

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Civilian Aircraft Division/Division des Avions Civils  
Portage III 8C1 - 50  
11 Laurier St./11 rue Laurier  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> HELICOPTER PROJECT (DFO)	
<b>Solicitation No. - N° de l'invitation</b> F7013-120014/D	<b>Date</b> 2013-04-19
<b>Client Reference No. - N° de référence du client</b> F7013-120014	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAG-003-23712
<b>File No. - N° de dossier</b> 003cag.F7013-120014	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Michael	<b>Buyer Id - Id de l'acheteur</b> 003cag
<b>Telephone No. - N° de téléphone</b> (819) 956-0078 ( )	<b>FAX No. - N° de FAX</b> (819) 997-0437
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS CCG/VESSEL PROCURE/HELICOPTER PROJ 200 ELGIN ST OTTAWA Ontario K2P1L5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## CANADIAN COAST GUARD MEDIUM LIFT HELICOPTER PROCUREMENT CONSULTATIVE PROCESS

### REQUEST FOR LETTERS OF INTEREST

**Reference: F7013-120014/D**

**April 19, 2013**

This request for Letters of Interest (LOI) is to engage industry to discuss the procurement of the medium lift helicopters for the Canadian Coast Guard helicopter fleet renewal procurement that is part of the *Long-Term Investment Strategy for the Canadian Coast Guard Fleet*.

Under the overall procurement, Canada plans to renew the Canadian Coast Guard's (CCG's) existing fleet of helicopters with up to twenty-four (24) new helicopters as well as flight simulator(s). CCG will procure potentially two or three different types of helicopters, based on program requirements and the implementation of the Fleet Renewal Plan.

Long-term planning for the CCG vessel and helicopter fleet is accomplished through the Fleet Renewal Plan. The Fleet Renewal Plan is an investment strategy that outlines the appropriate number, classes and mix of vessels and helicopters needed over 30 years to maintain current programs and services.

In order to ensure a successful procurement for the provision of helicopters and simulator(s), Canada will continue to engage industry in a consultative process as the first step in medium lift helicopter procurement. This consultative process for the medium lift helicopters will include sharing the requirements with industry for comments, posting a draft RFP on GETS, holding One-on-One industry engagement sessions and will include consultations with third parties, regarding the procurement of the medium lift helicopters only. The topics of discussion will include the CCG's requirements, the proposed selection criteria and the procurement process.

The purpose of these sessions is to obtain feedback from industry following the issuance of the draft Request For Proposals (RFP). One-on-One industry engagement sessions will be held with suppliers individually.

The RFP for the light helicopter for the Canadian Coast Guard helicopter fleet renewal procurement was posted on GETS on April 3, 2013.

The LOI for the flight simulator for the Canadian Coast Guard helicopter fleet renewal procurement is anticipated to be released in the fall of 2013.

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## **Consultative Process**

All helicopter Original Equipment Manufacturers (OEM's) or potential supplier/distributor of new helicopters will be welcome to participate in the consultative process for the medium lift helicopters to participate in a One-on-One Session Industry must first sign and agree to the Industry Engagement Agreement (attached as Annex B). Industry is encouraged to provide written comments and recommendations on the proposed topics for discussion as well as any additional topics industry may wish to discuss.

All industry consultations will be documented and this information is subject to the Access to Information Act. Canada shall not reveal any designated proprietary information to third parties.

## **One-on-One Sessions**

Following sign-off by industry of the Engagement Agreement, Canada will meet with industry participants individually to listen to their concerns, recommendations and solutions. On completion of the One-on-One Sessions, Canada will analyze and summarize industry input, identify topics that need to be addressed and revise solicitation document(s), if applicable.

## **Draft RFP**

A draft RFP for the medium lift helicopters will be made available on the Government Electronic Tendering Service (GETS) for comments from industry prior to release of the RFP on GETS.

## **Third Party Consultation**

Third parties such as Industry Associations will be consulted on an as-and-when required basis to discuss industry issues and recommendations on industry standard practices.

