



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
73 Leikin Drive,
Loading Dock - Building M1
Mailstop # _15
Ottawa, ON K1A 0R2
Attention: Shannon Plunkett (613) 843-3798

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

Title – Sujet Annual Helicopter Pilot Training		Date October 5, 2016
Solicitation No. – N° de l'invitation 201700858		
Client Reference No. - No. De Référence du Client S0341, R0190, LO422		
Solicitation Closes – L'invitation prend fin		
At / à :	2:00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	November 15, 2016	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Diane Perkins		
Telephone No. – No. de téléphone 613-843-5904	Facsimile No. – No. de télécopieur 613-882-4976	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

NOTE: MULTIPLE CONTRACTS (ONE PER STREAM) MAY BE AWARDED. VENDORS MAY BID FOR STREAM I AND/OR STREAM II AS OUTLINED IN ANNEX "A" STATEMENT OF WORK:

- A) STREAM I – ANNUAL DAY/NIGHT FLIGHT TRAINING AND MOUNTAIN TRAINING FOR RCMP AIRBUS H125 (AS350B3) HELICOPTER PILOTS**
- B) STREAM II – ANNUAL DAY/NIGHT FLIGHT TRAINING AND MOUNTAIN TRAINING FOR RCMP AIRBUS H120 (EC120B) HELICOPTER PILOTS**

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List, the Federal Contractors Program for Employment Equity – Certification and the Mandatory Technical Evaluation Criteria.

1.2 Summary

The purpose of this Request for Proposal is to obtain annual day/night flight training and mountain training for the Royal Canadian Mounted Police (RCMP) Airbus H125 (AS350B3) and Airbus H120 (EC120B) helicopter pilots for the Air Service Branch of the RCMP. A detailed description is available in the Statement of Work (SOW) attached hereto as Annex "A".

The resulting Contract will be for one year from the date of Contract Award with irrevocable options to extend by up to four (4) additional periods of one (1) year each under the same terms and conditions.

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 Agreement on Internal Trade (AIT) and the Korea, Peru, Chile, Colombia, Honduras and Panama Trade Agreements.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security](#)



Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Annex 'D' titled Federal Contractors Program for Employment Equity - Certification.

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 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2016-04-04) 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: 120 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.



Due to the nature of the bid solicitation, bids transmitted by facsimile or by electronic mail to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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.

2.4 Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid must include a résumé for the primary Instructor and the backup Instructor. The Technical bid must demonstrate that each proposed instructor meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements).

Section II: Financial Bid

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



3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex "E".

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Stream I and Stream II – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria per stream to be declared responsive. The responsive bid with the lowest evaluated price per stream will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may 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 Integrity Provisions - Associated Information

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex D [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 D Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 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.

5.1.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirements

1. The following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES



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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

The resources requiring access to classified or protected information, assets or sensitive work site(s) are required to be security cleared at the level of Facility Access 2 as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "C" applies.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is one year from date of contract award.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Diane Perkins
Title: Senior Procurement and Contracting Officer
Royal Canadian Mounted Police
73 Leikin Drive, Bldg M1, Mailstop#15
Ottawa, Ontario
K1A 0R2

Telephone: (613) 843-5904
Facsimile: (613) 825-0082
E-mail address: Diane.Perkins@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be provided at contract award)

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.

7.5.3 Contractor's Representative

(To be provided at contract award)

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:



7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Firm All-inclusive Hourly Rate

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, to a firm all-inclusive hourly rate indicated at Annex "B", Basis of Payment. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Fuel Charges are over and above the hourly rates for the RCMP Aircraft and will be adjusted monthly to accurately reflect market costs.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ tbd .
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;



- c. the Work delivered has been accepted by Canada.

7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses

2. Invoices must be distributed as follows:

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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



- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Check List
- (f) Annex D, Federal Contractors Program for Employment Equity – Certification
- (g) Annex E, Mandatory Technical Evaluation Criteria
- (h) the Contractor's bid dated tbd

7.12. Procurement Ombudsman

7.12.1 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 or 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.

7.12.2 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.

