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**PART 1 - GENERAL INFORMATION**

**1.1 Security Requirements**

No security requirements have been identified for this requirement.

**1.2 Statement of Requirement**

The requirement is detailed under Annex A, Statement of Requirements for the National Cadet and Junior Canadian Rangers Support Group ROYAL CANADIAN AIR CADET POWER PILOT SCHOLARSHIP 2018 FLIGHT TRAINING PROGRAM” and the resulting contract clauses.

**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.

**1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

**1.5 Canadian Content**

This procurement is conditionally limited to Canadian services.

**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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 160 days

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**2.2 Submission of Bids**

Bids must be submitted only to the **DND Contracting Authority** indicated on page 1 of the draft Contract at Part 6. <http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html> Technical bid packages must not contain any financial information.

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

**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.,

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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: 2012-2 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2014-06-26

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) 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.

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**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 duly signed, scanned, high quality pdf copy, divided into maximum 10MB in size per email, sent to Contracting Authority identified on Page One of this RFP.
- Section II: Financial Bid: 1 duly signed, scanned, high quality pdf copy sent by email to Contracting Authority.
- Section III: Certifications: Technical Certifications are now embedded within the Technical Bid Evaluation Table in Section I and each must be duly signed.
- Section IV: Additional Information: 1 duly signed, scanned, high quality pdf copy, maximum of 10MB in size, sent by email to Contracting Authority.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

Bidder's technical bid should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work by providing the solid evidence required for each Evaluation criteria – **Mandatory Certifications, Mandatory Criteria** and **Rated Criteria** -- in the **Technical Evaluation Table below**. Bidders should also score themselves against each of the **Rated Criteria**.

Bids that fail to provide the signed **Mandatory Technical Certifications** and provide the required evidence for **Mandatory Technical Criteria** in the Table cannot be considered further.

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**3.2 TECHNICAL BID EVALUATION TABLE**

BIDDER CERTIFICATIONS, MANDATORY and RATED TECHNICAL CRITERIA		BIDDER SELF-EVALUATED SCORING	PROPOSAL REFERENCE
<b>0. BID SUBMISSION</b>		<b>SCORING</b>	
1.0	<p><b>BID QUALITY:</b> Points will be awarded for the completeness and organization of the Bidder's submission as follows:</p> <p>A. All required Resumes are complete and include all required details or reference to the bidder's website.</p> <p>B. Bid is organized and logically presented, and pages are numbered.</p> <p>C. Evaluation Criteria are Cross-Referenced to Bid Page #s</p> <p>D. Total size of PDF attachments in emails is under 10MB limit</p>	<p>5 pts Resumes provided &amp; complete</p> <p>10 pts Bid organized &amp; logical with a Table of Contents; pages are numbered</p> <p>5 pts size per email &lt; 10MB</p> <p><b>Max 20 (Bidder Score ____)</b></p>	
<b>1. Aircraft &amp; Avionics</b>		<b>SCORING</b>	<b>Bid (Page#) Cross-Ref</b>
1.1	<p><b>Aircraft Availability.</b> The Bidder must provide a list of aircraft, including type and model, which will be solely dedicated to the Cadets during their training period AND this list must clearly demonstrate that the number of aircraft meets the Bidder's proposed Student allocation in a ratio of four Students to one Airplane, with one Spare Airplane of the same type.</p>	MANDATORY	
1.2	<p><b>Aircraft Maintenance to CAR 571 &amp; 573 Standards.</b> The Bidder:</p> <p>A. hereby certifies that the maintenance of all proposed Cadet training aircraft comply with both CAR 571 and CAR 573 Standards</p> <p>Signed: _____ Dated: _____</p> <p>AND</p> <p>B. must provide a copy of the Aircraft Maintenance Organization Certificate for the intended Aircraft Maintenance Organization (AMO).</p>	MANDATORY (A & B)	
1.3	<p><b>Aircraft Equipment.</b> The Bidder hereby certifies that the proposed Cadet training aircraft are all equipped with mode C transponders.</p> <p>Signed: _____ Dated: _____</p>	MANDATORY	
1.4	<p><b>Types of Aircraft and Number of Cadets.</b> The Bidder's fleet consists of ____# of Aircraft types that will be assigned to training up to ____# (minimum 6) Cadets.</p>	<p>20 pts 1 aircraft type only;</p> <p>10 pts 2 aircraft types;</p> <p>0 pts 3+ aircraft types</p>	



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<p>1.5</p>	<p><b>Aircraft Equipment.</b> The Bidder hereby certifies that all Cadet training aircraft are equipped with the following equipment. Bidder to add initials beside each that applies:  <b>Airborne Collision Avoidance system</b>, such as  FLARM _____  PCAS _____  TCAS _____  Proximity Alerter _____  ADS-B _____   <b>Fleet Tracking system</b>, such as  satellite _____  ADS-B _____   <b>Navigational Aids</b>  VOR _____  ADF _____  GPS _____   Signed: _____ Dated: _____</p>	<p>30 pts Airborne Collision Avoidance system, such as FLARM, PCAS, TCAS, Proximity Alerter, ADS-B   20 pts GPS   20 pts Fleet Tracking system, such as satellite or ADS-B   10 pts VOR   5 pts ADF   Maximum 85 Points</p>	
<p>1.6</p>	<p><b>Cadet Training Aircraft Condition.</b> All Cadet Training Aircraft should be in "good general condition", with:  a) no obvious defects, leaks, corrosion or lack of paint, AND  b) have a reasonable overall level of cleanliness.   The Bidder hereby certifies that all Cadet Training Aircraft meet, or will meet prior to Site Inspection, ONE of the following self-assessed conditions. Bidder to add initials beside the item which applies:  AIRCRAFT are Clean and with NO General Condition Concerns _____,  Minor Cleanliness issues but NO General Condition Concerns _____,  Minor Cleanliness issues and several minor General Condition Concerns _____,  Overall Minor Deficiencies, but none that cannot and will be easily corrected prior to training _____, OR  General Note Deficiencies with no concrete plan to correct _____.   Signed: _____ Dated: _____</p>	<p>20 pts for AIRCRAFT Clean and with NO Condition Concerns   15 pts for Minor Cleanliness issues but no Condition Concerns   10 pts for Minor Cleanliness issues and several minor Condition Concerns   5 pts for Overall Minor Deficiencies, but none that cannot and will be easily corrected   0 pts for General Deficiencies with NO concrete plan to correct</p>	
<p><b>MAXIMUM RATED SCORE:</b></p>		<p><b>Max 125 (Bidder Score _____)</b></p>	
<p><b>2. Maintenance Facilities and Personnel</b></p>		<p><b>SCORING</b></p>	<p><b>Bid (Page#) Cross-Ref</b></p>
<p>2.1</p>	<p><b>AMO Maintenance Personnel.</b> The Bidder must provide the resume of the Transport Canada approved AMO Personnel Responsible for Maintenance including CAR Standard 573.04 approval from Transport Canada.</p>	<p>MANDATORY</p>	

