



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

Bid Receiving/Réception des soumissions

Procurement and Contracting Services  
Services d'acquisitions et des marchés  
73 Leikin Drive, Visitors Centre/Centre des  
visiteurs, Floor 4/4ième étage  
Ottawa, Ontario, K1A 0R2  
Attn: Shannon Plunkett  
Phone/Tel: 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 :

<b>Title – Sujet</b> Corrosion Inspection		<b>Date</b> 2016-12-01
<b>Solicitation No. – N° de l'invitation</b> 201702504		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14:00	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	2016-12-15	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

The Royal Canadian Mounted Police (RCMP) Air Services Branch requires a Contractor to perform an Aircraft 5 year corrosion inspection and additional tasks as per Annex A<sup>n</sup>, Statement of Work, on its DeHavilland Twin Otter C-GMPJ, Serial Number 534 based at the Goose Bay Air Section in Goose Bay, Labrador.

The work must begin prior to January 6, 2017 at the latest. The Contractor will be given 42 days to complete the work, therefore, all work must be completed by February 17, 2017.

There is no security requirement applicable to this Contract.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT). The requirement is limited to Canadian goods and/or services.

### **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](mailto: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](http://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.

### **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 and e-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 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.

### **2.4 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](mailto:corporate_accounting@rcmp-grc.gc.ca)

## 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 (4 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.

## **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.

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

Bidders must submit the certifications and additional information 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 and point rated technical evaluation criteria are included in Annex "C".

#### **4.1.2 Financial Evaluation**

##### **Evaluation of Price – Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)**

1. To be declared responsive, a bid must:



- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum points specified for each point-rated criterion (See Annex "C")

The rating is performed on a scale of 25 points.

2. Bids not meeting (a) and (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd



See Annex "D"

## **PART 6 - SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

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**

**7.3.1** There is no security requirement applicable to this Contract.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to February 17, 2017 inclusive.

#### **7.4.2 Delivery Date**

All the deliverables must be received on or before February 17, 2017.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Steve Lafontaine  
Title: Procurement Specialist  
Royal Canadian Mounted Police  
Procurement and Contracting Branch





73 Leikin Drive  
Phone: 613-843-3809

Telephone: 613-843-3809  
E-mail address: [steve.lafontaine@rcmp-grc.gc.ca](mailto:steve.lafontaine@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: tbd

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

tbd

### 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 Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as per Annex "B". All deliverables are F.O.B. Destination. Customs duties are included and Applicable Taxes are extra.



### **Additional Work:**

While performing the work as per Annex "A", Statement of Work, the Contractor may discover additional work requiring attention. The Contractor may claim hours of additional work as per Annex "B" provided approval is received in writing through a Contract amendment from the Contracting Authority.

#### **7.7.2 Limitation of Price**

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.

#### **7.7.3 Single Payment**

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 T1204 – Direct Request by Customer Department**

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### **7.8 Invoicing Instructions**

Payments will only be made upon submission of a satisfactory invoice duly supported by documents called for under this Contract.

The invoices shall be submitted on the Contractor's own invoice form and shall include:

- a) the amount invoiced (exclusive of GST or HST, as appropriate);
- b) the amount of GST or HST, as appropriate;
- c) the date;
- d) the name and address of the client department;



- e) quantity and description (if applicable);
- f) the RCMP File Number and Contract Number as shown on page 1 of this Contract;
- g) the financial codes as shown on page 1 of this Contract;
- h) the Client Reference Number (CRN); and
- i) the Procurement Business Number.

**The original and two (2) copies** of the invoice shall be forwarded to the Technical Authority for certification and payment. An electronic copy of the invoice is also to be sent to [airinvocing@rcmp-grc.gc.ca](mailto:airinvocing@rcmp-grc.gc.ca)

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

## **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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, apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Certifications;
- (f) 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)*".

## **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](mailto: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](mailto:boa-opo@boa-opo.gc.ca).

### **7.13 Foreign Nationals (Canadian Contractor)**

Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **7.14 Insurance**

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**

**C-GMPJ**

**DEHAVILLAND DHC 6-300 MSN 534**

**AIRCRAFT 5 YEAR CORROSION INSPECTION**

1.0 Introduction

The Royal Canadian Mounted Police (RCMP) Air Services Branch requires maintenance performed on the DeHavilland Twin Otter C-GMPJ, Serial Number 534 based at the Goose Bay Air Section in Goose Bay, Labrador.