7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX "A"

STATEMENT OF WORK

The Royal Canadian Mounted Police (RCMP) Annual Helicopter Pilot Training, on an Airbus H125 (AS350B3) and an Airbus H120 (EC120B).

BACKGROUND: Annual training is a Transport Canada requirement to ensure pilots maintain a level specific of safe competency. This competency is evaluated internally by RCMP Check pilots and a Certification of Proficiency is issued to complete the Transport Canada competency obligations. This statement of work is in accordance with the Rotary Wing Operations Manual (RWOM) section 6 Training and Proficiency Requirements.

STREAM I - Airbus H125 (AS350B3):

REQUIREMENT: The following is a description and specifications of training requested for annual day/night flight training and mountain training for RCMP H125 (AS350B3) helicopter pilots.

- A. 15 pilots require one on one H125 (AS350B3) flight training on an annual basis;
- B. 15 pilots require one on one biennial H125 (AS350B3) mountain flight training.

SCOPE OF WORK:

A: Helicopter Technical Ground Training

The RCMP will be responsible to provide its own Helicopter Technical Ground Training on the H125 (AS350B3).

B: Helicopter Flight Training – (to be provided by the Contractor)

All simulated failures of helicopter systems will only take place under operating conditions which do not jeopardize the safety of the flight.

Content

1. Exterior/Interior Inspection
2. A/C Loading/load security
3. Engine start and cockpit checks
4. Start and shutdown malfunctions
5. Hover maneuvering IGE/OGE
6. Normal T/O and landing
7. Running T/O and landing
8. No hover T/O and landing
9. Rejected T/O
10. Slope Operations
11. Confined areas
12. Autorotations (straight ahead, 180, range variation, surprise) – Autorotations should be to touch down whenever it is safe to do so
13. Caution/Warning panel and malfunctions
14. Governor failure



15. Engine Fire
16. Air Restart
17. Tail rotor gearbox malfunctions/failures
18. Hydraulic system failures and landing
19. Boost pump failures
20. Fuel System failures
21. Electrical system failures
22. Battery warning lights
23. Cabin fire/baggage fire
24. Night unaided VFR proficiency
25. Night autorotations to touch down with and/or without Night Vision Goggles (NVG) whenever it is safe to do so

Differences training will be conducted if the variant of the type used for training if it is not the type flown by the pilot and will be the responsibility of the Contractor.

Recurrent Training Time Minimums

Type	Primary (Minimum)	Secondary (Minimum)
H125	3.0 hrs	1.0 hr

Definition:

* Primary means the 'main' type of helicopter the pilot flies.

** Secondary means the second type a pilot 'may' fly.

C: Mountain Flight Training – (to be provided by the Contractor)

Helicopter proficiency training in mountain flying and operating techniques. Western Canada based helicopter pilots require mountain recurrent training every two years. The course must consist of a minimum of 2.0 hours of instruction with a mountain instructor.

ADDITIONAL REQUIREMENTS:

1. The Contractor must provide a primary Instructor and a backup Instructor. The backup Instructor will only be utilized if the primary Instructor is unavailable due to circumstances beyond the control of the Contractor: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.
2. Training facilities will have an environment conducive to learning and take into consideration, privacy, furnishings, audio visual requirements and current training aids.
3. The flight training will be given on an Airbus H125 (AS350B3) helicopter as used by the RCMP.
4. Instructors must be familiar with the RCMP RWOM (Rotary Wing Operations Manual) as it relates to training for the helicopter type and the provisions of the regulations and standards established in Section 6 of RWOM. The RWOM will be provided to the Contractor at time of Contract award.
5. The contracted training is conducted in accordance with the RWOM.



6. The Contractor will use the manuals, publications, check lists and other relevant documents provided by RCMP Air Services.

7. The Contractor and the Project Authority will mutually agree upon the exact dates and times of courses.

Helicopter Equipment

The Contractor must provide an Airbus H125 (AS350B3) helicopter for training purposes. The RCMP may choose to use an RCMP helicopter if available.

Deliverables

Upon successful completion of the pilot training the Contractor must provide a summary documentation (such as reports, exams and certificates) for each pilot. The documentation is to be provided to the Project Authority.