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2.2	<b>AMO Personnel</b> Responsible for Maintenance. The resume provided by the Bidder demonstrating "proof of additional training" will be scored as follows:	5 pts SMS, 5 pts Human Factors, 5 pts Flight Safety, 5 pts Aircraft Accident Investigation, 5 pts Factory or Transport Canada additional Training.  25 Pts Maximum	
2.3	<b>Procedures to CAR Standard 573.10.</b> The Bidder: A. must certify that the AMO is a Transport Canada approved maintenance facility in full compliance with CAR 573.10 Standards:  Signed: _____ Dated: _____ AND B. Bidder must - for their approved Maintenance Manual - <b>provide a copy of the cover page, table of contents and approval by Transport Canada</b> in accordance with CAR 573.10.	MANDATORY (A & B)	
2.4	<b>Aircraft Maintenance Manuals.</b> The Bidder hereby certifies that the AMO has up-to-date Aircraft Maintenance Manuals on hand (paper or electronic) for the proposed Cadet training aircraft.  Signed: _____ Dated: _____	MANDATORY	
2.5	<b>Licensed Aircraft Maintenance Engineer (AME) Personnel.</b> The Bidder <b>may provide appropriate resumes</b> and must specify which resumes (up to four) will be used for scoring "proof of additional training" as follows:	5 pts SMS, 5 pts Human Factors, 5 pts Flight Safety, 5 pts Aircraft Accident Investigation, 5 pts Factory or Transport Canada additional Training.  25 Pts Maximum	
2.6	<b>Tool Control.</b> Bidders may provide details of their tool control program with specifics of when tool checks will be undertaken.	10 pts After Each Job 10 pts Prior to Lunch 10 pts End of Day  Maximum 30 points.	
<b>MAXIMUM RATED SCORE:</b>		Max 80 (Bidder Score _____)	
<b>3. Management and Instructors</b>		<b>SCORING</b>	<b>Bid (Page#) Cross-Ref</b>
3.1	<b>Flight Training Syllabus.</b> The Bidder must certify that their Flight Training program conforms to CAR Standard 426 and will be completed within seven weeks. Signed: _____ Dated: _____	MANDATORY	

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3.2	<p><b>Flight Instruction Staff to CAR Standard 426.</b> The Bidder hereby certifies that all proposed Cadet training Flight Instruction Staff will be qualified in accordance with CAR Standard 426 prior to 1 June 2018, AND that #___ instructors will be dedicated to cadet training for the duration of the contract, ensuring a student to instructor ratio no greater than 4:1 for the proposed number of cadets.</p> <p>Signed: _____ Dated: _____</p>	MANDATORY	
3.3	<p><b>Flight Training Student to Instructor Ratio.</b> Based upon the number of Instructors certified at above Criteria 3.2, points may be awarded as follows for exceeding the minimum 4:1 Ratio.</p>	<p>10 pts for Ratio of 3:1 15 pts for Ratio of 2:1 20 pts for Ratio of 1:1</p>	
3.4	<p><b>Flight Training Unit Training Operator</b> complies with CAR Standard 426. A. The Bidder hereby certifies that their Flight Training Unit complies with CAR 426</p> <p>Signed: _____ Dated: _____ AND B. The Bidder <b>must provide a copy</b> of the Flight Training Unit Training Operator Certificate.</p>	MANDATORY (A & B)	
3.5	<p><b>Flight Training Unit Manager.</b> A. The Bidder hereby certifies the availability of the Flight Training Unit Manager who will be in charge of the Cadet Flight Training and will be responsible for the full-time management of the Cadet Flight Training contract, from May through September 2018.</p> <p>Signed: _____ Dated: _____ AND B. The Bidder must provide the <b>resume</b> of the same full time Flight Training Unit Manager.</p>	MANDATORY (A & B)	
3.6	<p><b>Flight Training Unit Manager.</b></p> <p>Based on resume provided, points will be awarded for:</p> <p>A. Pilot qualification level held or have held</p> <p>B. Flight Training Certifications or Educational Certifications</p> <p>C. Transport Canada Training</p> <p>D. Additional Aviation Industry Training</p>	<p>10 pts CPL-A, 20 pts ATPL-A,</p> <p>5 pts Instructor Class 4, 10 pts Instructor Class 3, 15 pts Instructor Class 2, 20 pts Instructor Class 1</p> <p>10 pts Flight Training Certifications or Educational Certifications</p> <p>10 pts Safety, Investigation or Flight Training</p> <p>10 pts Transport Canada Training or Additional Aviation Industry Training</p> <p>Maximum 80 points.</p>	

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3.7	<p><b>Chief Flying Instructor.</b> A. The Bidder hereby certifies the availability the Cadet Flight Training who is qualified in accordance with CAR Standard 426 and who will be responsible for the full-time management of the Cadet Flight Training:</p> <p>Signed: _____ Dated: _____ AND B. The Bidder must provide <b>resume</b> of this proposed Chief Flying Instructor.</p>	MANDATORY (A & B)	
3.8	<p><b>Chief Flying Instructor.</b> Based on resume provided, points will be awarded for:</p> <p>A. Pilot qualification level held or have held: ATPL-A, and Instructor Class 3 or 2 or 1</p> <p>B. Flight Training Certifications or Educational Certifications</p> <p>C. Transport Canada Training (Safety, Investigation, Flight Training)</p> <p>D. Additional Aviation Industry Training</p> <p>E. Previous Air Cadet Contract Experience, minimum 2 years</p>	<p>20 pts ATPL-A, 10 pts Instructor Class 3, 15 pts Instructor Class 2, 20 pts Instructor Class 1</p> <p>10 pts Flight Training Certifications or Educational Certifications</p> <p>10 pts Safety, Investigation or Flight Training</p> <p>10 pts Transport Canada Training or Additional Aviation Industry Training</p> <p>10 pts previous Air Cadet Training Experience</p> <p>Maximum 80 Points</p>	
3.9	<p><b>Pilot Training Records to CAR Standard 425.33.</b> The Bidder hereby certifies that effective Pilot Training Records are kept to the CAR Standard 425.33.</p> <p>Signed: _____ Dated: _____</p>	MANDATORY	
3.10	<p><b>Aircraft Dispatch to CAR Standard 426.</b> The Bidder hereby certifies that the Adequate Aircraft dispatch procedure is in accordance with CAR Standard 426</p> <p>Signed: _____ Dated: _____</p>	MANDATORY	
3.11	<p><b>Division of Personnel Responsibilities.</b> The Bidder must provide a list of names of the personnel performing the duties of full-time Manager, Chief Flying Instructor, and Chief Ground School Instructor during the cadet contract as well as percentage of time spent on the above duties by the identified individuals.</p>	<p>5 pts 100 % time as Manager duties, 5 pts 100 % time as Chief Flying Instructor duties, 5 pts 100 % time as Chief Ground School Instructor duties.</p>	