2.0 Background

Considering the current reduced manpower, Air Services Branch Maintenance Management needs to outsource the work described herein in order to facilitate the return to service of the aircraft in the shortest possible amount of time.

3.0 Objective

The work described is to be carried out in the contractor's secure facility and must be completed within 42 days from the day the aircraft is delivered to the contractor. The contractor must be able to receive the aircraft at their facility prior to 2017-01-06.

4.0 Tasks

The tasks to be completed as per the following:

- 4.1 CF-99-11, All 5 Year Corrosion Inspection Items Applicable to the aircraft as per Manufacturers Corrosion Prevention and Control Manual PSM 1-6-5 Part 2.
- 4.2 Strip paint from Engine Nacelles, Wings and Horizontal Stabilizers in Exhaust Path Areas. Metal Prep, Prime & Repaint in Existing Paint Product Colours, Awlgrip-G5001 - Navy Blue, G8212 - Blue Tone White, G2017 - Super Jet Black.
- 4.3 Replace All Pneumatic System Peri-Seals. Replace existing screws in L/H Bleed air duct P/N-C6VW1025-3 with Bolts P/N- AN3-3A. Peri-Seals Customer supplied. IPC Ref.21-40-00, Fig.1 & 6. Leak/Pressure Test Pneumatic System after Seals replaced as Per Maintenance Manual- 36-10-00.
- 4.4 S/B V6/0016. Replace L/H & R/H Main Landing Gear Leg Assemblies and install New Compressions Blocks P/N C6U1140-33. Customer Supplied.
- 4.5 Replace Nose Gear Assembly P/N 71-100-31. Customer supplied.
- 4.6 Install New Nose Wheel Steering System Cables. Customer supplied.



- 4.7 Replace All Primary Flight Control Cables and inspect cable pulleys during replacement. Customer supplied. Incorporate S/B 6/523 at Installation.
- 4.8 Test all four Auto-Pilot Servo Mounts as per Collins Service Information Letter 1-94.
- 4.9 Remove all Fuel tank Bladders. Inspect each Fuel Cell compartment for corrosion. Inspect Foam Tape as Per Maintenance Manual 28-10-11 and replace as necessary. Re-Install Customer supplied Fuel Bladders.
- 4.10 Calibrate Fuel Quantity indication System.
- 4.11 Inspect L/H & R/H wing to Fuselage Forward Attachment Bolts, Rear Spar Pins & Bushings as per Manufacturer's Inspection Requirements Manual PSM 1-6-7 Chapter 53.
- 4.12 Inspect L/H & R/H Wing Strut Attachments, Links Bolts and Bushings as per Manufacturer's Inspection Requirements Manual PSM 1-6-7 Chapter 57.
- 4.13 Inspect Flight & Flap Control Rods as per AD's CF-79-22R2, CF-80-03R4 and S/B's 6/502, 6/388, 6/390.
- 4.14 Inspect L/H & R/H Wing Struts as Per AD CF-85-14 and S/B 6/474.
- 4.15 Incorporate Modifications 6/1869 & 6/1883, S/B 6/486 & S/B 6/499. "Installation of Inspection Holes in Lower Wing Skins". Mod Kit P/N C6MK1869-35 Customer supplied. Also Paint Touch-up Lower Wing Skin Doublers with Awlgrip-G5001 - Navy Blue after modification.
- 4.16 Replace L/H & R/H Forward Fuselage Flex Cooling Ducts, P/N C6VF1002-41 & -39 prior to cabin rails & flooring reinstallation. Customer supplied.
- 4.17 Replace L/H & R/H Fwd. Fuselage Heating Ducts, 2 of P/N C6VF1002-37 prior to cabin rails and flooring reinstallation. Customer supplied.
- 4.18 Replace L/H & R/H Inboard Flap Control Rod Seals, P/N C6W1157-1. Customer supplied.
- 4.19 Install New Cable Pulleys at Stations 267.00, 332.00 and 376.00 during Flight Control Cable Replacements. Customer supplied.
- 4.20 Perform S/B 6/507, Inspection of Aileron Mass Balance Weight Channels.
- 4.21 Replace Air Stair Door Hinge Assembly P/N-C6FSM2662-27 with New which consist of the following Customer supplied Parts, 1 of Each- C6FS3649-3, PDMC6FSM3650-27, C6FS3652-31, MS20253P3-2490, B60951-3, B60951-1
- 4.22 Replace Air Stair Door Opening Bottom Frame, (Door Sill Channel) P/N C6FS2616-29, Customer supplied.



