



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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: Travaux Publics et Services
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Special Projects/Projets Spéciaux

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Québec

K1A 0S5

Title - Sujet aerial surveillance services	
Solicitation No. - N° de l'invitation FP859-160059/C	Date 2018-04-11
Client Reference No. - N° de référence du client FP859-160059	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZL-107-33454	
File No. - N° de dossier 107zL.FP859-160059	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-05-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Campbell, Jeff	Buyer Id - Id de l'acheteur 107zL
Telephone No. - N° de téléphone (613) 858-8846 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

Solicitation No. - N° de l'invitation
FP859-160059/C
Client Ref. No. - N° de réf. du client
FP859-160059

Amd. No. - N° de la modif.
File No. - N° du dossier
107zl. FP859-160059

Buyer ID - Id de l'acheteur
107zl
CCC No./N° CCC - FMS No./N° VME

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TITLE

Fisheries Aerial Surveillance and Enforcement (FASE) Program. Bid solicitation # FP859-160059 for the provision of the following professional services.

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 Attachments include, Confidentiality Agreement, , Pricing Schedule, Technical and Financial Criteria, Additional Certifications Precedent to Contract Award, Additional certifications Required with the Bid.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Insurance Requirements,

1.2 Summary

Conservation and Protection (C&P) has a requirement for aerial surveillance services which together provide the capability for covert and overt operations. These services must include:

- Bases of Operations,
- Aircraft Capabilities,
- Surveillance Sensor Suite,
- 360° Search Radar,
- Electro Optic/Infrared System,
- Navigation,

-
- Real-Time Flight Following Capabilities,
 - Video and still colour photography,
 - Shipborne Automatic Identification System (AIS) Receiver,
 - Night photography System linked to still colour camera,
 - Communications,
 - Aircraft Integrated Data Management System,
 - Land-Based Data Management System,
 - Giving expert witness testimony,
 - Service Support Requirements, and
 - Project Management Plan.

In addition to the legislative compliance listed above, aerial surveillance services under this contract may be extended to other government departments (OGDs) and agencies (e.g. Department of National Defence, Environment and Climate Change Canada, Canada Border Services Agency, the Royal Canadian Mounted Police, and Transport Canada) to cover the deterrence of illegal activities, intelligence gathering and emergency response.

Conservation & Protection may require additional longer and/or medium range aircraft and additional base(s) of operation to meet increased operational requirements. C&P will negotiate with the Contractor and PSPC on cost, start of services, and location of the aircraft.

The period of any resulting contract will be from date of contract award to March 31, 2024 (including a transition period estimated **between 6 to 12 months** from the start of the contract). There are options to extend the term of the contract by up to 2 additional period(s); the first for 3 years, and the second for 2 years, under the same terms and conditions.

1.2.1 The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.

-
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;

- vii. security of bid data; or
- viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 240 calendar days.

2.1.1 SACC Manual Clauses

A7035T (2007-05-25) List of Proposed Subcontractors

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

2.4 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Bidder's Conference

A bidders' conference will be held at The Albert at Bay Hotel, 435 Albert St, Ottawa, ON K1R 7X4 on Thursday, May 3, 2018. The conference will begin at 09:00 am, in the Winter Salon on the main floor. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 16:00 EST, Wednesday, April 25, 2018.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

Canada requests that the bids be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy and 2 soft copies on USB key)
Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)
Section III: Certifications (1 hard copy and 2 soft copies on USB key)
Section IV: Additional Information (1 hard copy and 2 soft copies on USB key)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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 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

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3

-
- A.** Bidders must submit their "prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- B.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

E. Electronic Payment of Invoices - Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card
- ☐ MasterCard Acquisition Card
- ☐ Direct Deposit (Domestic and International)
- ☐ Electronic Data Interchange (EDI)
- ☐ Wire Transfer (International Only)
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

PRICING SCHEDULE

The Bidder must provide this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm all-inclusive price/rate (in Canadian dollars).

Basis of Selection

- 1.1. Basis of Selection – Lowest evaluated price per point.
- 1.2. To be declared responsive, a bid must:
 - 1.2.1. comply with all the requirements of the bid solicitation;
 - 1.2.2. meet all mandatory evaluation criteria; and
 - 1.2.3. obtain the required minimum number of points specified in Attachment **X** to Part X for the point rated technical criteria.
- 1.3. Bids not meeting 1.2.1, 1.2.2, or 1.2.3 will be declared non-responsive.

Section 1 - Basing Charges

This is the transition period of which no pricing is required.

#	Period/Items
1.	Contract Award Date to August 31, 2019 Period 1 is the transition period. No pricing is required.

1. The following must be included in the basing charges:

- 1.1 Bidder's fixed costs, overhead and profit of:
 1.1.1 Three (3) main bases of operation;
 1.1.2 Two (2) longer range fixed-wing aircraft; and
 1.1.3 Two (2) medium range fixed-wing aircraft.

Table 1
Two (2) Longer Range fixed wing aircraft

		A	B	
Services	Duration	Monthly Basing Charge x 2 aircraft	# of Months per Contract Period	Total Basing Charges = (A x B)
Year 1: Contract Award to August 31, 2019 - Transition Period				
Contract:	Year 2 to Year 6 – September 1, 2019 - March 31, 2024	\$	55.0	\$
Option 1	Year 7 to Year 9 -- April 1, 2024 - March 31, 2027	\$	36.0	\$
Option 2	Year 10 to Year 11 -- April 1, 2027 - March 31, 2029	\$	24.0	\$
Total Basing Charges 2 Longer Range =			115.0	\$

Table 2
Two (2) Medium Range Fixed Wing Aircraft

		WA	B	
Services	Duration	Monthly Basing Charge x 2 aircraft	# of Months per Contract Period	Total Basing Charges = (A x B)
Year 1: Contract Award to August 31, 2019 - Transition Period				
Contract:	Year 2 to Year 6 – September 1, 2019 - March 31, 2024	\$	55.0	\$
Option 1	Year 7 to Year 9 -- April 1, 2024 - March 31, 2027	\$	36.0	\$
Option 2	Year 10 to Year 11 -- April 1, 2027 - March 31, 2029	\$	24.0	\$
Total Basing Charges 2 Medium Range =			115.0	\$

Section 2 – Firm Flying Rate

2. The firm flying rate must include the following:

- 2.1. Overhead;
- 2.2. Profit, covering costs of conducting aerial surveillance patrols or other missions for the identified period;
- 2.3. Firm Rate per Flying Hour applies to each aircraft:
 - 2.3.1. Two (2) Longer range; and
 - 2.3.2. Two (2) Medium Range.
- 2.4. The Firm flying rate does not include fuel.