STREAM II: Airbus H120 (EC120B)

REQUIREMENT: The following is a description and specifications of training requested for annual day/night flight training and mountain training for RCMP H120 (EC120B) helicopter pilots.

- A. 7 pilots require one on one H120 (EC120B) flight training on an annual basis.
- B. 7 pilots require one on one biennial H120 (EC120B) mountain flight training.

SCOPE OF WORK:

A: Helicopter Technical Ground Training

The RCMP will be responsible to provide its own Helicopter Technical Ground Training on the H120 (EC120B).

B: Helicopter Flight Training - (to be provided by the Contractor)

All simulated failures of helicopter systems will only take place under operating conditions which do not jeopardize safety of flight.

Content

1. Exterior/Interior Inspection
2. A/C Loading/load security
3. Engine start and cockpit checks
4. Start and shutdown malfunctions
5. Hover maneuvering IGE/OGE
6. Normal T/O and landing
7. Running T/O and landing
8. No hover T/O and landing
9. Rejected T/O
10. Slope Operations
11. Confined areas
12. Autorotations (straight ahead, 180, range variation, surprise) – Autorotations should be to touch down whenever it is safe to do so
13. Caution/Warning panel and malfunctions



14. Governor failure
15. Engine Fire
16. Air Restart
17. Tail rotor gearbox malfunctions/failures
18. Hydraulic system failures and landing
19. Boost pump failures
20. Fuel System failures
21. Electrical system failures
22. Battery warning lights
23. Cabin fire/baggage fire
24. Night unaided VFR proficiency
25. Night autorotations to touch down with and/or without Night Vision Goggles (NVG) whenever it is safe to do so

Differences training will be conducted if the variant of the type used for training if it is not the type flown by the pilot and will be the responsibility of the Contractor.

Recurrent Training Times Minimum (hrs)

Type	*Primary (Minimum)	**Secondary (Minimum)
H120	3.0	1.0

Definition:

* Primary means the 'main' type of helicopter the pilot flies.

** Secondary means the second type a pilot 'may' fly.

C: Mountain Flight Training - (to be provided by the Contractor)

Helicopter proficiency training in mountain flying and operating techniques. Western Canada based helicopter pilots require mountain recurrent training every two years. The course must be a minimum of 2.0 hours of instruction with a mountain instructor.

ADDITIONAL REQUIREMENTS:

1. The Contractor must provide a primary Instructor and a backup Instructor. The backup Instructor will only be utilized if the primary Instructor is unavailable due to circumstances beyond the control of the Contractor: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.
2. Training facilities will have an environment conducive to learning and take into consideration, privacy, furnishings, audio visual requirements and current training aids.
3. The flight training will be given on an Airbus H120 (EC120B) helicopter as used by the RCMP.
4. Instructors must be familiar with the RCMP RWOM (Rotary Wing Operations Manual) as it relates to training for the helicopter type and the provisions of the regulations and standards established in Section 6 of RWOM. The RWOM will be provided to the Contractor at time of Contract award.
5. The contracted training is conducted in accordance with the RWOM.



6. The Contractor will use the manuals, publications, check lists and other relevant documents provided by RCMP Air Services.

7. The Contractor and the Project Authority will mutually agree upon the exact dates and times of courses.

Helicopter Equipment

The Contractor must provide an Airbus H120 (EC120B) helicopter for training purposes. The RCMP may choose to use an RCMP helicopter if available.

Deliverables

Upon successful completion of the pilot training the Contractor must provide a summary documentation (such as reports, exams and certificates) for each pilot. The documentation is to be provided to the Project Authority.



ANNEX "B"

BASIS OF PAYMENT

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____ - _____ Fax number: (____) ____ - _____

Email: _____@_____

NOTE: MULTIPLE CONTRACTS (ONE PER STREAM) MAY BE AWARDED. VENDORS MAY BID FOR STREAM I AND/OR STREAM II AS OUTLINED IN ANNEX "A" STATEMENT OF WORK:

The Contractor will be paid a firm all-inclusive hourly rate as follows, for work performed in accordance with Stream I and/or Stream II. Custom duties are included and Good and Services Tax or Harmonized Sales Tax are extra, if applicable.

