



**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:
macsbids@statcan.gc.ca

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

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

Date of Solicitation – Date de l’invitation:

25 November 2015

Address inquiries to – Adresser toute demande de renseignements à:

macsbids@statcan.gc.ca

Area code and Telephone No.

Code régional et N° de téléphone

(613) 882-2610

Facsimile No.

N° de télécopieur

Destination

macsbids@statcan.gc.ca

Instructions :

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Solicitation No – N° de l’invitation :

1920-0017719

Solicitation closes – L’invitation prend fin

At – à : 14:00 EST

On – le : 6 January 2015

Update – Mise à jour :

Delivery required – Livraison exigée

Decembre

Delivery offered – Livraison proposée

Vendor Name and Address – Raison sociale et adresse du fournisseur

Facsimile No – N° de télécopieur :

Telephone No – N° de téléphone :

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).

Name – Nom :

Title – Titre :

Signature

Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, and the Basis of Payment.

1.2 Summary

- 1.2.1 Statistics Canada has a requirement for the provision of electronic international flight data for six (6) Canadian airports, in order to select sample flights for the Air Exit survey. The estimated period of the contract is to be from 1 February 2016 to 31 January 2017, and contain the provision for two (2) optional contract periods, each one (1) year in length. The work is to take place off site, at the location of the contractor.
- 1.2.2 The requirement is subject to the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted, by email only, to the Contracting Authority, as identified in Part 5 – Resulting Contract Clauses by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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



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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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.

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.

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: Financial Bid (1 soft copy, pdf or scanned image)

Section II: Certifications (1 soft copy, pdf or scanned image)

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B. The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

Bidders must submit the certifications required under Part 5, and the Former Public Servant certification under Part 2 section 2.3.

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 "financial" evaluation criteria.
- (b) The Contracting Authority will evaluate the bids.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bidders

4.2 Basis of Selection

SACC Manual Clause A0069T (2007-05-25), Basis of Selection



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. 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 Precedent to Contract Award and Additional Information

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.1.2 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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



6.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 1 February 2016 to 31 January 2017 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least one (1) calendar day before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brooke Monette
Title: Contracting Officer
Organization: Statistics Canada
Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Telephone: 613-882-2610
E-mail address: brooke.monette@canada.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.

6.5.2 Project Authority (to be determined at time of contract award)

The Project Authority for the Contract is:

Name:
Title:
Organization:



Address:

Telephone:

Facsimile:

E-mail address:

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

6.5.3 Contractor's Representative (to be determined at time of contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A, for a cost of \$ _____ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

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.

6.7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.7.3 Payment – Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly payment

6.7.4 Taxes - Foreign-based Contractor

SACC Manual clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

6.8 Invoicing Instructions

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



- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Financial and Administrative Services Division (FASD)

RH Coats Building, Finance Counter (RHC 7A)
100 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6
Financecounter@canada.ca

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

6.12 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

6.13 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



6.14 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the Department of Public Works and Government Services Act will review a complaint filed by (the supplier or the contractor or the name of the entity awarded this contract) respecting administration of this contract if the requirements of Subsection 22.2 (1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX "A"

STATEMENT OF WORK

SW.1.0 TITLE

Acquisition of electronic international flight data for six (6) Canadian airports.

SW.2.0 BACKGROUND

Tourism and the Centre for Education Statistics Division (TCESD) administers the Air Exit survey, which is a component of the International Travel program. Each month, interviewers go into the airports to ask passengers who are leaving Canada by airplane questions about their trip to Canada.

In order to select the sample flights, the Air Exit manager builds schedules on a monthly basis. These schedules are used by the interviewers in the regional offices to plan their collection activities. They contain an exhaustive list of all international, including the United States (U.S.), direct flights for a selected collection period of seven (7) days from the following Canadian airports: Halifax, Montréal-Trudeau, Ottawa, Toronto-Pearson (T1 and T3 terminals), Calgary and Vancouver.

There are two (2) methods to produce the flights schedules: manual and automated. The manual method uses a paper copy of a flight guide to search out all international flights then manually list the details in an Excel spreadsheet. From this master file, airport-specific schedules are created. U.S. stint schedules are also determined. Ten (10) days prior to collection, the schedules are verified using the information online. Each flight departure time and airport is double checked one by one. Any changes or updates are made manually to the master file. This method is highly time-consuming.

The preferred method, automated, uses an electronic data file to perform the same tasks as the manual method but is significantly faster and less labor intensive. In addition, flight details change frequently and it is of the utmost importance that a precise and timely schedule is delivered to the interviewers.

