme
--	---

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
Contrat de service d'administration, d'exploitation et d'entretien de l'Aéroport de Lourdes-de-Blanc-Sablon

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? (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) No / Non Yes / Oui

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

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

PROTECTED A PROTÉGÉ A <input checked="" 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"/>



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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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 EMPLACEMENTS			

Special comments:
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 / Confidenciel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidenciel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidenciel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support T1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**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.**

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

**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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat T3033-230004
Security Classification / Classification de sécurité Non-classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Karen Young		Title - Titre Agent Principal Int.	Signature Young, Karen
Signature numérique de Young, Karen Date : 2023.06.09 13:55:17 -04'00'			

Telephone no. - N° de téléphone (418) 961-8371	Facsimile - Télécopieur (418) 962-8262	E-mail address - Adresse courriel karen.young@tc.gc.ca	Date
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14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Alex Desbiens		Title - Titre Conseiller principal - Sécurité des contrats	Signature Desbiens, Alex
UNCLASSIFIED - NON CLASSIFIÉ Digitally signed by Desbiens, Alex Date: 2023.06.22 10:41:18 -04'00'			

Telephone no. - N° de téléphone (343) 575-4308	Facsimile - Télécopieur	E-mail address - Adresse courriel alex.desbiens@tc.gc.ca	Date
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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 checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
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16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Hélène Lewis		Title - Titre Agente principale du matériel et des marchés	Signature

Telephone no. - N° de téléphone (514) 208-5342	Facsimile - Télécopieur	E-mail address - Adresse courriel helene.lewis@tc.gc.ca	Date
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17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
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Cynthia Laverdure Quality Control Officer Agente de contrôle de la qualité Contract Security Program (CSP) Programme de la Sécurité des contrats (PSC) Public Services and Procurement Canada (PSPC) Services publics et Approvisionnement Canada (SPAC) Cynthia.laverdure@tpsg-c-pwgs.c.gc.ca		Signature Laverdure, Cynthia	Digitally signed by Laverdure, Cynthia Date: 2023.07.18 11:19:58 -04'00'
		address - Adresse courriel	Date



ANNEX D - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX E - TASK AUTHORIZATION FORM PWGSC-TPSGC 572



Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Annex
Annexe _____

Task Authorization
Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Annex _____
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date