STREAM I – Proposed Firm All-inclusive Hourly Rate for Airbus H125 (AS350B3) Helicopter Day/Night Flight Training Using Contractor Aircraft:

Contract Period:	Estimated Level of Effort (15 pilots x 1.8 hours) (a)	Firm Hourly Rate (b)	Sub-Total (c) = (a) x (b)
A. Initial Year	27 hours	\$	\$
B. Option Year 1	27 hours	\$	\$
C. Option Year 2	27 hours	\$	\$
D Option Year 3	27 hours	\$	\$
E. Option Year 4	27 hours	\$	\$
TOTAL BID PRICE FOR STREAM I USING CONTRACTOR AIRCRAFT FOR EVALUATION: (d)			\$

STREAM I - Proposed Firm All-Inclusive Hourly Rate for Airbus H125 (AS350B3) Helicopter Day/Night Flight Training Using RCMP Aircraft:

Contract Period:	Estimated Level of Effort (15 pilots x 1.2 hours) (e)	Firm Hourly Rate (f)	Sub-Total (g) = (e) x (f)



A. Initial Year	18 hours	\$	\$
B. Option Year 1	18 hours	\$	\$
C. Option Year 2	18 hours	\$	\$
D. Option Year 3	18 hours	\$	\$
E. Option Year 4	18 hours	\$	\$
TOTAL BID PRICE FOR STREAM I USING CONTRACTOR AIRCRAFT FOR EVALUATION: (h)			\$

STREAM I – Proposed Firm All-inclusive Hourly Rates for Airbus H125 (AS350NB3) Helicopter Mountain Training Using Contractor Aircraft:

Contract Period:	Estimated Level of Effort (15 pilots x 1.2 hours) (i)	Firm Hourly Rate (j)	Sub-Total (k) = (i) x (j)
A. Initial Year	18 hours	\$	\$
B. Option Period 1	18 hours	\$	\$
C. Option Period 2	18 hours	\$	\$
TOTAL BID PRICE FOR STREAM I USING CONTRACTOR AIRCRAFT FOR EVALUATION: (l)			\$

STREAM I – Proposed Firm All-inclusive Hourly Rates for Airbus H125 (AS350NB3) Helicopter Mountain Training Using RCMP Aircraft:

Contract Period:	Estimated Level of Effort (15 pilots x 0.8 hours) (m)	Firm Hourly Rate (n)	Sub-Total (o) = (m) x (n)
A. Initial Year	12 hours	\$	\$
B. Option Period 1	12 hours	\$	\$
C. Option Period 2	12 hours	\$	\$
TOTAL BID PRICE FOR STREAM I USING CONTRACTOR AIRCRAFT FOR EVALUATION: (p)			\$

**FUEL CHARGES ARE OVER AND ABOVE THE HOURLY RATES INDICATED ABOVE FOR THE RCMP AIRCRAFT.
FUEL CHARGES TO BE ADJUSTED MONTHLY TO ACCURATELY REFLECT MARKET COSTS.**

TOTAL BID PRICE FOR STREAM I FOR EVALUATION: (q) = (d) + (h) + (l) + (p)	\$
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STREAM II – Proposed Firm All-inclusive Hourly Rates for Airbus H120 (EC120B) Helicopter Day/Night Flight Training Using Contractor Aircraft:

Contract Period	Estimated Level of Effort (7 pilots x 1.8 hours) (aa)	Firm Hourly Rate (bb)	Sub-Total (cc) = (aa) x (bb)
A. Initial Year	12.6 hours	\$	\$
B. Option Year 1	12.6 hours	\$	\$
C. Option Year 2	12.6 hours	\$	\$
D Option Year 3	12.6 hours	\$	\$
E. Option Year 4	12.6 hours	\$	\$
TOTAL BID PRICE FOR STREAM II USING CONTRACTOR AIRCRAFT FOR EVALUATION: (dd)			\$

