



**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 indiquer(s).

Comments - Commentaires

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

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

By e-mail to: - Par courriel au :
Lisa.martin@tc.gc.ca

Attention: - Attention :
Lisa Martin

Title - Sujet Aviation Professional Services	
Solicitation No. N° de l'invitation T8080-220475/A	Date of Solicitation Date de l'invitation April 18, 2023
Address enquiries to: - Adresser toute demande de renseignements à : Lisa Martin Telephone No. - N° de telephone E-Mail Address - Courriel 506-863-5443 lisa.martin@tc.gc.ca	
Destination	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item. Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.	
Delivery required Livraison exigée See herein - Voir aux présentes	Delivery offered Livraison proposée Not applicable - Sans objet
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Person authorized to sign on behalf of Vendor/Firm (type or print): La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Name - Nom	Title - Titre
Signature	Date

Solicitation Closes - L'invitation prend fin At - à : 2:00 PM - 14:00 On - le : 19 May 2023 - 19 mai 2023 Time Zone - Fuseau Horaire : 2 :00 pm EDT - 14h00 HNE

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	6
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	6
2.8 BID CHALLENGE AND RECOURSE MECHANISMS.....	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1 CERTIFICATIONS REQUIRED WITH THE BID	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 – SECURITY	14
6.1 SECURITY REQUIREMENTS	14
PART 7 - RESULTING CONTRACT CLAUSES	15
7.1 STATEMENT OF WORK.....	15
7.2 STANDARD CLAUSES AND CONDITIONS.....	15
7.3 SECURITY REQUIREMENTS	15
7.4 TERM OF CONTRACT	16
7.5 AUTHORITIES	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	17
7.7 PAYMENT	17
7.8 INVOICING INSTRUCTIONS	19
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	19
7.10 APPLICABLE LAWS.....	19
7.11 PRIORITY OF DOCUMENTS	19
7.12 INSURANCE	20
7.13 DISPUTE RESOLUTION.....	20
ANNEX “A”	21
STATEMENT OF WORK	21
ANNEX “B”	24

BASIS OF PAYMENT	24
ANNEX "C"	26
SECURITY REQUIREMENTS CHECK LIST	26
ANNEX "D"	27
NON-DISCLOSURE AGREEMENT	27
ANNEX "E" TO PART 3 OF THE BID SOLICITATION	28
ELECTRONIC PAYMENT INSTRUMENTS	28
ANNEX "F"	29
COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER	29
ANNEX "G"	30
TECHNICAL EVALAUTION CRITERIA	30

PART 1 - GENERAL INFORMATION

1.1 Introduction

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: 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.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments and any other annexes.

1.2 Summary

Transport Canada will undertake studies to update supply and demand forecasts and re-assess how to address future demand on potentially constrained aviation services capacity in Southern Ontario and the GTA. The role of the Contractor is to provide expertise in aviation development, planning and design, while assisting department officials in developing the inputs to studies and a consultation. The Contractor will also assist in the assessment of the completeness and adequacy of proposed studies. Furthermore, the Contractor may also be used to provide analysis on potential options to address aviation capacity in Southern Ontario and the GTA.

This contract is for a period of one (1) year with up to two (2) option years.

- 1.2.1 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.

1.3 Debriefings

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

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.

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.

The [2003](#) (2022-03-29), Standard Instructions - Goods or Services - Competitive

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), 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.

"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.

"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.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Improvement of Requirement During Solicitation Period

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

2.7 Basis for Canada's Ownership of Intellectual Property

Transport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

- statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information; and
- the Bidder declares in writing that they are not interested in owning the Intellectual Property Rights in Foreground Information.

2.8 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](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - 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

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (1 copy)
- Section II: Financial Bid (1 copy)
- Section III: Certifications (1 copy)
- Section IV: Additional Information (1 copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

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.

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.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number

Solicitation No. - N° de l'invitation
T8080-220475/A
Client Ref. No. - N° de réf. du client
T8080-220475

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
LM
CCC No./N° CCC - FMS No./N° VME

City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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, financial, and evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex G.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **73 points** overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **122 points**.
2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70%** for the technical merit and **30%** (*insert the percentage for price*) for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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 three bids are responsive and the selection of the contractor is determined by a 70/30 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 (70%) and Price (30%)

		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	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.16	73.14	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

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.