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3.12	<p><b>Bidder Resources.</b> The Bidder must submit a list of all staff with the following qualifications:</p> <p>A. Transport Canada Authorized Persons;  B. Aviation Language Examiners;  C. Pilot Examiners; and  D. Industry Canada Aeronautical Radio Licence Examiners.</p> <p>Points will be awarded as follows:</p>	<p>5 pts for each of the following:</p> <p>A. Transport Canada Authorized Persons - maximum 2 persons,  B. Aviation Language Examiners - 1 person only,  C. Pilot Examiners - maximum 3 persons,  D. Industry Canada Aeronautical Radio Licence examiners - maximum 2 persons.</p> <p>Total Maximum Score 40 Points</p>	
<b>MAXIMUM RATED SCORE</b>		<b>Max 235 (Bidder Score _____)</b>	
<b>4. Flight Safety</b>		<b>SCORING</b>	<b>Bid (Page#) Cross-Ref</b>
4.1	<p><b>Flight Safety Program (Safety Management System).</b> The Bidder must provide a <b>Table of Contents of their Safety Management System (SMS) manual or link to their website where it is found.</b></p>	MANDATORY	
4.2	<p><b>Flight Safety Officer.</b> The Bidder hereby certifies that a Company Safety Officer is on staff at all times:</p> <p>Signed: _____ Dated: _____  AND  b) Bidder must <b>provide the resume of the Flight Safety Officer.</b></p>	MANDATORY (A & B)	
4.3	<p><b>Flight Safety Officer.</b> Based upon the resume provided of the Bidder's Company Safety Officer that is on staff at all times, points may be awarded:</p> <p>A. if employed Full Time versus Part Time, and</p> <p>B. for relevant training such as</p> <ul style="list-style-type: none"> <li>• Aircraft Accident Investigation,</li> <li>• Risk Management,</li> <li>• Safety Management Systems,</li> <li>• Human Factors,</li> <li>• Threat and Error Management, or</li> <li>• CAF Flight Safety Course.</li> </ul>	<p>15 pts Full Time or 10 pts Part Time.  <b>RELEVANT TRAINING</b>  5 pts each:  Aircraft Accident Investigation,  Risk Management,  Safety Management Systems,  Human Factors,  Threat and Error Management,  CAF Flight Safety Course.</p> <p>Total Maximum Score 45 Points</p>	

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4.4	<b>Crash Response Plan.</b> Bidder hereby certifies that their written company Crash Response Plan is fully integrated with the Airport Plan.  Signed: _____ Dated: _____	MANDATORY	
4.5	<b>Crash Fire Rescue (CFR)/Emergency Medical Services (EMS) Plan.</b> Points may be awarded for response time details provided as follows:	20 pts CFR on Airport Property  15 pts CFR within 5 minutes of Airport Property	
4.6	<b>Canada Labour Code.</b> Bidder hereby certifies that there are adequate First Aid supplies and First Aid trained and certified personnel in accordance with the Canada Labour Code  Signed: _____ Dated: _____	MANDATORY	
4.7	<b>Flight Safety Program (SMS).</b> Bidder must provide a brief paragraph describing how their SMS program is integrated with the CAF Flight Safety Program. The Bidder's Safety Management System (SMS) may be awarded points if SMS meets or integrates with A-GA-135-001/AA-001 Flight Safety for the Canadian Armed Forces (available online).	30 pts for SMS clearly meeting or integrating with the Canadian Armed Forces (CAF) Flight Safety Program	
4.8	<b>Flight Safety Bulletin Board.</b> Bidder's PDF picture of their Flight Safety Bulletin Board, demonstrating that it is maintained current with Flight Safety material, may be awarded points as follows:	5 Pts for exclusive posting of safety related material, in a prominent location, and listing of SMS/Flight Safety Personnel.	
4.9	<b>First Aid.</b> Points may be awarded if the Bidder demonstrates that there is rapid access (less than five minutes) to Automated External Defibrillator on site via PDF photo or floor plan.	10 pts accessible AED on site	
	<b>MAXIMUM RATED SCORE</b>	<b>Max 110 (Bidder Score _____)</b>	
<b>5. FLYING FACILITIES</b>		<b>SCORING</b>	<b>Bid (Page#) Cross-Ref</b>
5.1	The Bidder must certify that the Flight Training Unit location has Internet and Computer availability for the Cadets for such things as Weather and Flight Planning.  Signed: _____ Dated: _____	MANDATORY	
5.2	<b>Computer, Internet, WiFi Access.</b> Points may be awarded to Bidders who commit that, in addition to internet and computer availability, WiFi access will also be provided to the Cadets throughout their training.	10 pts for WiFi	
5.3	<b>Flight Training Area Description.</b> The bidder must provide a map or diagram of the Flight Training Area to be used for Cadet training	MANDATORY	

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5.4	<p><b>Flight Training Area Locations.</b> The Bidder's Flight Training Area map or diagram may be awarded 5 points for each following characteristics:</p> <ul style="list-style-type: none"> <li>• Entry and exit points are clearly defined</li> <li>• Size: Large enough for participating traffic</li> <li>• Coordination with other flight training units or users</li> <li>• Dedicated communication frequency</li> <li>• Publication on either VFR/VTC charts or Canada Flight Supplement.</li> </ul>	<p>5 pts entry/exit points 5 pts for size 5 pts for Coordination 5 pts for dedicated Comms 5 pts for publication</p> <p>Total Maximum Score 25 Points</p>	
5.5	<p><b>Multiple Runways.</b> Bidder's Flight Training Area description should specify if their location offers multiple runways for differing wind conditions.</p>	20 pts for Multiple runways	
5.6	<p><b>Ramp.</b> The Bidder's Flight Training Area description should include PDF photographs or a detailed description of their ramp and points may be awarded if the ramp:</p> <ol style="list-style-type: none"> <li>a) is kept clean and clear of hazardous Foreign Object Debris (FOD) debris and that an effective FOD program is in place with available receptacles for disposal of FOD, AND</li> <li>b) has aircraft parking that has clearly delineated parking tie-downs with chocks, AND</li> <li>c) is in good repair with no loose asphalt or concrete.</li> </ol>	<p>5 pts for FOD program 5 pts for parking area and chocks 5 pts in good repair with no loose asphalt or concrete</p>	
5.7	<p><b>Air Traffic Control.</b> Bidder's must show if their location has <b>on-site air traffic control and services</b> -- defined as an Air Traffic Control Tower, a Flight Information Centre, a Flight Service Station OR a Community Aerodrome Radio Station.</p>	10 pts for Yes	
5.8	<p><b>Air Traffic Density.</b> The Bidder's <b>location provides low density air traffic</b> -- defined as:</p> <ol style="list-style-type: none"> <li>A. commute to practice area is 0.2 hours of flying time or less from the primary training location, OR</li> <li>B. training plan formally identifies effective means to use transit time.</li> </ol>	10 pts for Yes to A OR B	
5.9	<p><b>Airport Access.</b> Points may be awarded for providing a list of airports which:</p> <ol style="list-style-type: none"> <li>A. have controlled, uncontrolled, grass OR gravel - AND</li> <li>B. are within 20 minutes flying time of the primary location.</li> </ol>	10 pts for Yes to both A & B	
5.10	<p><b>Meteorological Reports.</b> A bidder who demonstrates via page reference in the "Canada Flight Supplement" that:</p> <ol style="list-style-type: none"> <li>A. Meteorological Reports (METAR) are available for either the Flight Training location OR within 20 NM of the Flight Training location will be awarded points (Yes or No)</li> <li>B. On Site Observation OR Automated Weather Observation Station (AWOS) OR Limited Weather Information Station (LWIS)</li> <li>C. Weather Radar is available for the airport</li> </ol>	<p>A. 10 pts for Yes</p> <p>B. 5 pts for On Site Observation, AWOS, LWIS, OR 24 hr METAR on site</p> <p>B. 5 pts for Weather Radar</p> <p>Maximum 20 points</p>	
<b>MAXIMUM RATED SCORE</b>		<b>Max 140 (Bidder Score _____)</b>	