STREAM II - Proposed Firm All-Inclusive Hourly Rate for Airbus H120 (EC120B) Helicopter Day/Night Flight Training Using RCMP Aircraft:

Contract Period	Estimated Level of Effort (7 pilots x 1.2 hours) (ee)	Firm Hourly Rate (ff)	Sub-Total (gg) = (ee) x (ff)
A. Initial Year	8.4 hours	\$	\$
B. Option Year 1	8.4 hours	\$	\$
C. Option Year 2	8.4 hours	\$	\$
D Option Year 3	8.4 hours	\$	\$
E. Option Year 4	8.4 hours	\$	\$
TOTAL BID PRICE FOR STREAM II USING CONTRACTOR AIRCRAFT FOR EVALUATION: (hh)			\$

STREAM II – Proposed Firm All-inclusive Hourly Rates for Airbus H120 (EC120B) Helicopter Mountain Training Using Contractor Aircraft:

Contract Period	Estimated Level of Effort (7 pilots x 1.2 hours) (ii)	Firm Hourly Rate (jj)	Sub-Total (kk) = (ii) x (jj)
A. Initial Year	8.4 hours	\$	\$
B. Option Period 1	8.4 hours	\$	\$
C. Option Period 2	8.4 hours	\$	\$



TOTAL BID PRICE FOR STREAM II USING RCMP AIRCRAFT FOR EVALUATION: (II)	\$
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STREAM II – Proposed Firm All-inclusive Hourly Rates for Airbus H125 (AS350B3) Helicopter Mountain Training Using RCMP Aircraft:

Contract Period	Estimated Level of Effort (7 pilots x 0.8 hours) (mm)	Firm Hourly Rate (nn)	Sub-Total (oo) = (mm) x (nn)
A. Initial Year	5.6 hours	\$	\$
B. Option Period 1	5.6 hours	\$	\$
C. Option Period 2	5.6 hours	\$	\$
TOTAL BID PRICE FOR STREAM II USING RCMP AIRCRAFT FOR EVALUATION: (pp)			\$

**FUEL CHARGES ARE OVER AND ABOVE THE HOURLY RATES INDICATED ABOVE FOR THE RCMP AIRCRAFT.
 FUEL CHARGES TO BE ADJUSTED MONTHLY TO ACCURATELY REFLECT MARKET COSTS.**

TOTAL BID PRICE FOR STREAM II FOR EVALUATION: (qq) = (dd) + (hh) + (II) + (pp)	\$
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Note: The estimated levels of effort above are strictly for price proposal evaluation purposes only and are not to be interpreted as a commitment on the part of the Government for future business.



ANNEX C – SECURITY REQUIREMENT CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: **201700858**
 Security Classification / Classification de sécurité

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

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **RCMP**

2 Branch or Directorate / Direction générale ou Direction: **Air Services Branch**

3 a) Subcontract Number / Numéro du contrat de sous-traitance

3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4 Brief Description of Work / Brève description du travail
 Annual recurrent helicopter pilot training, practical training on helicopter types (H125 and H120), and biennial Mountain training. This training is mandatory and is it meet Canadian Aviation Regulations (CARs 604) ensuring pilot proficiency and safety.

* **IF THE LOCATION CHANGES TO RCMP THEN FAR WOULD BE REQUIRED.**

5 a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Yes / Non / Oui

5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Yes / Non / Oui

6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Yes / Non / Oui

6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Yes / Non / Oui

6 c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Yes / Non / Oui

7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

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

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

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 2017 00 858
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

No / Non Yes / Oui

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	* IF ON RCMP SITE FAR WILL BE REQUIRED *		

Special comments / Commentaires spéciaux : **NO SECURITY REQUIRED OFF SITE**
*** IF RCMP HELICOPTER IS USED - NO ACCESS TO RADIO & WILL BE UNDER SUPERVISION BY TECH. EXPERT.**

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10 b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat 201700858
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / IT Link / Lien électronique																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
 No / Non Yes / Oui
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
 No / Non Yes / Oui
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX "D" FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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)



Annex "E" – Mandatory Technical Evaluation Criteria

MANDATORY CRITERIA

Interpretation of Personnel and Requirement by the Evaluation Team

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. To demonstrate the experience of personnel (i.e. resources), the Bidder must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
5. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
7. Phrases such as "experience working as a Manager" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFP.
8. Phrases such as "experience dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.
9. The bidder must propose one primary Instructor and one backup Instructor and complete the mandatory grids for each of these proposed resources.