4.23 Replace R/H Lower Cowling Hinge due to Realignment of Lower cowl required, P/N-C6WM1521-1. Customer supplied.

4.24 Replace L/H p/n 23S-2099-50-1 and R/H p/n 23S-2099-50-2 Stabilizer de-icer boots as per the Twin Otter Maintenance Manual chapter 30. De-icer boots to be supplied the RCMP.

## 5.0 Deliverables

### 5.1 Contractor's Responsibilities

- 5.1.1 The work is to be completed at the contractor's facility.
- 5.1.2 The contractor is to perform all the tasks described in section 4.0.
- 5.1.3 In anticipation of further work requirements determined in the course of the Inspection, Contractor shall provide hourly shop rate for performance of any additional work.
- 5.1.4 Packing Slips and Certification from non-supplied parts installed on the aircraft must be scanned and emailed to Air Services Branch Stores within 7 days of receipt.
- 5.1.5 All removed parts will be properly tagged and returned to Air Services Stores at the time the RCMP takes delivery of the aircraft.
- 5.1.6 Complete aircraft Journey Log entries as per Transport Canada CAR's.
- 5.1.7 The contractor will supply all the consumable parts and supplies to complete the tasks described in section 4.0.
- 5.1.8 The contractor will perform all required engine ground runs.
- 5.1.9 The contractor is to provide the DeHavilland technical publications.
- 5.1.10 The Contractor will perform any Weight and Balance Amendments as required for the work performed.

### 5.2 RCMP Responsibilities

- 5.2.1 The RCMP will deliver the aircraft to the contractor's facility.
- 5.2.2 The RCMP will provide the contractor with the necessary technical publications (with the exceptions of the DeHavilland publications) in order to perform the tasks described in section 4.0.
- 5.2.3 The RCMP will supply all rotatable parts if required.
- 5.2.4 The RCMP reserves the right to inspect the work in progress at any time.
- 5.2.5 The RCMP will inspect the aircraft once the work and the aircraft Journey Log entries are completed.
- 5.2.6 The RCMP will test fly the aircraft prior to taking delivery of the aircraft.

## 6.0 Restrictions

Any additional work or parts required must be approved by the RCMP Director of Maintenance and the RCMP Contracting Authority.



**ANNEX "B"**

**BASIS OF PAYMENT**

**Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ "tbd at contract award". All deliverables are F.O.B. Destination. Customs duties are included and Applicable Taxes are extra.

**Table 1**

Item #	Description	Firm All-Inclusive Price (A)
1	Completion of Tasks 4.1 to 4.24 of Annex "A" – Statement of Work	\$ _____

**Travel and Living Expenses:**

Travel and living Expenses will not be considered for this contract.

**Additional Work:**

While performing the work as per Annex "A", Statement of Work, the Contractor may discover additional work requiring attention. The Contractor may claim hours of additional work provided approval is received in writing through a Contract amendment from the Contracting Authority.

**Table 2**

Item #	Description	Estimated Level of Effort in Hours (B)	Firm All-Inclusive Hourly Rate (C)	Total (D) = B X C
2	Additional Work	200	\$ _____	\$ _____

**E = Total for Evaluation = A + D**





## ANNEX "C" EVALUATION CRITERIA

### MANDATORY AND POINT-RATED TECHNICAL EVALUATION CRITERIA

#### Interpretation of Personnel 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. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.



**Instructions to bidders for responding to evaluation 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; example: January 2006 to March 2006 (3 months)
2. To demonstrate Corporate experience, the bidder must provide Contract/project summaries using the tables provided for each criterion if applicable.