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.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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 Certifications Precedent to Contract Award and Additional Information

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.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

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.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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.

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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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.

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.

5.2.4.2 Education and Experience

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.

Solicitation No. - N° de l'invitation

T8080-220475/A

Client Ref. No. - N° de réf. du client

T8080-220475

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

LM

CCC No./N° CCC - FMS No./N° VME

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

The Application for Registration (AFR) is attached as separate document titled:

CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

PART 6 – SECURITY

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) 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;
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. 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) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

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

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

7.2.2 Supplemental General Conditions

[4007](#) (2022-12-01), Canada to own intellectual property rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

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

Security Requirements for Canadian Suppliers

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED A, 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 utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) *Contract Security Manual* (Latest Edition)

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to one (1) year inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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.

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

The Contracting Authority for the Contract is:

Name: Lisa Martin
Title: Procurement Specialist
Transport Canada

Telephone: (506) 863-5443
E-mail address: lisa.martin@tc.gc.ca

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 (will be identified at contact award)

The Technical Authority for the Contract is:

Name: _____
Title: _____

Telephone: ____-____-_____
E-mail address: _____

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.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (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](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

Basis of payment: Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. 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:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

7.7.4 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

7.7.5 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

7.7.6 Direct Request by Customer Department

SACC Manual clause [A9117C](#) (2007-11-30) T1204- Direct Request by Customer Department

7.7.7 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.8 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original and one (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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wording of any 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.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2022-12-01), Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;

- (g) Annex D, Non-disclosure agreement
- (h) the Contractor's bid dated _____,

7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

7.13 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](#)".

ANNEX "A"

STATEMENT OF WORK

TITLE

Aviation Professional Services

BACKGROUND

Southern Ontario is Canada's most populous area that is expected to continue to grow. Previous studies by Transport Canada, which analyzed projected aviation capacity and demand, estimated that demand for airport services could outpace supply in the Greater Toronto Area (GTA) by 2036.

The Department needs to understand and assess the requirements for additional aviation capacity in the GTA and Southern Ontario in order to develop options to address it.

To complete this work, Transport Canada requires a Contractor to provide advice and help scope additional studies that will examine the following in Southern Ontario: (1) when will demand for airport services exceed capacity, (2) what are the options to maintain or expand on airport services if needed, and (3) how best Transport Canada can ensure the future viability of the airports system.

PURPOSE

Transport Canada will undertake studies to update supply and demand forecasts and re-assess how to address future demand on potentially constrained aviation services capacity in Southern Ontario and the GTA. The role of the Contractor is to provide expertise in aviation development, planning and design, while assisting department officials in developing the inputs to studies and a consultation. The Contractor will also assist in the assessment of the completeness and adequacy of proposed studies. Furthermore, the Contractor may also be used to provide analysis on potential options to address aviation capacity in Southern Ontario and the GTA.

OBJECTIVE

The proposed contract seeks the services of a Contractor with expertise in aviation and airport services development, planning and design, as well as transportation project business case development to:

- Develop a Roadmap/Project Plan and the framing and scoping for the various studies;
- Assist Transport Canada in reviewing and assessing the studies; and,
- Assist in developing options and recommendations.

TASKS

The Contractor will perform the following tasks:

- Develop a Roadmap/Project Plan that includes a scope of the work required to meet the projects' objectives;
- Review, assess and analyze all available data, information and research and provide comments on products such as Statements of Work for studies and/or a formal consultation, analytical briefing reports, etc.;
- Meeting as required with the Project Authority and other departmental officials (minimum once per month or more frequently if requested by the Project Authority);
- Undertake research to inform and supplement any written or verbal advice;
- Develop a strategy and methodology that can be applied to the review and analysis of findings of studies and/or a formal consultation;
- Provide advice, analysis and recommendations to the Project Authority on data and findings to input to concluding options and recommendation(s) that includes, but is not limited to, high level critique of the completeness and adequacy of capacity options, forecasts, accuracy of data, validation of indicators and other related factors;
- Any other tasks in relation to the work as outlined in this Statement of Work.