## **Registration**

Participants wishing to attend the One-on-One Sessions in person and via video/teleconference are to register by notifying the PWGSC Point of Contact, identified herein, no later than COB April 29, 2013. Sessions will be scheduled on a first come basis. Participants must identify themselves by their legal name, corporate address, the names of representatives attending by their respective title as well as their office address, telephone number(s) and e-mail address. By providing the above information, the suppliers consent to the release of this information to the public. Call In co-ordinates, for those wishing to participate in a video/teleconference will be provided 24 hours prior to the Session Date.

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**Please note that:**

- (1) The invitation is extended to interested helicopter OEM's or potential supplier/distributor of new helicopters. Each interested supplier may register up to ten (10) representatives to attend the One-on-One industry engagement session.
- (2) To participate in a One-on-One Session, Industry must first sign and agree to the Industry Engagement Agreement (attached as Annex B).
- (3) Interested suppliers are encouraged to submit questions, comments and suggested topics for discussion at the One-on-One Sessions to the PWGSC Point of Contact, prior to COB April 29, 2013. Any information exchanged during the One-on-One Sessions will not be published in the public domain after the Sessions.
- (4) Attendees are responsible for their own transportation, accommodation, meals parking and all other expenses.
- (5) Participation in the Consultative Process is not a mandatory requirement for submitting bid(s) once the final RFP is issued.
- (6) Media cannot participate in the Consultative Process.
- (7) No electronic recordings, audio or visual, will be permitted during the sessions.
- (8) The LOI document is not a bid solicitation and a contract will not result from it.
- (9) The Statement of Work (SOW) is currently being developed and is subject to change based on the evolution of the requirement, which may be as a result of information provided by industry.
- (10) Potential respondents are advised that any information submitted to Canada in response to this LOI may be used by Canada in the development of a competitive Request For Proposal.
- (11) The issuance of this LOI does not create an obligation for Canada to issue a subsequent RFP and does not bind Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.
- (12) Canada assumes no responsibility or obligation with respect to the cost of preparing a response to this LOI.
- (13) As a result of this LOI there will be no listing of firms for the purposes of undertaking future work.

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### **Session Details:**

The particulars of the **One-on-One Sessions** are as follows:

Date: May 6, 7, 8, 9 and 10, 2013

Time: 9:00-4:00

Location: Place du Portage, Phase IV, Room 10

Admission: Pre-registration is required.

### **Point of Contact:**

Charlene Johnston  
Public Works and Government Services Canada  
Place du Portage, Phase 3, 8C1  
11 Laurier Street  
Gatineau, QC K1A 0S5  
E-mail: [Charlene.Johnston@pwgsc-tpsgc.gc.ca](mailto:Charlene.Johnston@pwgsc-tpsgc.gc.ca)  
613-949-9234

### **Attached Documents:**

Annex A - Canadian Coast Guard Medium-lift Helicopter Procurement Information  
Annex B - Engagement Agreement  
Annex C - Template - One-on-One sessions

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## **ANNEX A - Canadian Coast Guard Medium-Lift Helicopter Procurement Information**

Canada's expectations were presented to the suppliers interested in providing helicopters and flight simulator(s) at the Industry Engagement Session held in September 2012. Potential suppliers can request a copy of this presentation from the Point of Contact in this LOI.

A copy of the CCG mission profiles for the light lift and medium lift helicopters is available on GETS and may be found by searching the title "Helicopter Project (DFO)" under former opportunities.

The One-on-One industry engagement sessions will offer participating suppliers the opportunity to provide recommendations for consideration in finalizing the RFP.

Upon completion of the consultative process, an RFP will be published on GETS.

The anticipated date for release of the Final RFP for the medium lift helicopter procurement is June 2013.

Documents may be submitted in either official language of Canada.

### **Scope**

CCG's helicopters are national assets assigned to the CCG's regions. They support a number of CCG programs such as Aids to Navigation, Ice breaking services, Marine Communication Traffic Services, Search and Rescue and Environmental Response, as well as the programs of the Department of Fisheries and Oceans and other government departments. These helicopters support activities such as ice reconnaissance; maintenance and construction of aids to navigation and telecommunications equipment; personnel and cargo transfer between ship and shore; and support to science and fisheries enforcement. The helicopters operate in all areas of Canada, including the East and West Coasts, the Arctic, Great Lakes and St Lawrence Seaway as well as inland waters and Canada's north.