**MANDATORY CRITERIA**

Item	Mandatory Requirement	Met/Not Met	Substantiation
<b>M1</b>	The bidder must hold a valid Transport Canada Aircraft Maintenance Organization (AMO) certificate, for maintenance of the DHC-6-300 Series aircraft and provide a copy of their Transport Canada Certificate with their bid.		
<b>M2</b>	The bidder must hold a valid Transport Canada Aircraft Maintenance Organization (AMO) certificate, category Structures, for the DHC-6-300 Series aircraft and provide a copy of their Transport Canada Certificate with their bid.		

**POINT RATED CRITERIA**

Item	Rated Criteria	Minimum Score	Maximum Score	Score	Substantiation
<b>R1</b>	<p>The Bidder should demonstrate that they have successfully completed scheduled inspections on the DHC-6-300 Series aircraft in the last 3 years using the Project Demonstration Table provided in Annex "C"</p> <p>0 to 1 project = 0 points</p> <p>2 to 5 projects = 1 point</p> <p>6 to 10 projects = 2 points</p> <p>11 to 15 projects = 3 points</p> <p>16 to 20 projects= 4 points</p> <p>More than 20 projects = 5 points</p>	<b>1 point</b>	<b>5 points</b>		



<p><b>R2</b></p>	<p>The Bidder should demonstrate that they have successfully completed scheduled inspections on the DHC-6-300 Series aircraft in the last 3 years using the table provided in Annex “C”</p> <p>0 to 1 project = 0 points</p> <p>2 to 5 projects = 1 point</p> <p>6 to 10 projects = 2 points</p> <p>11 to 15 projects = 3 points</p> <p>16 to 20 projects= 4 points</p> <p>More than 20 projects = 5 points</p>	<p><b>1 point</b></p>	<p><b>5 points</b></p>		
<p><b>R3</b></p>	<p>The Bidder should demonstrate that they have successfully completed 5 Year Corrosion Inspections on the DHC-6-300 Series aircraft in the last 3 years using the Project Demonstration Table provided in Annex “C”</p> <p>0 to 1 project = 0 points</p> <p>2 to 5 projects = 1 point</p> <p>6 to 10 projects = 2 points</p> <p>11 to 15 projects = 3 points</p> <p>16 to 20 projects= 4 points</p> <p>More than 20 projects = 5 points</p>	<p><b>1 point</b></p>	<p><b>5 points</b></p>		
<p><b>R4</b></p>	<p>The Bidder should hold a Transport Canada Aircraft Maintenance Organization (AMO) approval for avionics work for more than two years.</p> <p>0 to 2 years = 0 points</p> <p>&gt;2 to 4 years= 1 point</p> <p>&gt;4 to 5 years= 2 points</p> <p>&gt;5 to 8 years= 3 points</p> <p>&gt;8 to 11 years= 4 points</p> <p>&gt;11 years= 5 points</p>	<p><b>0 points</b></p>	<p><b>5 points</b></p>		



<b>R5</b>	The Bidder should hold a Transport Canada Aircraft Maintenance Organization (AMO) approval for structures work for more than two years.  0 to 2 years = 0 points  >2 to 4 years= 1 point  >4 to 5 years= 2 points  >5 to 8 years= 3 points  >8 to 11 years= 4 points  >11 years= 5 points	<b>1 point</b>	<b>5 points</b>		
	Minimum Score	<b>4 points</b>			
	Maximum Score		<b>25 points</b>		
	Total Score				

**Project Demonstration Table**

Description of tasks and responsibilities that bidder completed:	
Relevancy to the scope of work outlined in the SOW:	
Date range of when work was performed (year/month to year/month):	



## ANNEX "D"

### 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. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### 5.1 Certifications 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

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

- 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

##### 5.1.3 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 Canadian Content Certification**

**This procurement is limited to Canadian services.**

**The Bidder certifies that:**

**( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.**

**Clause A3050T:**

- 1. Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada".(Consult Annex 3.6 (9) of the Supply Manual.)
- 2. Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
- 3. Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
  - a) aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b) item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
- 4. Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
- 5. Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). For



more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the Supply Manual.

6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

#### **5.1.3.3 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.

#### **5.1.3.4 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.