DELIVERABLES

The Contractor will deliver on the following including, but not limited to:

- Attend a kick-off meeting with departmental officials to gain understanding of overall project objectives;
- Develop a Roadmap/Project Plan with the final version to be completed within two (2) weeks of the initial kick-off meeting that will include a project scope from initial project design to project completion;
- Support departmental officials in their scoping and development of a potential future procurement process;
- Participate in meetings as required by the Project Authority to provide advice, input to deliverables, presentations to other departmental officials on findings, etc.;
- Written input to help develop Statements of Work, summaries, analysis, etc.;
- Verbal and written advice as well as research and recommendations on a variety of products such as the future studies and consultation contracts, reports, summaries, analysis;
- A strategy or methodology or report that can be applied to the review of deliverables from any studies and final deliverables and can assess the completeness and adequacy of the evidence used in the studies and consultation reports; and,
- Advice and input to support departmental officials on a concluding analysis, options and recommendation.

REFERENCES/BACKGROUND MATERIAL

The Contractor will be familiar with relevant background of the issue as well as government procedures and decision-making criteria.

The Contractor will identify and review studies that have been completed within the past 20 years that examine potential aviation capacity demand, airport roles and economic impact in Southern Ontario and the GTA. Examples of studies to be reviewed include but not limited to:

- [Aviation Sector Analysis](#) (2019)
- Needs Assessment Study (2010)
- ["Jets and Jobs"](#) (2016)
- [Toronto Pearson International Airport Master Plan \(2017-2037\)](#)
- [Flying Together: The Southern Ontario Airport Network \(2017\)](#)

RESPONSIBILITIES OF CONTRACTOR & TRANSPORT CANADA

Transport Canada officials will provide access to all necessary documentation required in the review and input, digitally.

Meeting in conference with the Contract Authority and Project Authority, as required.

Given the nature of information discussed and analyzed, the Contractor may be required to sign non-disclosure agreements or other similar documents.

SECURITY REQUIREMENTS

Security requirements for the tasks and deliverables outlined in the Statement of Work will require Reliability status. The Contractor must be eligible to acquire and maintain a Reliability level security clearance for the duration of the contract.

REVIEW AND ACCEPTANCE OF DELIVERABLES

All reports, deliverables, documents and all services rendered under this Contract are subject to inspection by the Project Authority or its designated representative. Should any document or report or service not be in accordance with requirements of this Statement of Work, and to the satisfaction of the Project Authority as submitted, the Project Authority has the right to reject it or require its correction, as provided for in the Articles of the Agreement (the Contract).

Written documents and input will be made available in an easily readable and transferable format and software (ex., Microsoft Word, Microsoft Excel, Microsoft PowerPoint, pdf., etc.) and approved for use by the Project Authority.

LOCATION OF WORK

The Work will be completed at the location of the Contractor. The Contractor must provide the workspace and all required equipment to complete the Work. The Contractor must provide adequate workspace and office equipment at no additional cost to Canada. The Contractor will be required to attend meetings with Transport Canada officials in person and remotely (i.e., virtually). Any dial-in video/audio meeting connections will be provided by the Project Authority to the Contractor.

TRAVEL

For the duration of this contract, and to deliver on the tasks and deliverables of this contract, the Contractor will for the most part be required to use voice/video conferencing services where possible. However, there may be instances that the Contractor may be requested to travel (i.e., within Ontario) to meet with the Project Authority and other Transport Canada officials. Travel costs will only be reimbursed as per the rules of the Government of Canada, [Travel Directive \(njc-cnm.gc.ca\)](http://TravelDirective(njc-cnm.gc.ca)). Approval must be obtained from the Project Authority prior to any travel.

PROJECT AUTHORITY

This project will be conducted under the authority of the Coordination and Policy Branch, Ontario Region.

DURATION OF CONTRACT

This contract is for a period of one (1) year with up to two (2) option years.

LANGUAGE REQUIREMENTS

The principal language of communication with the Project Authority will be English. All deliverables must be provided in English, and all reporting meetings must be conducted in English.

ELIGIBILITY FOR RELATED REQUESTS FOR PROPOSAL (CONTRACTS)

The Contractor of this contract will not be eligible to apply for subsequent contracts related to this work. Any proposal received from future Requests for Proposal by Transport Canada related to aviation studies of Southern Ontario from bidder(s) or affiliate firms that are successful in this bid will not be eligible and will not be evaluated.

ANNEX “B”

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to the Contract.

Travel and Living expenses

Living expenses associated with performing the Work will *not* be reimbursed.