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6. GROUND SCHOOL	SCORING	Bid (Page#) Cross-Ref
6.1 <b>Ground School Instructors.</b> The bidder must <b>provide a resume for the proposed Chief Ground School Instructor</b> showing sufficient experience according to CAR 426.	MANDATORY	
6.2 <b>Ground School Instructors' Resumes.</b> Based on the resume provided to meet criteria 6.2 and those of additional Ground School Instructors, a maximum of 95 points will be awarded for the following: 1. Pilot qualification level held: CPL-A, ATPL-A, Instructor Class 4, Instructor Class 3, Instructor Class 2, Instructor Class 1; 2. Flight Training Certifications or Educational Certifications; 3. Transport Canada Training: Safety, Investigation, Flight Training; and 4. Additional Aviation Industry Training; 5. Previous Air Cadet Flying Training Experience: 1 yr, 3yr, 5+ yrs.	10 pts CPL-A, 20 pts ATPL-A, 5 pts Instructor Class 4, 10 pts Instructor Class 3, 15 pts Instructor Class 2, 20 pts Instructor Class 1  10 pts Flight Training Certifications or Educational Certifications 10 pts Transport Canada Safety, Investigation or Flight Training 10 pts Additional Aviation Industry Training  Previous Air Cadet Training Experience: 1 or 2 full session = 5 pts; 3 or 4 full sessions = 10 pts; 5+ full sessions = 15 pts  Total Maximum Score 95 Points	
6.4 <b>Training Aids.</b> Bidder who provides their list of additional training aids for Cadets may be awarded up to 20 points for the following: <ul style="list-style-type: none"> <li>• computer based training</li> <li>• approved flight simulators</li> <li>• cockpit posters</li> <li>• models</li> <li>• digital projector</li> <li>• whiteboard</li> <li>• television</li> </ul>	5 pts each for:  computer based training, approved flight simulators, cockpit posters, models, digital projector, whiteboard, television.  Total Maximum Score 20 Points	
<b>MAXIMUM RATED SCORE</b>	<b>Max 115 (Bidder Score _____)</b>	



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7. CLASSROOM FACILITIES		SCORING	Bid (Page#) Cross-Ref
7.1	The Bidder must clearly demonstrate through use of PDF photos or floor plans, that their Ground School instructional facility provides: A. <b>Classrooms</b> that include: a) chairs, b) desks or tables that provide a minimum of 0.372 square meters or 4 square feet per student of working surface good lighting, c) good ventilation, and d) safe accessibility; AND B. <b>Washrooms</b> with a) safe accessibility, and b) are inside the same building as the classroom.	MANDATORY	
7.2	<b>Canteen Access.</b> In addition to mandatory classroom and washroom requirements, points will be awarded for a Canteen that is located within the following distances of the training facility site:	10 pts Canteen inside building 5 pts Canteen within 100m of building  Total Maximum Score 10 Points	
<b>MAXIMUM RATED SCORE</b>		<b>Max 10 (Bidder Score _____)</b>	
8. TRAINING SCHEDULE AND SYLLABUS		SCORING	Bid (Page#) Cross-Ref
8.1	<b>Cadet Training Schedule.</b> The Bidder must submit A. a draft <b>Training Schedule</b> AND B. a draft <b>Flying Syllabus</b> that meet the following constraints: a. one free day in each week for each Air Cadet; b. maximum of twelve-hour (12) duty days and ending no later than 9PM (21:00 hours); and c. minimum of 12 hours of Crew Rest d. a minimum of 45 hours of ground school per Cadet is suitable for delivery within 7 weeks during July and August 2018 ; e. a minimum of 45 flying hours per Cadet; f. flying hours that do not exceed 3.0 hrs in a Level 2 or higher Flying Training Device.	MANDATORY	
8.2	<b>Training Schedule.</b> The Bidder will be awarded points for committing to a schedule that exceeds the following minimum constraints under the mandatory requirements: <ul style="list-style-type: none"> <li>• more than 45 hours of Ground School per Student</li> <li>• more than 45 Flying Hours per Student</li> <li>• less than 3.0 hours in a Level 2 or higher Flight Training Device</li> </ul>	5 Pts for extra Ground School 5 pts for extra Flying Hours 5 Pts for less Flight Training Device  Total Maximum Score 15 Points	

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<p>8.3</p>	<p><b>Training Quality.</b> Additional points will be awarded for the following inclusions within the Cadet's Training Schedule, Flying Syllabus, or Ground School Syllabus:</p> <ol style="list-style-type: none"> <li>1. Regular instructor meetings held to discuss safety, lessons learned, student difficulties and corrective actions planned.</li> <li>2. 'Emergency of the Day' Training with staff and students</li> <li>3. Evidence of Weekly or daily Flight Safety Meetings</li> <li>4. Threat and Error Management (TEM) within their Flying School Operations</li> <li>5. Ground School Training Plan</li> <li>6. Ground School Progress Tests.</li> <li>7. Instructor Supervised Review periods or tutoring to cadets</li> <li>8. Outline of the bidders intended Self-Study Program for cadets</li> <li>9. Reference to the text, "<i>From the Ground Up</i>" within the Self-Study Guide and Lessons.</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructor Meetings: 5 pts Weekly 10 pts Bi-Weekly Meetings 20 pts Daily Meeting</li> <li>2. 10 pts if Emergency of Day training included</li> <li>3. 10 pts daily Safety meetings 5 pts weekly Safety meetings</li> <li>4. 5 pts if TEM included</li> <li>5. 10 pts if Plan included</li> <li>6. 5 pts if Progress Tests included</li> <li>7. 5 pts if Instructor Supervised Reviews included</li> <li>8. 10 pts if Self-Study included</li> <li>9. 5 pts for "<i>From the Ground Up</i>" text references within study guide and lessons.</li> </ol> <p>Maximum 80 points</p>	
<p><b>MAXIMUM RATED SCORE</b></p>		<p><b>Max 95 (Bidder Score ____)</b></p>	
	<p><b>9.0 Accommodations &amp; Meals.</b> Provision of accommodations and meals are not the Bidder's responsibility under this requirement. However, since reasonable accommodations are mandatory for the Cadets near each local Flying School, Bidders must provide the name of one establishment that meets the following criteria:</p> <p>A. Located within 30 minutes of driving time at 7:00 AM from the training location (according to Google Map) and under typical summer road and weather conditions;</p> <p>AND</p> <p>B. Any DND Owned or Operated Facility that would be willing to provide both sleeping accommodations and meals for the number of Students proposed plus up to four (4) Training Officers;</p> <p>OR</p> <p>C. Any Government Owned or Operated Facility that would be willing to provide both sleeping accommodations and meals</p>		

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<p>for the number of Students proposed plus up to four (4) Training Officers;</p> <p>OR</p> <p>D. Commercial Accommodations and Meals:</p> <p>i. Where the nightly room rate per person does not exceed the Canadian City Rate Limits as published by PSPC , OR</p> <p>ii. Where the nightly room rate does not appear in the list above, the nightly room rate shall not exceed \$100.00 room rate per person per night, AND</p> <p>iii. Commercial meals where the daily meal cost per person per day does not exceed \$64.05." <a href="https://www.njc-cnm.gc.ca/s3/en">https://www.njc-cnm.gc.ca/s3/en</a></p> <p>OR</p> <p>D. Any <b>used by DND Air Cadets in the past 5 years.</b></p> <p>Bidders must provide the establishment name and address of one accommodation that meets the above criteria.</p> <p>Name of Business: _____</p>	<p><b>MANDATORY</b></p>	
<p><b>TOTAL POTENTIAL SCORE for RATED CRITERIA</b></p>		
<p><b>ALL CERTIFICATIONS ARE SIGNED</b></p>	<p><b>( YES or NO )</b></p>	
<p><b>ALL MANDATORY TECHNICAL CRITERIA ARE MET</b></p>	<p><b>( YES or NO )</b></p>	

## Section II: Financial Bid

1. Bidders must submit a **Firm Ceiling Price per Cadet** as their financial bid. The total amount of Applicable Taxes must be shown separately.
  