Table 3
Two (2) Fixed Wing Longer Range Aircraft

	A	B	C	D
Range	Flying Hours for Evaluation Purposes	Firm Rate per Flying Hour	Firm Rate per Flying Hour x 2 longer range = (B x 2)	Flying Hours Price = (A x C)
Year 1 - Award to August 31, 2019 -- TRANSITION PERIOD				
Contract: Year 2 to Year 6 -- September 1, 2019- March 31, 2024				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Option 1: Year 7 to Year 9 -- April 1, 2024- March 31, 2027				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Option 2: Year 10 to Year 11 -- April 1, 2027- March 31, 2029				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Grand Total Estimated Flying Hours Price =				\$

Table 4

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Two (2) Fixed Wing Medium Range Aircraft

	A	B	C	D
Range	Flying Hours for Evaluation Purposes	Firm Rate per Flying Hour	Firm Rate per Flying Hour x 2 medium range = (B x 2)	Flying Hours Price = (A x C)
Year 1 - Award to August 31, 2019 -- TRANSITION PERIOD				
Contract: Year 2 to Year 6 -- September 1, 2019- March 31, 2024				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Option 1: Year 7 to Year 9 -- April 1, 2024- March 31, 2027				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Option 2: Year 10 to Year 11 -- April 1, 2027- March 31, 2029				
Annual minimum 2,000 hours	2,000.0	\$	\$	\$
Between 2,001 and 3,000 hours	999.0	\$	\$	\$
Between 3,001 and 4,000 hours	999.0	\$	\$	\$
Sub-total Estimated Flying hours Price =				\$
Grand Total Estimated Flying Hours Price =				\$

Section 3 - Fuel Consumption Rate per Aircraft Type

3. Fuel Consumption Rate

- 3.1. The Bidder must complete the Fuel Consumption Rate Table below. For verification purposes, the Bidder is to supply a copy of each aircraft's Fuel Consumption Rate as published in the related aircraft flight manual.

Table 5

Fuel Consumption Rate Table				
Aircraft Location	Fuel burn by hour by Aircraft Type		Fuel Consumption Rate - cost litre per hour	
	Longer Range	Medium Range	Longer Range	Medium Range
St. John's, NL				
Halifax, NS	N/A		N/A	
Comox, BC		N/A		N/A

3.2 Aircraft Fuel

3.2.1 Cost per Litre for Evaluation Purposes

- 3.2.1.1 The Bidder must complete the Estimated Fuel Costs Table below for bid evaluation purposes. In addition, for bid evaluation purposes, the cost of fuel is set at \$1.20 per litre.

3.3 Aircraft Fuel Discounts

- 3.3.1 If a Bidder proposes to offer aircraft fuel discounts to the Government (e.g. discounts from bulk purchasing agreements), the discounts will be considered. The discount terms are to be described for bid evaluation purposes. Where a discount is offered, it will be considered a firm commitment for the entire contract including option year periods. For bid evaluation purposes, the discounted rate per litre will be calculated on the \$1.20 per litre set cost used.
- 3.3.2 If the Bidder proposes to offer aircraft fuel discounts then the discounted rate offered by the Bidder will be applied on the number of flying hours over the contract and option year periods at St. John's, Newfoundland & Labrador; Halifax, Nova Scotia; and Comox, British Columbia. Only these locations are being used due to the complexity of costing a full range of discounts for all possible fueling locations. These locations will account for the majority of fuel purchases.

3.4 Cost of Fuel

- 3.4.1 The cost of fuel will be reimbursed at the verified actual cost per litre, less discount if applicable, with no allowance for overhead or profit on the basis of the verified actual fuel consumption rate by hour and the verified actual number of flying hours.

3.5 Estimated Fuel Costs

- 3.5.1 The bidder must provide the average Fuel Consumption Rate by completing Tables 5.1 and 5.2 below for the two aircraft types by location, for the Estimated Fuel Costs.

Table 5.1

2 x Longer Range - Minimum Estimated Fuel Costs Table

A	B	C	D	E	F
Base of Operation	Minimum Flying Hours per base of operations	Price per litre	Fuel Discount per litre (if applicable)	Fuel Consumption Rate (Cost per litre per hour)	Total Estimated Fuel Cost = (B x (C - D)) x E
St Johns, NL	10,000.0	\$ 1.20	\$	\$	\$
Comox, BC	10,000.0	\$ 1.20	\$	\$	\$
Total Hours	20,000.0				
Total Estimated Longer Range Fuel Costs for 20,000 Hours =					\$

Table 5.2

2 x Medium Range - Minimum Estimated Fuel Costs Table

A	B	C	D	E	F
Base of Operation	Minimum Flying Hours per base of operations	Price per litre	Fuel Discount per litre (if applicable)	Fuel Consumption Rate (Cost per litre per hour)	Total Estimated Fuel Cost = (B x (C - D)) x E
St Johns, NL	10,000.0	\$ 1.20	\$	\$	\$
Halifax, NS	10,000.0	\$ 1.20	\$	\$	\$
Total Hours	20,000.0				
Total Estimated Medium Range Fuel Costs for 20,000 Hours =					\$

Section 4 – Evaluation Price

4. The Evaluation Price is the sum of all periods, including the estimated fuel costs. The total cost from the specified Periods does not include GST/HST.

Evaluation Price - Summary Table

I. Two (2) Longer Range		Table 1	Table 3	Table 5.1	
		A	B	C	D
Services	Duration	Total Annual Basing Charges	Total Estimated Flying Hours	Total Fuel Estimate	Total Cost = (A+B+C)
Year 1: Contract Award to August 31, 2019 - Transition Period					
Contract:	Year 2 to Year 6 -- September 1, 2019 - March 31, 2024	\$	\$	\$	\$
Option 1:	Year 7 to Year 9 -- April 1, 2024 - March 31, 2027	\$	\$	\$	\$
Option 2:	Year 10 to Year 11 -- April 1, 2027 - March 31, 2029	\$	\$	\$	\$
Sub-total Estimated Cost Longer Range =					\$
		Table 2	Table 4	Table 5.2	
II. Two (2) Medium Range		A	B	C	D
Services	Duration	Total Annual Basing Charges	Total Estimated Flying Hours	Total Fuel Estimate	Total Cost = (A+B+C)
Year 1: Contract Award to August 31, 2019 - Transition Period					
Contract:	Year 2 to Year 6 -- September 1, 2019 - March 31, 2024	\$	\$	\$	\$
Option 1:	Year 7 to Year 9 -- April 1, 2024 - March 31, 2027	\$	\$	\$	\$
Option 2:	Year 10 to Year 11 -- April 1, 2027 - March 31, 2029	\$	\$	\$	\$
Sub-total Estimated Cost Medium Range =					\$
III. Grand Total (I.) + (II.)					
		A	B	C	D
Services	Duration	Total Annual Basing Charges	Total Estimated Flying Hours	Total Fuel Estimate	Total Cost = (A+B+C)
Year 1: Contract Award to August 31, 2019 - Transition Period					
Contract:	Year 2 to Year 6 -- September 1, 2019 - March 31, 2024	\$	\$	\$	\$
Option 1:	Year 7 to Year 9 -- April 1, 2024- March 31, 2027	\$	\$	\$	\$
Option 2:	Year 10 to Year 11 -- April 1, 2027- March 31, 2029	\$	\$	\$	\$
Grand Total (A) + (B) Evaluated Price (GST/HST excluded) =					\$
(a) Grand Total Evaluated Price (GST/HST excluded) =					\$
(b) Grand Total Bid Score =					0.0
Lowest Price per Point (a) divided by (b) =					\$

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

The Bidder's technical bid should include documentation to indicate proven capability of existing systems or where new systems are purchased or developed, provide documentation to verify that the new systems will fully meet the requirements in Annex A.

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

Lowest Evaluated Price Per Point

4.2.1.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory evaluation criteria; and
- c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria – MTC

Number	Requirement	Bid Instructions	Scale Description	Bidder Response
MTC1.1	The Contractor must possess a valid Air Operator Certificate.	The Bidder must possess and submit a copy of a valid Transport Canada Air Operator's Certificate.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC1.2	The Bidder's proposed Pilot/Captain and Co-pilot resources must have the required licenses and endorsements.	The Bidder must provide a copy of the pilot license and complete the Contractors' Personnel templates annexed endorsing each Pilot/Captain and Co-pilot resource.	If the Bidder provides the documentation that demonstrates compliance with the minimum requirements as detailed in the Contractor's personnel template, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC1.3	The Bidder's proposed Aircraft Maintenance Engineers resource must have the required licenses and endorsements.	The Bidder must provide a copy of the license confirming that each proposed AME has the appropriate license endorsed for the designated aircraft and engine type must complete the Contractors' Personnel templates annexed endorsing each proposed AME.	If the Bidder provides the documentation that demonstrates compliance with the minimum requirements as detailed in the Contractor's personnel template, then assign "Meets", if not, then assign, "Does Not Meet".	