Travel is not foreseen to be required to perform the Work outlined in this contract. Travel expenses associated with performing the Work may be reimbursed if the expenses are approved by the Project Authority prior to the travel. Should travel be required, it will be undertaken within the rules of the [Travel Directive \(njc-cnm.gc.ca\)](http://njc-cnm.gc.ca)

All invoices submitted are subject to review and acceptance of the work by the Project Authority.

Bidders must complete the tables below and must submit prices in accordance with the details of the RFP. Bidders must include a price for each table. The information of this Annex will form part of the resulting contract. All prices are in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

Contract Period 1: From Contract Award date to 1 Year later			
Deliverable	Estimated* Level of Effort (hours)	Firm Hourly Rate	All-Inclusive Total Cost
The Contractor will be paid an hourly rate for the cost associated with the tasks outlined within the Statement of Work.	500	\$	\$
Sub-total:			\$
Applicable taxes:			\$
Total bid price:			\$

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

Option Period 1			
Deliverable	Estimated* Level of Effort (hours)	Firm Hourly Rate	All-Inclusive Total Cost
The Contractor will be paid an hourly rate for the cost associated with the tasks outlined within the Statement of Work.	700	\$	\$
Sub-total:			\$
Applicable taxes:			\$
Total bid price:			\$

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

Option Period 2			
Deliverable	Estimated* Level of Effort (hours)	Firm Hourly Rate	All-Inclusive Total Cost
The Contractor will be paid an hourly rate for the cost associated with the tasks outlined within the Statement of Work.	500	\$	\$
Sub-total:			\$
Applicable taxes:			\$
Total bid price:			\$

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

Solicitation No. - N° de l'invitation
T8080-220475/A
Client Ref. No. - N° de réf. du client
T8080-220475

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
LM
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(see attached)

ANNEX "D"

NON-DISCLOSURE AGREEMENT

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

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

Date

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "F"

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER

Complete Legal Name of Supplier: _____

Supplier Address: _____

NOTE TO BIDDERS: WRITE DIRECTORS' AND/OR OWNERS' SURNAMES AND GIVEN NAMES

NAME	JOB TITLE / POSITION

Include additional names on a separate sheet if required.

ANNEX "G"

TECHNICAL EVALAUTION CRITERIA

Mandatory Technical Criteria

Proposals that fail to meet the following mandatory requirements will be discarded at this stage without further consideration and the bidder's proposal will be considered to be non-responsive.

Mandatory requirements are evaluated on a pass or fail basis. To be considered compliant, a proposal must meet all of the mandatory requirements of this solicitation. Proposals not meeting all of the mandatory requirements will be given no further consideration. Transport Canada may decide to terminate the evaluation upon the first finding of non-compliance with a mandatory requirement.

No.	Mandatory Requirements	Cross Reference to Proposal
M1	<p><u>Airport and Aviation Services Development, Planning & Design:</u></p> <p>The Bidder must propose at least one resource, that has Airport and Aviation Services development, planning and design experience and expertise, that includes:</p> <ul style="list-style-type: none"> i. Name(s) and resume(s), that will provide consulting services of this project; and, ii. that has/have experience and expertise of a minimum period of ten (10) cumulative years acquired in the last 20 years from the closing date of the bid. <p>The Bidder must clearly provide:</p> <ul style="list-style-type: none"> i. Roles and responsibilities of the resource(s); ii. Education level (<i>minimum University level degree or other equivalent professional designations (e.g., licensed engineer, architect, urban planner)</i>); iii. Number of years and breadth of experience in airport and aviation services development, planning and design; and, iv. Demonstrated availability to the duration of the project and required consulting services. 	
M2	<p><u>Development of Transportation Project Business Case(s):</u></p> <p>The Bidder must propose at least one resource, that has experience in the development of transportation project business case(s), that includes:</p> <ul style="list-style-type: none"> i. Name(s) and resume(s), that will provide consulting services of this project; and, ii. that has/have experience and expertise of a minimum period of ten (10) cumulative years acquired in the last 20 years from the closing date of the bid. <p>The Bidder must clearly provide:</p> <ul style="list-style-type: none"> i. Roles and responsibilities of the resource(s); ii. Education level (<i>minimum University level degree or other equivalent professional designations (e.g., licensed engineer, architect, urban planner)</i>); 	