The goal of the overall project is to acquire up to twenty-four 24 helicopters (a combination of between 12 and 20 light-lift helicopters, between 4 and 8 medium lift helicopters and up to 2 polar), possibly of different types, over the next five years with deliveries beginning in 2014 through 2018. CCG anticipates that the new helicopters will yield increased operational and maintenance efficiencies and will have an operational service life of up to twenty-five (25) years.

CCG envisions that the new medium-lift helicopters will have the following key characteristics:

- a. Twin engines and blade folding ability;
- b. Shall be proven to hold type certification in compliance with Canadian Aviation Regulations at the time of bid submission;

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- c. Ability to fly in reduced visibility requiring Instrument Flight Rules (IFR) capability;
  - d. Shall be certified for Night Vision Imaging System (NVIS);
  - e. Capacity to fly safely with only one engine;
  - f. Capacity for over-water flying, including emergency floats and appropriate equipment;
  - g. Cargo capacity to enable the construction and maintenance of CCG shore-based assets (e.g. aids to navigation, telecommunications, traffic services) in areas difficult to access by other means;
  - h. Capacity to sling loads (e.g. during construction and maintenance of CCG shore-based assets); and
  - i. Ability to land on snow and rough terrain.

The missions of the CCG helicopter fleet include the following two examples:

- (1) Shore-based asset support: Some helicopters fly to remote sites in Canada to support construction and maintenance of CCG's communication and aids to navigation infrastructure.
- (2) Vessel support: Some helicopters require the ability to land on CCG vessels and to use CCG vessels as a staging platform for operations.

### **Medium Lift Helicopters Anticipated Requirements**

- Seating capacity of at least nine (9) passengers plus crew.
- Ability to land on CCG vessels.

### **Industrial and Regional Benefit Requirement**

Canada's Industrial and Regional Benefits (IRB) Policy will be a mandatory element of the CCG Helicopter Fleet Renewal Procurement, with the bidders committing to achieve IRB valued at 100% of the contract value. Additional requirements will include a Company Business Plan, IRB Management Plan, Regional Development Plan and a Small and Medium Size Business (SMB) Plan, and a minimum of 15% in SMB related IRB Transactions. The Enhanced Priority Technology List (EPTL) will not apply to this procurement. The IRB Policy is administered by Industry Canada, with assistance from the Regional Development Agencies. Detailed IRB requirements and instructions will be issued with any RFP. To obtain information about Canada's IRB Policy, visit [www.ic.gc.ca/irb](http://www.ic.gc.ca/irb).

The release of the Letter of Interest (LOI) of August 20, 2012, for the CCG Helicopter Fleet Renewal Procurement officially begins the Achievement Period for procurements under the CCG Helicopter Fleet Renewal Procurement.

Canada reserves the right to request minimum Direct IRB levels on the CCG Helicopter Fleet Renewal Procurement contracts.

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Any Direct IRB requirement will be subject to the Government's new Global Value Chain (GVC) equivalency policy, as announced by the Government in September 2009. GVC equivalency will permit contractors to meet the Direct IRB requirement through either direct activity on Canada's equipment and/or service requirements, as well as through direct-equivalent activity within a bidder's global portfolio of business activities related to similar equipment and/or service arrangements.

Any requirement for Direct IRB will be expressed in the form of a percentage of the total contract value; specific transactions or activity types under the Direct IRB requirement will not be requested at this time.

Any Direct IRB requirement will be adjusted to take into account any and all operational requirements that are, as part of the RFP, requested to remain in Canada due to operational imperatives.

### **Sourcing**

This requirement falls under the National Security Exception (NSE). This requirement is therefore excluded from the World Trade Organization and Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA) and Agreement on Internal Trade (AIT), but remains governed by the Government Contract Regulations.