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Number	Requirement	Bid Instructions	Scale Description	Bidder Response
MTC 2.0 Airborne Long Range 360° Search Radar System				
MTC 2.1		The Bidder must provide substantiation, to demonstrate that the proposed radar system is a long range 360 degree free of obstruction multi-mode search radar system as identified in SOW Article 12.1	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 2.2		The Bidder must demonstrate the radar system must detect, classify and simultaneously track a minimum of 200 contacts as identified in the SOW Article 12.1.5.1.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 2.3		The Bidder must demonstrate the system operates in the multi-modes as identified in the SOW, Article 12.1.4.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 2.4		The Bidder must demonstrate the proposed system's functionality builds a contact library as identified in the SOW Article 12.1.8.3.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 2.5		The Bidder must demonstrate the proposed radar system accepts coordinates from the aircraft's	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	

Number	Requirement	Bid Instructions	Scale Description	Bidder Response
		navigation system, as identified in the SOW Article 12.1.9.		
MTC 2.6		The Bidder must demonstrate the proposed radar system integrates with the EO/IR system, as identified in the SOW Article 12.1.1	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC3.0 Navigation System				
MTC 3.1		<p>The Bidder must demonstrate the proposed navigational system meets this requirement as identified in the SOW Article 12.3.</p> <p>Requirements include the following:</p> <ul style="list-style-type: none"> a) integrate with sensor suite to accept and store way points. b) modify the way points in flight (either through manual updates or automatic data feed in the onboard data management system) is required; c) plot fishery management boundaries in rhumb line and geodesic formats as published, and 	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	

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Number	Requirement	Bid Instructions	Scale Description	Bidder Response
		d) Operate on GPS default in the World Geodesic System 1984 (WGS84).		
MTC4.0 Electro Optic/Infrared System				
MTC 4.1		Demonstrate for each aircraft, the electro-optic/infrared system proposed, including hardware and software specifications and functionality to include as a minimum: a colour high definition electro-optic camera, spotter scope and thermal imager. <u>Minimum resolution:</u> EO Camera: 1920 x 1080 Thermal Imager: 1280 x 720 The Bidder should demonstrate the proposed system meets this requirement as identified in the SOW Article 12.2.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 4.2		Demonstrate for each aircraft, the EO/IR system meets or exceeds the ranges for the performance scenarios identified in the SOW Article 12.2.2.6.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	

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Number	Requirement	Bid Instructions	Scale Description	Bidder Response
MTC 4.3		The Bidder must substantiate the proposed the EO/IR system interfaces with the aircraft's radar and navigation systems as identified in the SOW Article 12.2.2.15.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 4.4		The Bidder must substantiate the proposed the EO/IR system includes a laser illuminator (LI) for low light conditions as identified in the SOW Article 12.2.2.4.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC 4.5		<p>Demonstrate for each aircraft, the handheld or mounted camera operates with the following features operates as per the requirement in the SOW in Article 12.4.1.1.</p> <p>Requirements include the following:</p> <ul style="list-style-type: none"> a) Minimum 20 megapixels; b) Multiple shooting modes with continuous shooting; c) Shutter speed of 1/8,000 second and flash sync speeds up to 1/250 second; d) Liquid Crystal Display monitor interface; e) Auto focus; f) All photos will be annotated with GPS location information along with shooting data (date/time); and 	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	

Number	Requirement	Bid Instructions	Scale Description	Bidder Response
		g) Compatible with onboard systems i.e., Radar/electro-optics/infrared.		
MTC 4.6		The Bidder must demonstrate the proposed night illumination system meets the requirement to capture a high-resolution digital colour image at a minimum of 500 feet during varying degrees of darkness as identified in the SOW Article 11.8.12.	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	
MTC5.0 Integrated Aircraft Data Management Support Requirements (I-ADMS)				
MTC5.1		<p>The bidder must demonstrate the proposed integrated aircraft data management system (I-ADMS), including hardware and software specifications and functionality,</p> <p>Requirements include the following:</p> <ul style="list-style-type: none"> a) Display on all onboard devices at each workstation, b) Interfaces with all onboard sensor equipment, c) Display, in colour, electronic charts and maps, d) Integrate, plot, record and display contact information 	If the Bidder provides the certification that demonstrates compliance, then assign "Meets", if not, then assign, "Does Not Meet".	

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Number	Requirement	Bid Instructions	Scale Description	Bidder Response
		<p>gathered, automatically and manually,</p> <p>e) Display and record true (at altitude) radar coverage for entire patrols or portions of patrols,</p> <p>f) Automatically calculate time (hours and minutes) patrolled in a given area,</p> <p>g) Generate in real-time an in-flight vessel reports, and</p> <p>h) Have encrypted satellite access for voice and data communication.</p>		