	<ul style="list-style-type: none"> iii. Number of years and breadth of experience in the development of transportation business cases; and, iv. Demonstrated availability to the duration of the project and required consulting services. 	
<p>M3</p>	<p><u>Project Management:</u></p> <p>The Bidder must propose at least one resource, that has experience/expertise in Project Management, that includes:</p> <ul style="list-style-type: none"> i. Name(s) and resume(s), that will provide consulting services of this project; and, ii. that has/have experience and expertise of a minimum period of ten (10) cumulative years acquired in the last 20 years from the closing date of the bid. <p>The Bidder must clearly provide:</p> <ul style="list-style-type: none"> i. Roles and responsibilities on the project team, if it is not held by one resource; ii. Education level (<i>minimum University level degree or other equivalent professional designations (e.g., licensed engineer, architect, urban planner)</i>); iii. Number of years and breadth of experience in project management; and, iv. Demonstrated availability to the duration of the project and required consulting services. 	

Point Rated Technical Criteria

Proposals that fail to meet the above mandatory requirements will be judged non-compliant and will not be further assessed.

Each project will be assessed and awarded points as per the scoring and point scale.

RATED CRITERIA			
Evaluated Criteria	Scoring	Max Points	Cross reference to the propose/CV where substantiation information can be found
R1 - Aviation and Airport Services Development, Planning and Design			
<p>The Bidder should demonstrate through project descriptions that the proposed resource(s) has experience and knowledge in aviation and airport services development, planning and design. The projects must be completed within the past ten (10) years from bid closing date and have been completed by the resource(s) listed under the Mandatory Criteria (M1) for this expertise. Two (2) projects completed over the last 10 years is required.</p> <p>Each project cited to demonstrate this experience should include each of the following:</p> <ul style="list-style-type: none"> i. A description of the project; ii. The name/s of senior personnel and/or project personnel who were/was involved as part of the project team, including role of the individual with expertise; iii. The start date and completion date of when the services were provided for the listed project to 	<p>R1 a - Impact Excellent Project(s) demonstrated a transformational impact on aviation and airport services (e.g., construction of large capital project, new or expansion of large infrastructure, new business lines with high economic value, impacts significant number of air travellers). (7 points/per project)</p> <p>Good Project(s) demonstrated some impact on aviation and airport services (e.g., construction of capital project, new or expansion of infrastructure, new business lines with low economic value, impacts some air travellers). (5 points/per project)</p> <p>Poor Project(s) demonstrated no distinguishable impact on aviation and airport services. (0 points/per project)</p>	14	
	<p>R1 b – Resource(s) Role Excellent Resource(s) identified in M1 led project(s). (7 points/per project)</p>		

<p>iv. demonstrate that the projects were rendered within the past 10 years; v. Scope of services rendered and deliverables; v. Degree of transformational impact on aviation and airport services; vi. The role and responsibilities of the resource(s) in the project and how they led and/or supported the project;</p>	<p>Good Resource(s) identified in M1 supported but did not lead project(s). (5 points/per project)</p> <p>Poor Resource(s) identified in M1 had no demonstrated role in project(s). (0 points/per project)</p>		
<p>vii. The results or outcomes of the work undertaken and completed; viii. A brief description of the lessons learned from the project development and the results or outcomes; and ix. How the lessons learned from the project described will impact and reflect in the project under bid.</p>	<p>R1 c - Complexity Excellent Project or combined combination of projects had/has large degree of complexity (i.e., multi-jurisdictional, multi-modal impacts, major hub, etc.). (7 points/per project)</p> <p>Good Project or combined combination of projects had/has some degree of complexity (i.e., multi-jurisdictional, multi-modal impacts, major hub, etc.). (5 points/per project)</p> <p>Poor Project or combined combination of projects had/has no degree of complexity. (0 points/per project)</p>	14	
	<p>R1 d - Relevance Excellent Demonstrated high degree of relevance of project example(s) to tasks and deliverables in Statement of Work of bid. (7 points/per project)</p> <p>Good Demonstrated some degree of relevance of project example(s) to tasks and deliverables in Statement of Work of bid. (5 points/per project)</p> <p>Poor Demonstrated no degree of relevance of project example(s) to tasks and deliverables in Statement of Work of bid. (0 points/per project)</p>	14	