2. Bidders must submit an unconditional bid that does not exceed their posted commercial student rates, Taxes excluded:
  - 2.1 Bidder Firm Ceiling Price per Student is \$ [REDACTED] (CAD, taxes excluded) all-inclusive for all related services.
  
  - 2.2 Bidder is both willing and able to train [REDACTED] # (minimum of six (6)) Air Cadet Students
  
  - 2.3 Note: For the minimum of six (6) Air Cadet Students, a Bidder requires two (2) exclusive cadet aircraft, one (1) maintenance aircraft and three (3) flight instructors.

## Section III: (included within Section I)

## Section IV: Additional Information

Bidders must submit the following:

- (a) As required by and using Page One of this RFP, the Legal Business Name, and the Name and Signature of the Authorized Representative;
  
- (b) As required at Part 6 Article 5.3, the Contractor's Representative contact information; and
  
- (c) As required at Part 5 Article 5.1.1, the list of all current Members on the Board of Directors including their position.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada reserves the right for a DND representative to survey a Flight Training Unit at any time to validate any or all of a Bidder's Certifications or Technical Bid submissions.

### 4.2 Basis of Selection

4.2.1 Responsive Bids will be ranked in order of lowest cost per point to highest cost per point. Costs per point will be calculated as follows:

$$\frac{\text{Bidder Firm Student Rate (tax excluded)}}{\text{Bidder Total Number of Rated Technical Points}}$$

*For example, a bid price of \$10,500 and a score of 800 points results in \$ 13.13 per point.*

4.2.2 Bidders should provide their self-assessment of the Rated Criteria within their bid submission.

4.3 To the extent possible, Air Cadet Students will be allocated to various regions across Canada according to historical Cadet flight training distributions and relative provincial population densities. The final numbers of students attending each Flying School depends upon the male/female ratio and the available sleeping accommodations, and this determination is at the sole discretion of the RCA Ops O of the specific region.

PROVINCE	TOTAL Cadet Allocation GOAL (Range) % by Province
BC	12 to 15 %
AB	7 to 12 %
SK	3 to 6 %
MB	4 to 7 %
ON	30 to 38 %
QC	22 to 25 %
NB	2 to 5 %
NS	0 to 3 %
PEI	0 to 3 %
NL	2 to 7 %

4.4 Approximately 18 Bidders (in total) submitting the lowest cost per point Bids may be awarded a contract -- subject to discretionary Site Visits for Bid validation.

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**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 *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 provided will render the bid non-responsive.

**5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<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 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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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.

*For requirements **\$1,000,000 and above**, options excluded and Applicable Taxes included:*

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” list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [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.

**PART 6 - RESULTING CONTRACT CLAUSES**

**TABLE OF CONTENTS**

< TO BE INSERTED AT CONTRACT AWARD >



## PART 6 – Resulting Contract Clauses

### 1. Security Requirements

There is no security requirement applicable to this Contract.

### 2. Statement of Requirement

The Department of National Defence's National Cadet & Junior Canadian Rangers' Support Group have selected their top performing Royal Canadian Air Cadets (herein referred to as "Air Cadets") to undertake a Private Pilot Licence course in accordance with Canadian Aviation Regulations (hereafter referred to as "CARs"). Details are found at Annex A, Statement of Requirements (SOR).

### 3. Standard Clauses and Conditions

3.1 All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual \(SACC Manual\)](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.

#### 3.2 General Conditions

*SACC Manual* clause [2010B](#) (2016-04-04), General Conditions - Professional Services (Medium Complexity) applies to and forms part of the Contract.

#### 3.3 Supplemental General Conditions

*SACC Manual* clause 4009 02 (2013-06-27) "Subcontracts",  
*SACC Manual* clause A1009C (2008-05-12) "Work Site Access",  
*SACC Manual* clause C0100C (2010-01-11) "Discretionary Audit - Commercial Goods and/or Services", and  
*SACC Manual* clause A3025C (2013-03-21) "Proactive Disclosure of Contracts with Former Public Servants"  
*SACC Manual* clause B4064C (2008-05-12) "Flight Safety"

The above clauses apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to **20 September 2018** inclusive.

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**4.2 Delivery Point**

Delivery of the requirement will be made to the Contractor's location as specified at Page One of the Contract.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Heather Mitchell  
Title: Procurement & Contracts Manager  
Organization: Director of Services Contracts 3-2  
Supporting: National Cadet and Junior Canadian Rangers Support Group

Address: National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

Telephone: 613-996-6113  
E-mail: Heather.Mitchell@forces.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.

**5.2 Project Authority**

The Project Authority for the Contract is:

Name: TBA at Contract Award  
Title: J35 Flying Operations and Plans  
Organization: National Cadet and Junior Canadian Rangers Support Group

Address: National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

Tel:  
Fax:  
E-mail address: TBA at Contract Award

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical

## REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018

content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative**

(TBA at Contract Award )

Name:

Title:

Organization:

Address:

Tel: xxx- xxx-xxxx

Cell: xxx-xxx-xxxx

E-mail address:

5.4 All required notices or communications will be deemed sufficiently given or sent if mailed by prepaid registered post to the recipient Party at the above address. The Contractor is responsible to ensure all contractual obligations, including those within the Statement of Requirements and all referenced SACC Clauses, are included within their sub-contract with each Flying School.

**6. Payment****6.1 Basis of Payment**

6.1.1 For the Work described in the Statement of Requirement in Annex A:

- a. In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm ceiling price of **\$(TBA at Contract award )**, as detailed at Annex B Basis of Payment. Customs duties are *excluded* 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.

**6.2 Milestone Payments**

6.2.1 *SACC Manual* clause H3010C (2016-01-28) "Milestone Payments – Not subject to holdback", applies to and forms part of the Contract

## REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018

**6.3 Electronic Payment of Invoices – Contract**

The Contractor accepts the use of any of the following Electronic Payment Instrument(s):

- a. Visa or MasterCard Acquisition Card;
- b. Direct Deposit; or
- c. Electronic Data Interchange (EDI).

**6.4 Invoicing Instructions**

6.4.1 The Contractor must submit their invoice for payment using Contractor format and in accordance with SACC 2010B Article 10 (2013-03-21).

6.4.2 The Contractor, or Contractor representative, must email a certified, high quality pdf invoice with its substantiation to both the Project and Contracting Authorities identified under the section entitled "Authorities" of the Contract for appropriate certification and payment processing.