Point Rated Technical Criteria – Scores

Number	Category	Minimum Number of Required Points	Maximum Number of Points	Pass Percent
	Rated Technical Criteria 1: Aerial Surveillance Experience	21	28	75%
	Rated Technical Criteria 2: Proposed Aircraft	15	20	75%
	Rated Technical Criteria 3: Human Resources	6	8	75%
	Rated Technical Criteria 4: Data Management Systems	6	8	75%
	Rated Technical Criteria 5: Program Management Plan	9	12	75%
	Rated Technical Criteria 6: Quality Program	3	4	75%
	Grand Total	60	80	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
Rated Technical Criteria 1: Aerial Surveillance Experience					
RTC1.1	<p>Demonstrate at least 5 years' experience in the aerial surveillance field, at bid closing date, relevant to the following requirements:</p> <p>a) The use of a maritime search radar system;</p> <p>b) Performing flight patrols conducting surveillance during both daylight and darkness and varying weather conditions;</p> <p>c) Conducting low level (500 feet) flight operations;</p> <p>d) Collecting digital photos and video during daylight and darkness of selected contacts such as: on water vessels; marine life; icebergs; fishing gear; and pollution events;</p> <p>e) Conducting patrols using surveillance sensor equipment to capture detailed positional information on selected contacts such as: on water vessels; marine life; icebergs; fishing gear; and pollution spills;</p> <p>f) Collecting and storing surveillance information data in a land based data</p>	<p>The Bidder should demonstrate it meets or exceeds the number of years' service as indicated in the SOW Article 6.1 in the delivery of aerial surveillance services.</p> <p>The Bidder should provide examples of experience including but not limited to:</p> <ol style="list-style-type: none"> 1. Project Name / Operation / Service. 2. Contact information. 3. Experience gained: <ol style="list-style-type: none"> a. Description: objective(s), b. Duration of project/operation, c. Number of hours flown, and d. Results of project(s)/operation(s)/ services. 	28	<p>Up to 28 points allocated as follows:</p> <p>4 points each for substantiating over 5 years' experience in aerial surveillance requirements in (a) to (g).</p> <p>3 points for substantiating equal to 5 years' experience in aerial surveillance requirements in (a) to (g).</p> <p>0 points unable to evaluate. Bidder failed to submit a response.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
Rated Technical Criteria 2: Proposed Aircraft					
RTC2.1	<p>Demonstrate for each longer range fully configured fixed-wing aircraft the following:</p> <p>Endurance: conduct a 10 hour patrol</p> <p>Range: minimum patrol range at least 1,600 NM without refueling.</p>	<p>The Bidder should provide for each proposed aircraft, all specifications such as, endurance and range, to demonstrate the proposed aircraft meets the minimum requirements identified in the SOW in Article 11.8.13 and 11.8.14.</p>	12	<p>Up to 12 points allocated as follows:</p> <p>Aircraft endurance:</p> <p>6 points for substantiating greater than 11 hours endurance.</p> <p>4 points for substantiating between 10 to 11 hours endurance.</p> <p>3 points for substantiating equal to 10 hours endurance.</p> <p>0 points unable to evaluate. Bidder failed to submit a response.</p> <p>Aircraft Range:</p> <p>6 points for substantiating a range greater than 1,700 NM.</p> <p>4 points for substantiating a range between 1,600 to 1,700 NM.</p> <p>3 points for substantiating a range equal to 1,600 NM.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
RTC2.2	<p>Demonstrate for each medium range fully configured fixed-wing aircraft has the range and endurance as follows:</p> <p>Endurance: conduct a 6 hour patrol</p> <p>Range: minimum patrol range at least 900 NM without refueling.</p>	<p>The Bidder should provide a description of each proposed aircraft, including specifications such as endurance, and range to demonstrate the proposed aircraft meets the requirements identified in the SOW in Article 11.8.13 and 11.8.14.</p>	12	<p>0 points unable to evaluate. Bidder failed to submit a response.</p> <p>Up to 12 points allocated as follows:</p> <p><u>Aircraft endurance:</u></p> <p>6 points for substantiating endurance greater than 7 hours.</p> <p>4 points for substantiating endurance between 6 to 7 hours.</p> <p>3 points for substantiating endurance equal to 6 hours.</p> <p>0 points unable to evaluate. Bidder failed to submit a response.</p> <p><u>Aircraft Range:</u></p> <p>6 points for substantiating range greater than 1,000 NM.</p> <p>4 points for substantiating range between 900 to 1,000 NM.</p> <p>3 points for substantiating range equal to 900 NM.</p> <p>0 points unable to evaluate. Bidder failed to submit a response.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
RTC 2.3	Demonstrate the cabin configuration detailing the location of all workstations and equipment for both types of aircraft, medium and longer range.	<p>The Bidder should provide a description of each proposed aircraft, the minimum requirements identified in the SOW in Article 11.8.5.</p> <p>The Bidder should provide the following for each aircraft:</p> <ul style="list-style-type: none"> a) coloured diagram of interior layout, b) interior dimensions, c) illustrations of equipment placement, and d) illustrations of workstation placement. 	6	<p>6 points for substantiating significant evidence, cabin configuration including the elements in (a) to (d). Significant evidence means the Bidder exceeds all elements of the criteria.</p> <p>3 points for substantiating acceptable evidence, cabin configuration including the elements in (a) to (d). Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	
Rated Technical Criteria 3: Human Resources					
RTC 3.1	Demonstrate at least 5 years' experience in the management of human resources including developing, implementing and managing a human resources plan that includes policies and directives on, as a minimum, employee recruitment, retention, development, and day-to-day management to ensure the delivery of aerial surveillance services.	<p>The Bidder should demonstrate at least 5 years' experience in the management of human resources including developing, implementing and managing a human resources plan that includes policies and directives on, as a minimum, the categories below as identified in the SOW Article 8.1:</p> <ol style="list-style-type: none"> 1. Project Name / Operation / Service. 2. Contact information. 	4	<p>4 points for substantiating over 5 years' experience in the management of human resources.</p> <p>3 points for substantiating equal to 5 years' experience in the management of human resources.</p> <p>0 points for substantiating less than 5 years' experience in the management of human resources or Bidder failed to provide a response.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
		3. Experience gained: a) Description: objective(s), b) Duration of project/operation, c) Number of hours flown, and d) Results of project(s) / operation(s) / services.			
RTC3.2	Provide a human resources sub-plan for the key personnel in Article 8.1.2 that includes policies and directives on, as a minimum, employee recruitment, retention, development, and day-to-day management to ensure the delivery of aerial surveillance services.	The Bidder should provide a Human Resources Plan for the key personnel in Article 8.1.2 that includes policies and directives on, as a minimum, listed below and identified in the SOW Article 8.1.1. These categories are: a) recruitment, b) retention, c) development, and d) day-to-day management.	4	4 points for demonstrating significant evidence, providing a human resources plan including categories (a) to (d). Significant evidence means the Bidder's substantiation exceeds all elements of the criteria. 3 points for substantiating acceptable evidence, providing a human resources plan including categories (a) to (d). Acceptable evidence means the Bidder's substantiation meets the criteria. 0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.	
Rated Technical Criteria 4: Data Management Systems					
RTC 4.1	Demonstrate IT system support for the following: a) daily IT system administration support for regional C&P delegates to update	The Bidder should demonstrate the proposed IT system support for both daily system administration	8	4 points each for substantiating significant evidence, the proposed IT system support for both (a) and (b). Significant evidence means the	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
	<p>system users, and user privileges; and</p> <p>b) daily IT system user support or helpdesk services to respond to technical system issues from end-users. See Section 17, paragraph H for Service Standards requirements;</p>	and daily system user support as indicated in the SOW Article 14.4.		<p>Bidder exceeds all elements of the criteria.</p> <p>3 point each for substantiating acceptable evidence, the proposed IT system support for both (a) and (b). Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	
Rated Technical Criteria 5: Program Management Plan					
RTC 5.1	Provide a transition plan to ensure the establishment of bases of operations, implementation of fully configured aircraft and a land-base data management system for start of services of September 1, 2019.	<p>The Bidder should provide a transition plan as indicated in the SOW Article 16.10 to include the following elements:</p> <p>a) a preliminary transition plan using the guideline in Attachment 8 of the SOW,</p> <p>b) identified major milestones and objectives with proposed timelines to meet start of services date; and</p> <p>c) an evaluation schedule with identified audit frequency to meet start of services timelines.</p>	4	<p>4 points for substantiating significant evidence, providing a transition plan including the elements in (a) to (c). Significant evidence means the Bidder exceeds all elements of the criteria.</p> <p>3 points for substantiating acceptable evidence, providing a transition plan including the elements in (a) to (c). Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
RTC 5.2	Provide a detailed risk analysis involving establishing facilities at the proposed locations that includes the identification of risk, evaluation of impact and subsequent risk mitigation action plan to meet the start of services timeline.	<p>The Bidder should provide a detailed risk analysis establishing facilities at the proposed locations as indicated in the SOW Article 16.11 including but not limited to:</p> <ul style="list-style-type: none"> a) identifying risk(s), b) evaluating impact(s), and c) developing a risk mitigation action plan for each identified risk. <p>Bidders should use the risk-ranking matrix in Attachment 9, in the SOW, to complete this section.</p>	4	<p>4 points for substantiating significant evidence, providing a detailed risk analysis to establish facilities. Significant evidence means the Bidder exceeds all elements of the criteria.</p> <p>3 points for substantiating acceptable evidence, providing a detailed risk analysis to establish facilities. Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	
RTC5.3	Provide a detailed risk analysis involving implementing a fully configured fixed-wing aerial surveillance aircraft at the proposed locations that includes the identification of risk, evaluation of impact and risk mitigation action plan to meet the start of services timeline.	<p>The Bidder should provide a detailed risk analysis to implement a fully configured fixed-wing aircraft as indicated in the SOW Article 16.11 including but not limited to:</p> <ul style="list-style-type: none"> a) identifying risk(s), b) evaluating impact(s), and c) developing a risk mitigation action plan for each identified risk. <p>Bidders should use the risk-ranking matrix in Attachment 9, in the SOW, to complete this section.</p>	4	<p>4 points for substantiating significant evidence to implement fully configured fixed-wing aerial surveillance aircraft. Significant evidence means the Bidder exceeds all elements of the criteria.</p> <p>3 points for substantiating acceptable evidence to implement fully configured fixed-wing aerial surveillance aircraft. Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	