SW.3.0 OBJECTIVES

To streamline and automate the schedule creation process, an electronic data file delivered to Statistics Canada in a Microsoft Excel 2013 format (or compatible) bi-monthly on a predetermined schedule is used as an input to an automation program to create and verify the schedules. The use of this electronic data file saves many days of manual work and is substantially more accurate and precise.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks, Deliverables and Schedule

S.W.4.1.1 Tasks

The Contractor will provide TCESD custom electronic datasets on determined dates provided upon contract award. The Contractor will provide a total of twenty-four (24) Time Series in a calendar year.



The extraction of the desired variables to make up the delivered Time Series must be done on the Delivery Date and include **all direct, international flights only** (including the United States) from the following six (6) Canadian airports: Halifax, Montreal-Trudeau, Ottawa, Toronto-Pearson (T1 and T3 terminals), Calgary and Vancouver.

The following variables are required in each Time Series extraction provided to Statistics Canada:

Primary Carrier Airport Code (3 letters)
Flight Number of Primary Carrier
Departure Airport Code (3 letters)
Departure Terminal
Arrival Airport Code (3 letters)
Local Departure Time
Shared Carriers
Shared Carrier Flight Numbers
Time Series as DATE format, determined below

There must be only one flight per record.

S.W.4.1.2 Deliverables

There will be twelve (12) interview sessions per calendar year and for each interview session, two (2) Time Series extractions are required. The first Time Series extraction will provide a target schedule (thirty (30) days in advance of the interview) and the second Time Series extraction will be used to verify the flight details (ten (10) days in advance of the interview). A total of twenty-four (24) Time Series extractions will be performed and delivered in a calendar year.

The database used to create the data extraction must be accurate, precise, current and reliable. To be considered as such, the database must contain flight data provided by all airlines offering international travel to and from Canada [accurate]. The database must provide specific flight information: flight time rounded at the minute, full flight number and all carriers [precise]. The data extractions must be performed using a database that includes all flight data changes provided by the airlines within the last 24 hours [current] and that was subjected to a visual or automated quality assurance to ensure the database contains the latest flight data changes and are accurate [reliability].

The Time Series must be extracted and emailed to the Project Authority in Microsoft Excel 2013, or a version compatible to the 2007 edition, on the delivery dates provided to the Contractor upon contract award. All Time Series spreadsheets provided must be labelled with the extraction date and time.

Time Series extracted earlier than on the requested delivery date will not be considered as an acceptable deliverable.

S.W.4.1.3 Schedule

A full Time Series schedule and delivery date will be provided to the Contractor upon contract award.

SW.5 MODIFICATION OF THE PARAMETERS

SW.5.1 Modification of Variables and Airports

In the event that Statistics Canada needs to modify the extracted variables required (addition or deletion), the Contractor will be provided with a notice by email within a minimum of two (2) business days prior to the scheduled delivery date.



In the event that Statistics Canada needs to add an airport from the list described in section 4.1.1, the Contractor will be provided with a notice by email within a minimum of two (2) weeks prior to the scheduled delivery date.

In the event that Statistics Canada needs to substitute an airport listed in section 4.1.1 with another Canadian airport, the Contractor will be provided with a notice by email within a minimum of two (2) weeks prior to the scheduled delivery date.

SW.5.2 Modification of Delivery Date or Time Series

In the event that Statistics Canada needs to modify a Time Series delivery date the Contractor will be provided with a notice by email within a minimum of one (1) week prior to the scheduled delivery date.

SW.6 STATISTICS CANADA'S OBLIGATIONS

The Project Authority will be available to respond to questions and concerns, oversee the contract details and approve the Contractor's deliverables.

SW.7 CONTRACTOR'S OBLIGATIONS

In providing services to Canada, the Contractor will provide help-desk assistance by phone or email during regular working hours (e.g., from 8am-4pm Monday to Friday, Eastern Standard Time) for the duration of the contract.

SW.8 LOCATION OF WORK, WORK SITE AND DELIVERY POINT

The Contractor is expected to perform all the Work on their premises. The deliverables will be sent to the Project Authority electronically via email.

SW.9 LANGUAGE OF WORK

All deliverables are expected to be in English.



ANNEX "B"

BASIS OF PAYMENT

The rate, for the work, as described in Annex A, Statement of Work, is firm, and all inclusive, GST/HST extra if applicable. This price includes all expenses associated with the provision of the services required under this Contract; no other fees, costs or amounts will be paid.

Bi monthly Extractions	Cost Per Month	Number of months	Total Cost = Cost Per Month x Number of Months
1 February 2016 to 31 January 2017	\$	12	\$
Total Evaluated Price			