**7 Certifications and Additional Information****7.1 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.

**7.2 Aviation Liability Insurance**

1. Not later than 1 June 2018, each Flying School must obtain and provide written confirmation of Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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. *(Note, industry standard practice is to apply insurance at a rate of \$1,000,000 per aircraft occupant.)*
2. The Aviation 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 Department of National Defence.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. 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.

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- 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.
- d. 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.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. 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.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program).
  - i. 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

## REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018

the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### 7.3 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.4 Federal Contractors Program for Employment Equity - Default by the Contractor

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](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 8 Termination on Thirty Days Notice

SACC Manual clause **A0072C** (dated 2008-12-12) applies and forms part of the Contract.

## 9 Applicable Laws

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

## 10 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 listed at Article 3.3;
- (c) the general conditions SACC 2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) at Article 3.2;
- (d) Annex A, Statement of Requirement, complete with:
  - Appendix A, Training Aids and Equipment;
  - Appendix B, Minimum Requirements for Air Cadet's Pilot Training Records; and
  - Appendix C, Power Pilot Scholarship Statistical Training Report
- (e) Annex B, Basis of Payment;
- (f) the Contractor's Bid including all Certifications, dated **DD MMM 2018 (TBA)**.

**ANNEX “A” of CONTRACT - STATEMENT OF REQUIREMENTS**

**for**

**National Cadet and Junior Canadian Rangers Support Group**

**ROYAL CANADIAN AIR CADET  
POWER PILOT SCHOLARSHIP**

**2018**

**FLIGHT TRAINING PROGRAM**

**REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018**

**1. General Scope**

1.1 DND has selected some of its top members of the Royal Canadian Air Cadets (hereafter called "Air Cadets") to undertake a "Private Pilot Licence - Aeroplane" course in accordance with Canadian Aviation Regulations (hereafter called "CARs"), consisting of ground school instruction and flight training to Transport Canada Standards.

**2. Background**

2.1 The Commander National Cadet and Junior Canadian Rangers Support Group (Natl CJCR Sp Gp) has a requirement and the authority to deliver the Air Cadet Power Pilot Scholarship (PPS) program. The program has been in effect since 1946 and provides approximately 250 scholarships to obtain a Transport Canada "Private Pilot Licence - Aeroplane".

2.2 Responsibility for this National Program is vested in each Cadet region -- Pacific, Northwest, Central, Eastern and Atlantic -- by Canada's appointed Regional Cadet Air Operations Officer (RC Air Ops O). The RC Air Ops O has operational control of all Air Cadet flying in their respective regions and appoints a Supervisory Officer to each contracted Flying School.

2.3 The Contractor shall provide services to meet the Natl CJCR Sp Gp requirements in the delivery of this training program to Air Cadets.

**3. REQUIREMENTS**

**3.1 GENERAL**

3.1.1 The Contractor must train Air Cadets selected by the Natl CJCR Sp Gp and the Air Cadet League of Canada. The Contractor must ensure the necessary facilities, aircraft and personnel are provided to carry out such training in accordance with CARs. The Contractor must ensure that only fully qualified, trained and certified Flying Schools deliver the training.

3.1.2 The Project Authority will provide one or more Supervisory Officers to supervise the Air Cadets and coordinate with their flight training, including:

- a. concurrent military training;
- b. recreational activities;
- c. general welfare of the Air Cadets; and
- d. mandatory daily study periods prior to the Transport Canada examination.

3.1.3 Flight School selection and cadet allocation may be made on the basis of Canada's availability of rations and quarters costs near each airport location.

**3.2 Aircraft and Avionics Requirements**



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3.2.1 The Contractor must provide at their expense, fit and safe-for-flight aircraft with conventional controls and associated equipment, approved by Transport Canada and instructional accommodation and training aids including a staff of flying instructors, such that:

- a. student to aircraft ratio must not exceed four Air Cadets to every airplane plus one spare;
- b. each aircraft employed for Air Cadet training must be equipped with a serviceable transponder with mode C capability -- unless authorized by a Supervisory Officer; and
- c. each aircraft employed for Air Cadet training or testing must be equipped with headsets.

**3.3 Instructor Requirements**

3.3.1 The Contractor must ensure the student to instructor ratio does not exceed four (4) to one (1), exclusive of the Chief Flight Instructor and qualified on-site maintenance personnel, all of which must be adequate to conduct the Air Cadet training course without undue delays.

**3.4 Training Schedule**

3.4.1 The Contractor must ensure that the training schedule allows for:

- a. one free day in each week for each Air Cadet;
- b. maximum twelve-hour (12) duty days, beginning when an Air Cadet reports for duty and ending no later than twenty-one hundred (2100) hours. Periods of rest acquired during the Duty Day must not be considered rest for the purposes of either extending the computed length of the duty day or reducing the length of the Crew Rest period. Crew Rest should be a minimum of 12 hours. Following crew days exceeding 14 hours, a minimum of 14 hours Crew Rest should be attained. DND, through its appointed Supervisory Officers may declare a reduced Crew Rest period provided that at least eight hours of uninterrupted rest is assured; and
- c. the observance of religious duties.

3.4.2 The Contractor must ensure that the Transport Canada Private Pilot examination be written no earlier than the fourth week of the course and the results of any examination section rewrite must be available no later than Thursday of the sixth week of the course.

3.4.3 The Contractor must ensure that Air Cadets are not permitted to fly aircraft with passengers on board unless a flight instructor is designated as the Pilot in Command and is occupying the normal instructor's seat of the aircraft. Even though some Air Cadets may be awarded the Private Pilot Licence prior to the course end-date, Air Cadets must not be permitted to fly with passengers or to conduct mutual flying with other licenced pilots while they remain under the care and custody of staff employed by Canada.

**3.5 Flying Training Hours**

3.5.1 The Contractor must ensure that the training provided to the Air Cadets complies with the following:

- a. Flying Time must not be less than an average of forty-eight (48) hours for each Air Cadet trained;
- b. Ground School Instruction must not be less than forty-five (45) hours for each Air Cadet;
- c. Flight Training Device must be qualified and certified by Transport Canada at a level 2 or higher and must not be used to complete more than three (3) hours (dual) of Flying Time; and

**REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018**

- d. Extended ground taxi times, in excess of 0.2 hours, must be avoided as much as practicable and commensurate with the training program and safe operation of the aircraft.

**3.6 Flight Safety**

3.6.1. The Contractor must comply with and participate in the Department of National Defence (DND)/Canadian Forces (CF) Flight Safety (FS) Program, as stated in A-GA-135-001/AA 001, "Flight Safety for the Canadian Forces".

3.6.2. The Contractor must implement the following before the beginning of flying operations:

- a. A FS Program which mirrors the CF program's goals and objectives and includes the appointment of a FS manager or representative who will administer the program along with Canada's Region Flight Safety Officer, establish investigative process for FS occurrences and reporting mechanism in accordance with the guidelines established in the A-GA-135-001/AA-001, "Flight Safety for the Canadian Forces". The FS Program must be made available for review on request from Directorate of Flight Safety (DFS);
- b. A process to report and investigate any FS occurrences, incident or accident, in accordance with the guidelines and timelines established in the FS manual above; and
- c. An Emergency Response Plan that details the actions to be taken by the Contractor in response to accidents or incidents involving a DND aircraft under contract as well as the support provided to DFS investigations into those accidents/incidents, as described in the FS manual above.