Number	Requirement	Bid Instructions	Maximum Points	Point Description	Bidder Response
Rated Technical Criteria 6: Quality Program					
RTC 6.1	Demonstrate a Quality Assurance System to produce consistent results, prevent non-conformance and/or downtime, ensure processes are defined and controlled to meet the Service Performance Standards, as described in Section 17.	<p>The Bidder should provide a description of the Quality Assurance System as indicated in the SOW Article 15.</p> <p>a) Identify the Quality System and why that Quality System was chosen;</p> <p>b) Describe the purpose and scope of the Quality System; and</p> <p>c) Provide the Quality System implementation date and the frequency of quality audits;</p> <p>d) Supply a copy of the Quality System Certificate.</p>	4	<p>4 points for substantiating significant evidence of a Quality Assurance System as indicated in (a) through (d). Significant evidence means the Bidder exceeds all elements of the criteria.</p> <p>3 points for substantiating acceptable evidence of a Quality Assurance System as indicated in (a) through (d). Acceptable evidence means the Bidder meets the criteria.</p> <p>0 points unable to evaluate. The Bidder failed to submit evidence or the evidence submitted did not satisfactorily meet the criteria.</p>	

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CONTRACTOR'S PERSONNEL TEMPLATES

The Bidder must complete the table below for each **Captain**.

Captain's Name:

Categories	Minimum Requirements	Experience
Total flight time, in hours:	3,500 hours	
Individual Aircraft type Rating:		
Total flight time, in hours, on proposed aircraft type:	500 hours	
Total flight time, in hours, at low level flying – 500' or below:	500 hours	
Total flight time, in hours, as Pilot-In-Command:	1,000 hours	
Certified pilot related training courses completed (list):		

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The Bidder must complete the table below for each **Co-pilot**.

Co-pilot's Name:

Categories	Minimum Requirements	Experience
Total flight time, in hours:	1,500 hours	
Total flight time, in hours, on proposed aircraft type:	100 hours	
Certified pilot related training courses completed (list):		

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The Bidder must provide the information as indicated in table below for each **Aircraft Maintenance Engineer**.

Name(s) of Aircraft Maintenance Engineer(s):

Minimum Requirements
Holder of Valid Transport Canada Aircraft Maintenance License
Contractor's endorsement to work on proposed aircraft.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications and Additional Information Required with the Bid

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Integrity Provisions of the Standard Instructions](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), all bidders must provide with their bid, if applicable, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca) website

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(<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

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ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. 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 the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- ☐ A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- ☐ 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. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

or

- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.1.1 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

SACC Manual clause A9033T(2012-07-16) Financial Capability

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6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. (Delete this sentence at contract award.)

7.1 Statement of Work

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

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 Requirement

7.3.1 The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY AND SECRET, granted or approved by the CISD/PWGSC. There are **multiple levels of personnel security screenings** associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex ____;
 - b. *Industrial Security Manual* (Latest Edition).

7.3.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

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7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

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 2 additional period(s), the first of 3 years and the second of 2 years 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 180 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.

7.4.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 12 months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 180 calendar days before the contract expiry date. The extension 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: Jeff Campbell
Title: Supply Team Leader
Public Services and Procurement Canada

Acquisitions Branch
Special Procurement Initiatives Directorate
Les Terrasses de la Chaudière
10 Wellington, 5th Floor
Gatineau, Quebec K1A 0S5
Telephone: 613-858-8846
E-mail address: jeff.campbell@tpsgc-pwgsc.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.

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7.5.2 Technical Authority

The Technical Authority will be identified 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

(Fill in at time of contract award.)

7.6 Payment

7.6.1 Basis of Payment

Limitation of Expenditures

7.6.1.1.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

7.6.1.1.2 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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or

3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- 7.6.1.1.3 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

7.6.2 Method of Payment

7.6.2.1 Progress Payments

- 7.6.2.1.1 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the amount claimed is in accordance with the basis of payment;
- c. the total amount for all progress payments paid by Canada does not exceed _____ percent of the total amount to be paid under the Contract;
- d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

- 7.6.2.1.2 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."

- 7.6.2.1.3 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.6.3 Electronic Payment of Invoices - Contract

As applicable, insert the clause appearing below. Edit the text to solely include in the clause the electronic payment instruments selected by the bidder, as indicated in its financial bid.

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

- 7.7.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

- 7.7.2 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

- 7.7.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

- 7.7.4 The Contractor must not submit claims until all work identified in the claim is completed.

7.8 Certifications and Additional Information

7.8.1 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.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

Insert the clause when: 1) the professional services bid solicitation will be issued by PWGSC on behalf of (or, under a PWGSC SA, by) a Department or Agency subject to the FCP and the TB Contracting Policy; and 2) the total estimated cost of any contract that will result from the bid solicitation is \$1,000,000 and above, options excluded and applicable taxes included.

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 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 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 Requirements Check List;
- (f) Annex D Insurance Requirements ; and
- (g) the Contractor's bid dated _____ (Insert the date (year-month-day) of the bid. If the bid was clarified or amended, at time of contract award, add, as applicable: ", as clarified on _____ (year-month-day)" "and" ", as amended on _____(year-month-day).)

7.11 Insurance Requirements

SACC Manual clause G1001C (2013-11-06), Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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7.12 Proactive Disclosure of Contracts with Former Public Servants

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, you must insert here the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants.

7.13 Additional Clauses

1.13.1 A9068C (2010-01-11), Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

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ANNEX A, STATEMENT OF WORK

See attached

ANNEX B, BASIS OF PAYMENT

1. Monthly Basing Charges

- 1.1. For two (2) longer range and two (2) medium range fixed-wing aircraft representing the Contractor's fixed costs; except cost items otherwise identified as a charge to Canada.

Services	Duration	# of Months per Contract Period	Monthly Basing Charge x 2 Longer Range Aircraft	Monthly Basing Charge x 2 Medium Range Aircraft
Year 1: Contract Award to August 31, 2019 - Transition Period				
Contract:	Year 2 to Year 6 -- September 1, 2019 - March 31, 2024	55.0	\$	\$
Option 1:	Year 7 to Year 9 -- April 1, 2024 - March 31, 2027	36.0	\$	\$
Option 2:	Year 10 to Year 11 -- April 1, 2027 - March 31, 2029	24.0	\$	\$

2. Firm Flying Rate

- 2.1. A firm rate per flying hour excluding fuel, including overhead and profit, covering costs of flying surveillance or other missions for the following periods and aircraft.