R2 - Development of Transportation Project Business Cases			
<p>The Bidder should demonstrate through project descriptions that the proposed resource(s) has/have experience and knowledge in the development of transportation project business cases. The projects must be completed within the past ten (10) years from bid closing date and must have been completed by the resource(s) listed under the Mandatory Criteria (M2) for this expertise. Two (2) projects completed over the last 10 years is required.</p> <p>Descriptions should include each of the following:</p> <ul style="list-style-type: none"> i. A brief description of the business case(s); ii. The name/s of senior personnel and/or project personnel who were/was involved as part of the business case development, including role and responsibilities of the individual with expertise of M1 and how they led or supported the project; iii. The start date and completion date of when the services were provided for the listed business case(s) to demonstrate that the business case(s) were rendered within the past 10 years; iv. Scope of services rendered and deliverables; v. Methodology for developing the business case(s), including the key factors that were considered to make a determination in development of business case; and, vi. Degree of transformational impact of the project and its business case on the transportation sector. 	<p>R2 a - Impact Excellent Project(s) demonstrated the potential of transformational impact on the transportation sector (e.g., construction of large capital project, new or expansion of large infrastructure, new business lines with high economic value, impacts significant number of Canadians). (8 points/per project)</p> <p>Good Project(s) demonstrated some impact on the transportation sector (e.g., construction of capital project, new or expansion of infrastructure, new business lines with low economic value, impacts some air travelers). (6 points/per project)</p> <p>Poor Project(s) demonstrated no distinguishable impact on aviation and airport services. (0 points/per project)</p>	16	
	<p>R2 b – Resource(s) Role Excellent Resource(s) identified in M2 led project(s). (8 points/per project)</p> <p>Good Resource(s) identified in M2 supported but did not lead project(s). (6 points/per project)</p> <p>Poor Resource(s) identified in M2 had no demonstrated role in project(s). (0 points/per project)</p>		
		<p>R2 c - Complexity Excellent Project or combined combination of projects had/has large degree of complexity (i.e., multi-jurisdictional, multi-modal impacts, major hub, etc.) (8 points/per project)</p>	16

	<p>Good Project or combined combination of projects had/has some degree of complexity (i.e., multi-jurisdictional, multi-modal impacts, major hub, etc.) (6 points/per project)</p> <p>Poor Project or combined combination of projects had/has no degree of complexity. (0 points/per project)</p>		
R3 - Expertise and knowledge of the global and Canadian air transportation system			
<p>The Bidder should demonstrate how at least one resource (cited in M3) has expertise and knowledge of the global and Canadian air transportation system by detailing how the resource(s) has acquired this expertise and knowledge. A minimum number of ten (10) years of individual or combined experience acquired over the last 20 years is required.</p> <p>Descriptions should include each of the following:</p> <ol style="list-style-type: none"> i. A brief description of expertise and knowledge of each resource; ii. How the resource(s) gained the expertise and knowledge in both the global and Canadian air transportation system; and, <p>Dates and timeframes of when the expertise and knowledge was acquired.</p>	<p>R3 a – International Experience: Demonstrated Cumulative Number of Years of Experience and Knowledge of the global air transportation system:</p> <p>≥5 years = 1 point ≥5 years. and <10 years = 3 points, ≥10 years. and <15 years = 5 points, ≥15 years. and <20 years = 7 points, ≥20 years = 9 points.</p>	9	
	<p>R3 b – Domestic Experience: Demonstrated Cumulative Number of Years of Experience and Knowledge of the Canadian air transportation system:</p> <p>≥5 years = 1 point ≥5 years and <10 years = 3 points, ≥10 years and <15 years= 5 points, ≥15 years and <20 years= 7 points, ≥20 years = 9 points.</p>	9	
		Maximum points	122
		Minimum overall pass mark	73

Annex C

Contract Number / Numéro du contrat T8080-220475
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Transport Canada	2. Branch or Directorate / Direction générale ou Direction Coordination & Policy Branch, Ontario Region
---	--

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
Transport Canada will be undertaking studies to update supply and demand forecasts and re-assess how to address future demand on potentially constrained aviation services capacity in the GTA. The role of the Aviation Subject Matter Expert/Due Diligence Specialist (Contractor) is to provide expertise in aviation development, planning and design, while assisting department officials in developing the inputs to studies and a consultation. The Contractor will also assist in the assessment of the completeness and may be used to provide analysis on potential options to address aviation capacity in Southern Ontario.

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 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"/>

Security Classification / Classification de sécurité Unclassified
--





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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
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 / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input checked="" 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 TI	<input checked="" 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? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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

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