The requirement is also not subject to the Comprehensive Land Claim Agreements (CLCA) as the helicopters will be delivered outside the Land Claims areas.

The Canadian Content Policy is not applicable to this procurement since it is subject to Industrial and Regional Benefits policy.



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## **ANNEX B**

### **INDUSTRY CONSULTATION PROCESS**

#### **ENGAGEMENT AGREEMENT for MEDIUM LIFT HELICOPTER PROCUREMENT**

An overriding principle of the industry consultation is that it be conducted with the utmost fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

This Engagement Agreement will apply beginning with the signing of this Engagement Agreement and concluding with the release of the Request for Proposal (RFP) on the Government Electronic Tendering Service (GETS).

All documentation provided by Canada throughout the Industry Consultative Process for the medium lift helicopter, which begins with the posting of the Letter of Interest (LOI) and concludes when the Request for Proposal is published on the GETS, will be provided to all participants who have agreed to and signed this Engagement Agreement ("Participant").

The Industry Consultative Process will consist of Industry Engagement Sessions and any other processes deemed necessary by the Contracting Authority.

The Industry Engagement Sessions for the Coast Guard helicopter fleet renewal procurement started with an Industry Day on September 4, 2012, hosted by PWGSC and Canadian Coast Guard (CCG), and attended by vendors.

Following Industry Day, four rounds of one-on-one industry engagements sessions were held with individual vendors in order to maximize the benefits of the Consultative Process. The previous Industry day and first One-on-One industry engagements sessions discussed the entire Coast Guard Fleet Renewal Procurement. However, the following three rounds of One-on-One industry engagement sessions focused mainly on the light lift helicopter procurement. This next round of One-on-One industry engagement sessions is to focus on the medium lift helicopter procurement. Canada will solicit comments from Participants on various issues raised. Any solutions, ideas or issues raised during the one-on-one sessions will be first analyzed for further consideration by Canada. A Record of Discussion following each session will be distributed to all Participants of that session.

Should the Contracting Authority believe the need for further input from the participants is necessary, follow-on sessions with all participants will be considered.

As identified during the industry day and One-on-One discussions to date, the RFP for the medium lift helicopter will contain over 90% of the same information that has been posted on GETS for the light lift helicopter procurement. The plan for the medium lift helicopter

procurement is as follows. Canada will provide the interested parties identified through the posting of this LOI with the necessary changes required for the medium lift helicopter procurement for feedback. Once the feedback from industry has been considered by Canada, a draft RFP will be posted on GETS for industry feedback. Following the draft RFP Canada will host the one-on-one industry engagement sessions with participants to discuss the feedback received from the draft RFP and any other topics that industry or Canada would like to discuss. During these discussions, only the medium lift helicopter procurement will be discussed. After Canada considers the feedback from the One-on-One industry engagement sessions the plan is to post a RFP on GETS for the medium lift helicopter procurement.

Canada will not disclose proprietary or commercially sensitive information concerning a participant to other participants or third parties, except and only to the extent required by law.

### **TERMS AND CONDITIONS:**

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, Participants agree to the following:

- Participants are expected to discuss their views concerning the Canadian Coast Guard (CCG) medium lift helicopters procurement and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions;
- All media questions shall be directed to PWGSC Media Relations Office at 819-956-2307;
- Participants are to direct inquiries and comments only to authorized representatives of Canada, as directed in notices given by the Contracting Authority from time to time;
- Media cannot participate in the Industry Consultative Process;
- Canada is not obligated to issue any RFP, or to negotiate any contract for purchase of any new helicopter(s) or simulator(s) as a result of this Consultative Process;
- If Canada does release a RFP, the terms and conditions of the RFP shall be at the sole discretion of Canada;
- Canada will not reimburse any person or entity for any cost incurred in participating in this industry consultative process;
- Participation is not a mandatory requirement. Not participating in this consultative process will not preclude a bidder from submitting a proposal(s);

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- Failure to agree to and sign the Engagement Agreement will result in the exclusion from participation in the one-on-one sessions and any further information on this industry consultation process;
- It is requested that the contact information (name, phone number, e-mail address) for the company representative be provided with this signed agreement.