Four (4) Fixed Wing Aircraft

Range	Firm Rate per Flying Hour – 2 x Longer Range	Firm Rate per Flying Hour – 2 x Medium Range
Contract: Year 2 to Year 6 -- September 1, 2019- March 31, 2024		
Annual minimum 2,000 hours	\$	\$
Between 2,001 and 3,000 hours	\$	\$
Between 3,001 and 4,000 hours	\$	\$
Option 1: Year 7 to Year 9 -- April 1, 2024- March 31, 2027		
Annual minimum 2,000 hours	\$	\$
Between 2,001 and 3,000 hours	\$	\$
Between 3,001 and 4,000 hours	\$	\$
Option 2: Year 10 to Year 11 -- April 1, 2027- March 31, 2029		
Annual minimum 2,000 hours	\$	\$
Between 2,001 and 3,000 hours	\$	\$
Between 3,001 and 4,000 hours	\$	\$

3. Fixed-wing Aircraft Fuel

- 3.1. Aircraft fuel will be reimbursed at the verified actual cost per litre, less discount if applicable, with no allowance for overhead or profit on the basis of the verified actual fuel consumption rate by hour and the verified actual number of flying hours.
- 3.2. If an aircraft fuel discount rate is offered by the Contractor, the discount rate will be applied on the number of flying hours over the contract and option-year period at St. John's, Newfoundland & Labrador, Halifax, Nova Scotia and Comox, British Columbia. These locations account for the majority of fuel purchases.
- 3.3. If aircraft fuel discounts are offered, for verification purposes, these discounts must be identified on the monthly invoices.

Base of Operation	Fuel Consumption Rate Longer Range Aircraft (Cost per litre per hour)	Fuel Consumption Rate Medium Range Aircraft (Cost per litre per hour)
St Johns, NL	\$0.00	\$0.00
Halifax, NS	N/A	\$0.00
Comox, BC	\$0.00	N/A

4. Multimedia Materials

- 4.1. Due to the Protected B designation of the flight mission data, the Contractor must supply multimedia services, at each base of operations, including processing and printing of pictures, creation of video and audio files captured from onboard surveillance equipment. The materials used in the creation of the media are to be supplied at cost.

Multimedia Services Table	
Total Estimated Cost of Multimedia Services	\$

5. Overnight Stays

- 5.1. Flight crew, travel, meal and accommodation costs incurred during the course of aerial surveillance missions while away from the main base of operations will be reimbursed in accordance with Treasury Board guidelines below. The Contractor is responsible for the arrangement of all travel, meals and accommodation.
- 5.2. Travel, meal and accommodation costs incurred by non-crew members e.g. Contractor's project manager or other supervisory personnel will not be reimbursed.

Overnight Stays	
Total Estimated Costs of Overnight Stays	\$

6. Expert Witness Testimony

- 6.1. C&P requires Contractor's personnel to testify as an expert witness on behalf of Canada, whereby travel expenses will be reimbursed in accordance with Treasury Board guidelines. The Contractor is responsible for the arrangement of all travel, meals and accommodation for all expert witness testimony.
- 6.2. Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:
$$\frac{\text{Hours worked}}{7.5} \times \text{per diem rate}$$

Expert Witness Testimony	
Number of estimated days per year	0.0
Per diem Rate	\$0.00
Total Estimated Cost of Expert Witness Testimony	\$0.00

7. Temporary Locations

- 7.1. Hangarage Fees (while away from main base)

When away from the main base of operations the Contractor will be reimbursed for hangarage fees, at cost without markup, on submission of invoices indicating: aircraft registration; location; date; period of hangarage; cost; and signature of authorized representative of the Contractor.

Hangarage Fees	
Total Estimated Cost of Hangarage Fees	\$

8. Flight Operations Fees (while away from main base)

- 8.1. Flight operation fees (while away from main base) e.g. preheating, ground handling, de-icing, airframe tows, landing fees, will be reimbursed, at actual cost without markup, on submission of invoices.

Flight Operations Fees - Away from main base	
Total Estimated Cost of Flight Operation Fees	\$

9. International Bases of Operations

- 9.1. The Contractor must make all supporting preparations and arrangements for all flight operations, at the international base of operations (e.g. aircraft security, hangarage, preheating and ground handling, de-icing, airframe tow, fuel, oil, accommodations, meals and transportation) as required for the Contractor's personnel.
- 9.2. Costs identified in Section 11.1 will be reimbursed, at cost without markup, on submission of monthly invoices detailing all expenditures including, but not limited to: aircraft registration; location; date; period of hangarage; cost; authorized by the Contractor's representative.

International Operations Fees - Away from main Base	
Total estimated cost of International Operations Fees	\$

10. Relocation of Aircraft

- 10.1. If the Contractor initiates a relocation of an aircraft, the Contractor is responsible for all transiting costs from one base to another, whether the transfer is temporary or permanent.

11. Promotion - Air Shows

- 11.1. The Contractor will participate in air shows upon approval of the Technical Authority to promote C&P's Fisheries Aerial Surveillance & Enforcement (FASE) program. Contractor's costs relating to the air show will be reimbursed by C&P according to Treasury Board Guidelines.
- 11.2. There may be two (2) air shows per government fiscal year. Air shows are typically one or two days in duration. The Contractor's participation in the air shows will be determined during the annual planning cycle with C&P NHQ and C&P regional delegates.
- 11.3. The Contractor will be reimbursed transiting costs to attend air shows that are held away from the main base of operations. The travel and living costs, for flight crew only, attending an air show will be reimbursed as per Treasury Board guidelines.
- 11.4. All flight crew, participating in the air show, will be entitled to receive a per diem rate (same rate as Section 8.2) for the days in attendance.
- 11.5. The Contractor is responsible for the arrangement of all travel, meals and accommodation for flight crew personnel to attend the air show.

12. Meeting Participation:

- 12.1. The Contractor is responsible for all arrangements for all its personnel to attend National C&P operational meetings including but not limited to accommodations, meals, and transportation to/from the meetings.

13. Treasury Board Guidelines

- 13.1. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in

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Appendices B, C and D of the Treasury Board Travel Directive (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>), and with the other provisions of the directive referring to travelers, rather than those referring to employees. All payments are subject to government audit.

14. Total Estimated Cost of Contract

- 14.1. Total Estimated Cost to a Limitation of Expenditure (GST/HST extra) = \$_____.
- 14.2. With the exception of the firm rates specified above, the amounts shown in this annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

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ANNEX C, SECURITY REQUIREMENTS CHECK LIST

ANNEX D , INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.2 The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [*Department of Justice Act*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. Aviation Liability Insurance

2.1 The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

2.2 The Aviation Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Employees and, where applicable, Volunteers must be included as Additional Insured.
- f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
- g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
- i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
- j. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
- k. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
- l. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.

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- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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Quebec Regional Office (Ottawa),
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284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
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234 Wellington Street, East Tower
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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

CONSERVATION & PROTECTION
Fisheries Aerial Surveillance and Enforcement (FASE)
Program

STATEMENT OF WORK



Contracted Fixed-Wing
Aerial Surveillance Services

SIGNATURE PAGE:

Statement of Work reflecting operational requirements for contracted fixed-wing aerial surveillance services for Conservation & Protection Program, Fisheries & Harbour Management Sector.