Instructions to Bidders for responding to mandatory criteria:



1. From the dates in month/year; Bidders are encouraged to calculate the number of months and insert the total number of months in brackets. (For example: January 2006 to March 2006 (3 months))
2. To demonstrate resource experience the Proposed Resource must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.
3. The Bidder is requested to respond to the Evaluation Criteria using the table format below.
4. The bidder must make clear references to the candidates' resume for each stated claim in the contractor's response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.
5. Each Instructor will be evaluated individually. Please prepare separate evaluation forms for the primary Instructor and the backup Instructor proposed.

At bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following Mandatory Requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.

MANDATORY CRITERIA

STREAM I

ANNUAL FLIGHT DAY/NIGHT TRAINING AND MOUNTAIN TRAINING FOR RCMP AIRBUS H125 (AS350B3) HELICOPTER

Item	Description	Met/Not Met	Substantiation Demonstrate HOW the requirement is Met (Cross reference to Instructor resume as applicable)
INSTRUCTORS: One Primary Instructor and One Back-up Instructor			
M.1	Each proposed Instructor must have a minimum of three (3) years demonstrated experience in providing flight training for a model Airbus H125 (AS350B3) helicopter.		
M.2	Each proposed Instructor must have a minimum of three (3) years demonstrated experience in providing mountain training for a model Airbus H125 (AS350B3) helicopter.		
M.3	Each proposed Instructor must hold a valid Commercial Pilot License (or higher), a valid		



	Instructor rating and a Type Rating (if required) for the helicopter on which the training will be given.		
M.4	Each proposed Instructor must have a minimum of 3000 hours of pilot in command (PIC).		
M.5	Each proposed Instructor must have a minimum of 1000 hours instructional pilot time. Note: of which 300 hours are in mountain flying instruction for Mountain Training.		
M.6	If conducting helicopter type training, the Instructor MUST demonstrate experience of successful completion of the ground school for the type of helicopter or operation.		
BIDDER:			
M.7	The bidder must have a minimum of three (3) years demonstrated experience as an established Flight Training Organization.		
M.8	The bidder must provide a training syllabus/outline covering all flight training requirements listed at Part B and Part C in Statement of Work - Annex "A" with their bid submission.		

**STREAM II
ANNUAL DAY/NIGHT FLIGHT TRAINING AND MOUNTAIN TRAINING FOR RCMP AIRBUS (EC120B)
HELICOPTER**

Item	Description	Met/Not Met	Substantiation
INSTRUCTORS: One Instructor and One Back-up Instructor			
M.1	Each proposed Instructor must have a minimum of three (3) years demonstrated experience in providing flight training for a model Airbus H120 (EC120B) helicopter.		
M2.	Each proposed Instructor must have a minimum of three (3) years demonstrated experience in providing mountain training for a model Airbus H120 (EC120B) helicopter.		
M.3	Each proposed Instructor must		



	hold a valid Commercial Pilot License (or higher), a valid Instructor Rating and a Type Rating (if required) for the helicopter on which the training will be given.		
M.4	Each proposed Instructor must have a minimum of 3000 hours of pilot in command (PIC).		
M.5	Each proposed Instructor must have a minimum of 1000 hours instructional pilot time. Note: of which 300 hours are in mountain flying instruction for Mountain Training.		
M.6	If conducting helicopter type training, the Instructor MUST demonstrate experience of successful completion of the ground school for the type of helicopter or operation.		
BIDDER:			
M.7	The bidder must provide a training syllabus/outline covering all flight training requirements listed at Part B and Part C in Statement of Work - Annex "A" with their bid submission.		
M.8	The bidder must have a minimum of three (3) years demonstrated experience as an established Flight Training Organization.		