3.6.3. The Contractor must, with a two-week notice, allow DND /CF designated personnel to have access to all relevant data, documentation and facilities, for the purpose of conducting a FS survey.

3.6.4. The Contractor must ensure that Canada's Directorate of Flight Safety is immediately notified by means of the designated (DND) Supervisory Officer or 1-888-WARN-DFS (1-888-927-6337 of any occurrence so that the requirements of the Aeronautics Act (R.S.C., 1985, c.A-2 Part II – Military Investigations Involving Civilians) may be carried out.

**3.7 On Board Recording (OBR) Devices**

3.7.5.1 Usage of OBR is governed by the Canadian Transportation Accident Investigation and Safety Board Act (S.C. 1989, c.3) or CTAISB Act. An OBR is defined by relevant sections of the Act as a recording of voice communication originating from or received on or in the flight deck of an aircraft or a video recording of the activities of the operating personnel of an aircraft. A transcript or substantial summary of designated OBR data is also considered a designated OBR.

3.7.5.2 The CTAISB Act accords privilege to certain information, inclusive of OBR data. Therefore, unless specifically authorized by Canada in writing, the authority to download this information is retained by Airworthiness Investigative Authority (The Director of Flight Safety).

3.7.5.3. Therefore, under the terms of this contract, Canada reserves custody of all data contained in the Contractors OBR. The Contractor must provide the original and any copies of the data and recording medium (if removable) to Canada upon request. Should the recording medium be retained by Canada, the contractor will be reimbursed by Canada for the cost if not returned.

3.7.5.4. Should a Contractor not wish to provide OBR data, then the device must be disabled during any flight within the scope of this contract.

**REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018****3.8 Cadet Cessation of Training**

3.8.1 The Chief Flight Instructor may order that the training of an Air Cadet cease when, in their opinion, an Air Cadet lacks the necessary skills or aptitude. The following are also cause for "cease training" of an Air Cadet:

- a. failure to achieve an overall pass mark on the Transport Canada written examination at the initial writing;
- b. failure to achieve a pass mark on any previously failed section at the subsequent writing;
- c. failure to solo after fourteen (14) hours of dual instruction, although at the discretion of the Chief Flight Instructor, an additional two (2) hours of dual instruction prior to solo may be provided, in which case a written explanation of the action taken must be appended to the statistical training report;
- d. failure of a flight test that requires a complete re-test;
- e. repeated air sickness or loss of aviation medical category;
- f. misconduct as investigated and determined by the Supervisory Officer; or
- g. loss of cadet status (e.g. enrolment in the Canadian Armed Forces).

3.8.2 The Chief Flight Instructor must provide immediate notification of "cease training" action to the Supervisory Officer and the Contractor. A written explanation of the reason for "cease training" action must be provided to the Supervisory Officer, who will subsequently forward the report to the RCA Ops O, who has the final determination in each case. In no case will a Chief Flight Instructor be required to return any Air Cadet to the same location where they had previously "ceased training".

**3.9 Cadet Training Equipment**

3.9.1 Appendix A details the training equipment to be provided by Canada and by the Contractor respectively. The Air Cadet must not be obliged to rent or purchase any additional training aids or equipment.

**3.10 Testing and Administrative Fees**

3.10.1 The Contractor must provide administrative services relating to the course of studies and facilitates the processing of licence applications, including Language Proficiency Assessments where required and the services of professional Pilot Examiners. For the Transport Canada Aviation written exam and pilot's licence, each Air Cadet is responsible for paying their own application fees and for entering their own personal information on the application.

**3.11 Training Completion**

**REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018**

3.11.1 The Contractor must ensure that all training courses conducted meet the minimum standards described above and must be completed within a seven (7) week period and before the end of August 2018.

**3.12 Statistical Report**

3.12.1 Canada, through the designated Supervisory Officer, must have full access to all Air Cadet training files inclusive of exam marks, flight test results and pilot training records for the purpose of producing training reports and establishing the standing of the cadets for grading and awards. The requirements of each Air Cadet's Pilot Training Record must include, as a minimum, all elements found at Appendix C of the Contract.

3.12.2 The Contractor must ensure that each Statistical Training Report in respect of each Air Cadet, in the form attached hereto as Appendix B, is submitted by each Flying School to the Supervisory Officer appointed by Canada, in either the English or French language, immediately upon completion of the course.

**4. CERTIFICATIONS, Insurance and Liability Requirements**

4.1 **Liability Insurance:** The Contractor must ensure that each Flying School continuously carry a combined minimum liability insurance as specified within the Contract and must immediately notify both the Supervisory Officer and the Project Authority of any suspension or cancellation to the flight training unit operator certificate, and advise of any effect on the Air Cadet training or a Flying School's required insurance coverages.

**4.2 Police Records Check (PRC) and Vulnerable Sector Screening (VSS)**

4.2.1 The Contractor must ensure that every employee who independently instructs Air Cadets must complete the PRC/VSS screening process. This screening must be completed by the Flying School's employee at their local police service and a copy of the completed certificate from the local police service must be provided to Canada's Supervisory Officer prior to any unsupervised access to any Air Cadet. In the case of any information discovered within the screening, information must be immediately provided to Canada in order to ascertain the individual's suitability for employment with Air Cadets. Any refusal of the Contractor's employee to authorize or provide the screening request or any failure to accurately complete the required information must result in zero involvement with Air Cadet training.

4.2.2. The validity of the PRC/VSS for the purposes of the contract is only for the period of the contract. In a case where the Contractor's employee is either a Cadet Instructor Cadre Officer or a Civilian Instructor under a valid Civilian Instructor Contract within the Canadian Cadet Organization and providing the employee holds a current and valid PRC/VSS, then the PRC/VSS requirement is deemed to have been met once particulars are provided to Canada.

4.2.3. In the case where a new instructor is hired during the period of the contract, Canada must be informed immediately of the status of their PRC/VSS. The instructor should not be afforded unsupervised access to the cadet until this is done. In case of hardship to the Contractor, the particulars are to be provided to Canada for further investigation and consideration.

4.2.4 PRC/VSS are not required for Contractor staff who perform duties while Air Cadets are under Canada's supervision. PRC/VSS are not required for Contractor staff who perform maintenance, food service or similar activities where there is no unsupervised Air Cadet access.

4.2.5. Results from online record checks such as *myBackCheck.com<sup>TM</sup>* do not meet the intent of this requirement since the VSS component is missing and will therefore not be accepted.

## REQUEST FOR PROPOSAL – Power Pilot Scholarship Program 2018

**4.3 Positive Social Relations for Youth Training**

4.3.1 Canada may require that the contractors employees attend positive social relations for youth or equivalent training (to be determined at time of contract award). In this case, the Contractor must ensure that every Flying School employee who may have dealings with any of the Air Cadets attends this adult training package (lecture) provided by a qualified trainer appointed by Canada. Proof of attendance will be verified by the Supervisory Officer and must be provided to Canada.

**5. LIST OF DELIVERABLES**

- 5.1 Copy of **Liability Insurance Coverage for the Flying School and Instructor Qualifications** not later than 1 June 2018.
- 5.2 Copy of **VSS** certificate for each individual as applicable under section 4 above.
- 5.3 Copy of **PRC** for each individual as applicable under section 4 above.
- 5.4 Proof of attendance at **Positive Social Relations for Youth Training** for each individual as applicable under section 4 above.
- 5.5 Air Cadet's **Pilot Training Records**, full DND access at any time.
- 5.6 Final **Air Cadets' Statistical Training Reports**, due within 4 weeks of end of training.