Darren Goetze
Director General
Conservation & Protection

Date: Telephone: 613-993-1414

Judy Dwyer
Director
Enforcement Operations
Conservation & Protection

Date: Telephone: 613-993-3371

Brent Napier
Chief
Enforcement Operations
Conservation & Protection

Date: Telephone: 613-790-4760

Christena Lalonde
Senior Staff Officer
Enforcement Operations
Conservation & Protection

Date: Telephone: 613-286-5134

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GLOSSARY

AoR	Area of Responsibility
CARs	Canadian Aviation Regulations
C&P	Conservation and Protection
EEZ	Exclusive Economic Zone
DFO	Fisheries & Oceans Canada
DMS	Data Management System
FASE	Fisheries Aerial Surveillance and Enforcement
FHM	Fisheries & Harbour Management
GPS	Global Positioning System
HTA	High Threat Area
ICCAT	International Commission on the Conservation of Atlantic Tuna
I-ADMS	Integrated Aircraft Data Management System
IMO	International Maritime Organization
IT	Information Technology
IUU	Illegal Unregulated and Unreported
KM	Kilometres
MBO	Main Base of Operations
MPP	Marine Patrol Program
MT	Maritimes Region
NAFO	Northwest Atlantic Fisheries Organization
NL	Newfoundland and Labrador Region
NPFC	North Pacific Fisheries Commission
NPAFC	North Pacific Anadromous Fisheries Commission
NM	Nautical Miles
ORR	Observe, record, and report
OSU	Offshore Surveillance Unit
PR	Pacific Region
PMP	Program Management Plan
RFMO	Regional Fisheries Management Organizations
SMS	Safety Management System
SOP	Standard Operating Procedure
SOW	Statement of Work
TBD	To be determined
TCCA	Transport Canada Civilian Aviation
UTC	Coordinated Universal Time

1. Introduction

1.1. Purpose

- 1.1.1. The purpose of this statement of work is to define the requirements for fixed-wing aerial surveillance services for Conservation and Protection's (C&P) Fisheries Aerial Surveillance and Enforcement (FASE) program.

1.2. Objective

- 1.2.1. The objective is to acquire fixed-wing aerial surveillances services starting September 1, 2019. This includes state-of-the-art sensor equipment that will continue to support C&P's FASE program. These services remain a critical component of the overall C&P compliance strategy providing a valuable consistent presence and offering high level monitoring capability and real-time data collection.

2. Background

- 2.1. The Department of Fisheries and Oceans (DFO) has the lead federal role in managing Canada's fisheries and safeguarding its waters. The Department is guided by six legislative acts: *Fisheries Act*; *Oceans Act*; *Coastal Fisheries Protection Act*; *Species at Risk Act*; *Canada Shipping Act*, and *Fisheries and Recreational Harbours Act*.
- 2.2. The Fisheries and Harbour Management (FHM) Sector represents one of nine sectors within DFO, and is responsible for the conservation of Canada's freshwater and marine aquatic ecosystems, oceans, and maritime resources. The Sector is comprised of four key programs: Fisheries Resource Management, Small Craft Harbours, Fisheries and Licensing Policy, and Conservation & Protection.
- 2.3. In FHM, the Conservation & Protection (C&P) Program's objective is to promote compliance with legislation, regulations, and management measures for the conservation and sustainable use of Canada's aquatic resources. C&P also takes enforcement action against potential offenders and works in close collaboration with partners/stakeholders to implement effective controls and acceptable standards using innovative compliance and enforcement tools & strategies.
- 2.4. C&P's Fisheries Aerial Surveillance and Enforcement (FASE) program is one of several traditional enforcement monitoring tools in C&P's National Compliance Strategy aimed at detecting and deterring illegal activities. This type of monitoring capability has been in operation for over 4 decades, providing high level consistent monitoring and recording capability of compliant and illegal activity in real-time. It provides a presence to deter domestic and foreign illegal fishing activity, collect evidence of illegal activity, and support at-sea platforms to address suspected incidents/violations.
- 2.5. In addition, C&P is also signatory to several international Regional Fisheries Management Organizations (RFMOs). RFMOs are international organizations formed by countries with fishing interests in international waters. Some RFMOs function in an advisory role, others have management powers to set fishing effort limits and conservation measures.

- 2.6. C&P's commitment to some RFMOs includes enforcement of conservation measures including addressing illegal, unregulated, and unreported (IUU) fishing using aerial surveillance patrols in high threat areas of the convention of these RFMOs include:
 - 2.6.1. The Northwest Atlantic Fisheries Organization (NAFO);
 - 2.6.2. The International Commission for the Conservation of Atlantic Tunas (ICCAT); and
 - 2.6.3. The North Pacific Anadromous Fisheries Commission (NPAFC).
- 2.7. The FASE program is also a major contributor to several interdepartmental marine security initiatives. In keeping with the dedicated marine security funding received, all aerial surveillance data collected during fisheries patrols is shared at the Marine Security Operations Centres (MSOCs). This information is used to aid MSOC partner agencies in the development of the recognized maritime picture for identification of potential marine security threats.
- 2.8. The FASE program currently supports other DFO sectors and programs, for example, the Aquatic Ecosystems Sector, Ecosystem and Oceans Science Sector in patrolling fisheries closures, marine protected areas; and monitoring marine mammals (seal herd and whales) in support of Resource Management program; and also supports the Canadian Coast Guard in monitoring marine environmental response events.
- 2.9. In addition, C&P's FASE program supports other government departments to meet their respective mandates through the provision of fixed-wing aerial surveillances services both opportunistic and dedicated patrols authorized by C&P. These dedicated OGD patrols include pollution spills/environmental response, intelligence gathering, iceberg reconnaissance and search and assist patrols.
- 2.10. C&P is involved in a number of recently announced priorities wherein the FASE program is expected to play a key surveillance and enforcement role. This involves conducting aerial surveillance patrols supporting the Oceans Protection Plan related to marine mammal response, monitoring the expanded marine protected areas (MPAs) including additional fisheries closures and key species in those areas, as well as fish habitat and ecosystems.
- 2.11. It is anticipated, the FASE program may conduct increased monitoring in the Arctic reflective of increased fishing efforts.

3. C&P's Organizational Structure

- 3.1. C&P's organizational structure includes a national headquarters office located in Ottawa, Ontario and six regions managed from six regional headquarter offices stretching from coast to coast to coast (see Attachment 1 - Organizational Chart).
- 3.2. C&P's regional headquarter offices are: St. John's, Newfoundland and Labrador; Halifax, Nova Scotia; Québec City, Québec, Moncton, New Brunswick, Winnipeg, Manitoba, and Vancouver, British Columbia (see Attachment 2 – C&P Offices and locations).
- 3.3. C&P is sub-divided into 108 detachments employing approximately 600 fishery officers. The regional headquarters, detachments, Marine Patrol Program (MPP) and Offshore Surveillance Units (OSU) are responsible for all operational aspects of program delivery, including monitoring, control, and surveillance activities within their respective geographic areas.

- 3.4. Fishery Officers are trained to carry out a wide range of duties, in the air, on land and on the sea, as the federal government's first line of support in:
- enforcing the Fisheries Act and other related acts and regulations;
 - protecting fishery resources and fish habitats by conducting patrols in the air, on the land, and on the sea; and
 - participating in public education and awareness of the fishery resources and habitat protection.

4. Current C&P Operations

- 4.1. C&P's fisheries aerial surveillance operations are managed by C&P regional delegates whose responsibilities include: tasking and scheduling fishery officers (FOs) to conduct aerial surveillance and at-sea patrols; liaising with the Contractor regarding day-to-day patrols; scheduling; tasking and de-conflicting patrols relating to C&P operations or other operations.
- 4.2. Patrol areas are pre-determined based on several factors: intelligence obtained from internal sources; resource management measures (fishery openings/closures) and historical fishing patterns. The C&P regional delegate will develop monthly schedules, assign fishery officers to patrols, and prepare patrol taskings.
- 4.3. C&P regional delegates liaise with other government departments (OGD) to collaborate on opportunistic fisheries patrols looking for vessels of interest or events. C&P regional delegates coordinate their respective regional flying schedules incorporating OGD dedicated patrols. A yearly OGD utilization table is provided in Attachment 4.
- 4.4. Currently the FASE program is conducted out of three main bases of operation:
- 4.4.1. CFB Comox, BC;
 - 4.4.2. Halifax, Nova Scotia; and,
 - 4.4.3. St. John's, Newfoundland and Labrador.
- 4.5. On the east coast, the St. John's and Halifax Offshore detachments employ 18 and 9 fishery officers respectively who conduct both at-sea and aerial surveillance patrols; 365 days a year, 7 days a week, 24 hours a day. Both patrols, will normally originate out of St. John's and Halifax. Patrol times vary depending on operational requirements, for example, fisheries openings/closures or intelligence received.
- 4.6. Also, on the east coast, in the Gulf of St. Lawrence, fishery officers from regional detachments conduct daily surveillance patrols. These patrols are managed and depart from pre-approved temporary locations, for example, Sept Isles, Gaspé, or Blanc Sablon in Quebec and Moncton, New Brunswick.
- 4.7. On the west coast, C&P employ a team of eight fishery officers who conduct patrols from the current base location at CFB Comox, BC, 365 days a year, 7 days a week, 24 hours a day. Patrol times vary depending on operational requirements, for example, fisheries openings/closures or intelligence received.