### **INDUSTRY ENGAGEMENT AGREEMENT:**

Attendance at the one-on-one industry engagement sessions for the medium helicopter shall be conditional on the formal acceptance of this Industry Engagement Agreement. A duly authorized officer of the company shall sign this Industry Engagement Agreement in this regard.

**Name of Company:** \_\_\_\_\_

**Name of Individual:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **POINT of CONTACT**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## ANNEX C

### Header Information in Company's format

#### Canadian Coast Guard Helicopter Fleet Renewal Procurement

**Industry Engagement  
Proposed Discussion Topics  
DATE  
Company ABC Response**

This template is being provided to assist Industry and Canada to prepare for One-on-One sessions and to facilitate the consultative process. Your written response to the following proposed discussion topics and questions and additional topics are encouraged but optional.

On this title page, please provide:

Company Information (Company Name, Address, Web address, etc.)

Contact Information (Name, Title, Phone, E-mail Address)

Document Protection Level (Optional)

Header Information in Company's format

Footer Information in Company's format Page X of X

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The intent of this document is to present possible topics for discussion to promote open dialogue while working in consultation and collaboration with Industry in identifying how they propose to meet Canadian Coast Guard's (CCG) medium lift helicopter requirements. This collection of topics is by no means exhaustive and Canada encourages participants to bring forward any other key issues that they consider to be relevant.

Consideration of and responses to this document will play an important role in this consultative process by fostering open discussion.

Initiatives that fall within the scope of CCG Helicopters are encouraged and are open to discussion during the Working Group sessions.

### **Instructions:**

- This document template is intended to provide guidance to Industry in preparing for the CCG medium lift helicopter One-on-One meetings and their discussion papers. It is not expected that all questions will elicit a response; neither should submissions be constrained by the questions or topics of discussion.
- Use the written format of your choice, but keep the same section numbering to facilitate Canada's analysis of all responses.
- The number of pages of your response is not limited. However it is requested they not exceed 30 pages single sided standard business format.
- Written responses are to be provided electronically in MS Word or PDF format.

### **Section 1: Executive Summary**

- 1-1 Describe if you are an Original Equipment Manufacturer or a potential supplier/distributor.
- 1-2 Outline your interest in the CCG medium lift helicopter procurement.
- 1-3 What products are you currently providing that are similar to CCG's "Medium Lift" helicopter requirements?
- 1-4 Insert your key conclusions and recommendations. Two pages maximum - use the other sections to provide details.

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## Section 2: Delivery Solutions

- 2-1 Are there any particular areas of flexibility/relaxation of constraints to meet the proposed delivery schedule? Are there particular external factors impacting on the ability to make deliveries?
- 2-2 What would be a reasonable delivery schedule?

## Section 3: Contract Terms

- 3-1 For evaluation purposes, Canada is considering "Highest Combined Rating of Technical Merit and Price" similar to the Evaluation Criteria and Contractor Selection Methodology used in the light lift helicopter RFP. Bidders would be requested at the RFP stage to proposed firm prices for 4 to 8 helicopters. The proposed firm price would include a price for a quantity of 4, 5, 6, 7 and 8 helicopters, plus mission kits and a cockpit for the simulator. The proposed approach would form the basis of the price evaluation and would subsequently be incorporated into the resulting contract with the successful bidder.
- 3-2 It is Canada's intent to reserve any helicopter not contracted for at Contract Award as options (i.e. if Canada contracted to procure 5 helicopters the contract would have an option to procure up to an additional 3 helicopters).
- 3-3 Additionally, please provide any suggestions that would allow for effective pricing strategy and Basis of Payment on this requirement.
- 3-4 Please provide any comments on this approach.

## Section 4: Risks and Benefits

- 4-1 Identify any potential risks and benefits to Canada. Include any mitigation strategies you would deem necessary in order for your proposed solution to be viable.

## Section 5: Other Comments

- 5-1 Indicate any other areas of concern that Canada may be interested/concerned with that would aid in providing a recommendation for improvement.
- 5-2 Are there any other key issues that you consider relevant?