**6 Project Authority**

J35 Flying Operations and Plans  
National Cadet and Junior Canadian Rangers Support Group  
National Defence Headquarters  
101 Colonel By Drive  
Ottawa ON K1A 0K2

6.1 The Project Authority is responsible for all work delivered and is solely responsible for its acceptance. This obligation requires that the Project Authority must be provided access to all Flying Schools while Air Cadets are in attendance and to all Air Cadet training records at any time.

## Appendix A of ANNEX “A” - TRAINING AIDS AND EQUIPMENT

1. The following will be provided by Canada (through the respective Regional Cadet Air Operations Officer) to each Air Cadet:
  - a. one copy of "From the Ground Up" or "Entre Ciel et Terre" as applicable;
  - b. one air navigation computer e.g. E6B;
  - c. one pilot log book;
  - d. one Douglas Protractor;
  - e. one Navigation Scale Ruler (straight edge); and
  - f. one current issue of the Canadian Flight Supplement (CFS), GPH 205.
  
2. The Flying School must provide the following publications at no cost to the Air Cadet:
  - a. one Pilot Operating Handbook (POH) for the appropriate aircraft.
  - b. one Transport Canada Aeronautical Information Manual (AIM) (available on computer is acceptable)
  - c. one Transport Canada (TC) Flight Training Manual (FTM)
  - d. one Transport Canada Pilot Training Record (PTR), if required
  - e. one aircraft ground school book
  - f. two aeronautical charts of the applicable flying training area as determined by the Flying School (maps may be provided by the Regions when able).

## **Appendix B of ANNEX “A”- AIR CADET PILOT TRAINING RECORD MINIMUM REQUIREMENTS**

1. Pilot Training Records (PTR) are a key tool in assessment of student performance and flight safety. In addition to the requirements as outlined in Canadian Aviation Regulations Standard 425.33, each contracted Flying School must ensure that all information contained in the Pilot Training Record (PTR) is up to date and accurately reflects the progress of each Air Cadet's flight training. Therefore, the Flight Instructor must ensure the following:
  - a. PTR entries must be completed at the termination of individual training flights, but in all instances must be completed within 24 hours of the termination of the training flight unless special approval is secured from both the Chief Flying Instructor and the Supervisory Officer.
  - b. Flight Instructors must provide sufficient written summary of the Air Cadet's progress to enable continuity of training by any flight instructor or examiner, assessment of performance by DND staff and assessment of training by flight safety investigation staff where applicable.
  - c. For solo training flights, the Air Cadet is required to make a similar entry to that identified in the above paragraph.
  - d. Comments at a minimum must contain the following three elements:
    - (1) General description of the flight and overall achievement. As the individual exercises are already listed in the PTR table entry, they do not need to be described unless required for clarity.
    - (2) Areas of improvement for the Air Cadet.
    - (3) Action plan for correction of Air Cadet performance covering all areas identified above.
  - e. Any Preparatory Ground School instruction provided should also be reflected in the PTR as applicable.
2. The PTR comments must be regularly reviewed as a component of each Pre-flight briefing. This assures that each Air Cadet knows exactly what is expected for each flight and will aid in better performance.
3. Each PTR must be available for review at any time by Canada's Supervisory Officers as required.





## ANNEX “B” of CONTRACT - BASIS of PAYMENT

### 1. Canada’s Total Liability

1.1.1 Canada's total liability to the Contractor under this Contract must not exceed the firm ceiling price of **\$ (TBA at contract award)** (CAD), taxes excluded) for all services related to the training of **## (TBA at contract award)** Air Cadet Students.

1.2 To facilitate payment, proper substantiation of each invoice must be submitted to DND for payment processing.

### 2. Milestone Payment Schedule

2.1 Milestone # 1 Flying School Insurance. Firm \$3,000.00 (CAD, taxes excluded) per student (~30%)

Substantiation:

- a. Proof of Flying School Insurance Coverage, in compliance with Annex A Statement of Requirements Section 4.0.
- b. Cadet training Flight Instruction Staff are qualified in accordance with CAR Standard 426.

Ceiling Amount: **\$ TBA** (CAD, taxes excluded) due not later than 1 June 2018.

2.2 Milestone # 2 Flying School Employee Reports. Firm \$3,000.00 (CAD, taxes excluded) per student (~30%)

Substantiation, in full compliance with Annex A Statement of Requirements Section 4.0:

- a. Instructor Certified Proofs of Flying School Employee Attendance at “Positive Social Relations for Youth” lecture,
- b. Certified copies of all Flying School Employee Police Records Check (PRC) reports, and
- c. Certified copies of all Flying School Employee Vulnerable Sector Screening (VSS) reports.

Ceiling Amount: **\$ TBA** (CAD, taxes excluded) due not later than 28 June 2018 or a minimum of 3 calendar days prior to Air Cadet arrival.

2.3 Milestone # 3 Flight Training Services, Final Invoice. Balance of up to **\$ TBA** (CAD, taxes excluded) per student.

Substantiation: Air Cadets’ Statistical Training Report, complete and identical to Appendix C of Annex A.

Calculated as per paragraph 3 below less all amounts paid at Milestones #1 and # 2 above.

Ceiling Amount: **\$ TBA** (CAD, taxes excluded) due not later than 20 September 2018.

2.4 Reference at Contract article 3.2 to **SACC 2010B 14** (2014-09-25) “Period of Payment” applies.

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**3. Flight Training Services Calculation for Milestone # 3**

3.1 For each Air Cadet who completes the prescribed Private Pilot course, the Contractor will be paid the firm ceiling price at Milestone # 3 -- provided that:

3.1.1 the average number of flying hours provided is not less than forty-eight (48) hours per Air Cadet, and

3.1.2 each Air Cadet's total flying hours is not less than forty-five (45) hours.

3.2 If an Air Cadet has completed the prescribed course but the Flying School provided less than an average of forty-eight (48) flying hours or if an Air Cadet failed to complete the course for any reason, the Flying School will be paid on an hourly rate:

3.2.1 Per **flying hour** (dual or solo) of **\$185.00** (taxes excluded), and

3.2.2 Per **ground school instruction-hour** of **\$45.00** (taxes excluded) up to the maximum of forty-five hours.

3.3 **Milestone # 3:** Flight Training Services final invoice will be calculate by the sum of the above training services rendered, less all sums paid under Milestones 1 and 2.

**4. Cost Exclusions**

4.1 All equipment listed in Appendix A of Annex A, Statement of Requirements (SOR).

4.2 Any additional training aids or equipment.

4.3 Administrative services relating to but not limited to the following:

4.3.1 Flying School selections,

4.3.2 Price justifications,

4.3.3 Course of studies,

4.3.4 Processing of licence applications,

4.3.5 Any professional services of Pilot Examiners,

4.3.6 Flying School insurance, or

4.3.7 Flying School membership fees.

**ANNEX “A” to PART 5 OF THE BID SOLICITATION - EMPLOYMENT EQUITY CERTIFICATION**

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION (if \$1M)

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.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

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)