- 4.8. In addition to patrols from the main base of operations and the temporary locations identified in Section 4.6, some patrols depart from pre-approved temporary locations. Such as, but not limited to; Iqaluit, NU; Gander, NL; Deer Lake, NL; Stephenville, NL; St. Anthony, NL; Sandspit, BC; or Terrace, BC whereby a fishery officer from one of these detachments will conduct a patrol(s).
- 4.9. The average patrol times, in all regions, range from 4.5 hours to 5.5 hours without refuelling. Patrols conducted from the main bases of operation and temporary locations could average 7-10 hours with stops for refuelling.
- 4.10. The following is the fixed-wing patrol statistics for the governmental fiscal year April 1, 2016 to March 31, 2017:

C&P Region	Monthly Average	Annual Flying Hours		
	Patrol Hours	Patrol Hours	Number of Patrols	Average flight Hours
Pacific	85.5	1,026.3	178.0	5.8
Central & Arctic	0.0	58.3	7.0	8.3
Quebec	37.0	115.4	51.0	8.7
Gulf	32.5	390.4	67.0	5.8
Maritimes	88.8	1,066.1	220.0	4.8
NL	155.4	1,864.8	439.0	4.2
Total	399.2	4,521.3	962.0	6.27

- 4.11. In addition to the fixed-wing patrols as stated above, C&P works with international partners, in particular with the United States and Japan, to enforce the conservation measures and detect and deter IUU fishing vessels in high threat areas of the North Pacific Anadromous Fisheries Commission Convention Area.
- 4.12. C&P's commitment to enforcement in the NPAFC Convention Area is supported through a collaborative agreement with DND. These patrols are conducted from temporary international bases of operations (previous patrols have been conducted from Japan and Hawaii). The operation is typically conducted between mid-May to September timeframe for approximately 3 to 4 weeks per year for approximately 120 patrol hours.
- 4.13. In the Arctic, limited fixed wing patrols are currently conducted to monitor fishing activity in the Davis Strait, large fisheries closures, as well as, marine protected areas in the MacKenzie Delta (Beaufort Sea) totaling approximately 60 hours annually.

5. Scope

- 5.1. Conservation and Protection (C&P) has a requirement for fixed-wing aerial surveillance services that provide the capability for covert and overt operations 365 days per year, 7 days per week, 24 hours per day, in all weather conditions.
- 5.2. These services will enable aerial surveillance of any point in Canada's inland areas, coastal, Arctic and offshore waters (see Attachment 3 for Areas of Responsibility).
- 5.3. In support of C&P's international obligations, fixed-wing aerial surveillance services are required in high threat areas of RFMOs.
- 5.4. Fixed-wing aerial surveillance services must include:
 - 5.4.1. Bases of operation;
 - 5.4.2. Medium and Longer range aircraft using state-of-the-art sensor suite equipment with voice and data communications for daily patrols;
 - 5.4.3. Sensor suite equipment is defined as: radar, electro-optic/infrared system, navigation system, night illumination capability, camera system, and I-ADMS.
 - 5.4.4. Standby capability is defined as: fully configured aircraft, flight crew, sensor suite equipment ready to depart within 2 hours' notice;
 - 5.4.5. Collecting, transferring, and storing flight patrol data in real-time and near real-time; and,
 - 5.4.6. Giving expert witness testimony, as required.
- 5.5. Conservation & Protection may require additional longer and/or medium range aircraft and additional base(s) of operation to meet increased operational requirements, if supplementary funding is made available. C&P will negotiate with the Contractor and PSPC on cost, start of services, and location of the aircraft.
- 5.6. C&P may extend fixed wing aerial surveillance services, under this contract, to other government departments and agencies to gather intelligence, as required.

6. C&P Operational Requirements

6.1 Daily Operations

- 6.1.1. C&P requires the Contractor possess a minimum of 5 years' experience in providing daily operations of similar fixed-wing aerial surveillance services as described in Section 9 or in the field of aerial surveillance.
- 6.1.2. C&P requires the Contractor conduct fixed-wing aerial surveillance patrols 365 days a year, 7 days a week, 24 hours a day, as and when required for the duration of the contract as described in the Operational Tempo in Section 9.
- 6.1.3. C&P requires the Contractor provide two (2) longer range fixed-wing fully configured aircraft; one (1) based in St. John's, Newfoundland; and one (1) based in Comox, BC to conduct fisheries patrols.

- 6.1.4. C&P requires the Contractor provide two (2) medium range fully configured fixed-wing aircraft based as follows: one (1) in St. John's, NL; and one (1) based in Halifax, NS to conduct fisheries patrols.
- 6.1.5. C&P requires the Contractor ensure all fully configured fixed-wing aircraft to be retained for the exclusive use of C&P, unless authorized by the Technical Authority.
- 6.1.6. C&P requires the Contractor conduct aerial surveillance services, under this contract, for Other Government Departments (OGDs) and Agencies, at C&P's discretion, to other government departments (OGDs) and agencies, as required. For example to the Department of National Defence for information gathering; to the Royal Canadian Mounted Police for information gathering; to Transport Canada for pollution spills; to Environment Canada and Climate Change for iceberg reconnaissance and environmental response; and to other agencies for all other emergencies or events (search and assist), etc.
- 6.1.7. C&P may require the Contractor provide additional fully configured fixed-wing aircraft. This may include a third (3rd) longer range aircraft and/or a third (3rd) medium range aircraft to conduct patrols 365 days a year, 7 days a week, 24 hours a day and in all weather conditions. C&P will negotiate with the Contractor and PSPC on cost, start of services, and location of any additional aircraft.

6.2. Standby Capability

- 6.2.1. C&P requires the Contractor ensure the aircraft, flight crew, and sensor suite equipment is ready to depart within 2 hours' notice from all bases of operation (permanent or temporary).
- 6.2.2. C&P requires the Contractor provide this service 365 days a year, 24 hours a day and 7 days a week in all weather conditions.

6.3. C&P Scheduling/Tasking Requirements

- 6.3.1. C&P requires the Contractor to liaise with the C&P regional delegates to prepare the monthly and/or daily flying schedules, tasking and de-conflicting patrols involving C&P or other operations.
- 6.3.2. The C&P regional delegate, in collaboration with the Contractor, must approve the periods of equipment downtime, ensuring C&P operational requirements are met. The Equipment Maintenance schedule will include all major aircraft maintenance e.g. structural or airframe repairs as well as maintenance of all related surveillance equipment.

6.4. Observe, Record and Report Requirements

- 6.4.1. C&P requires the Contractor, as and when required, conduct a fixed-wing aerial surveillance patrol without a C&P fishery officer or other supernumerary onboard. C&P

requires the Contractor provide a post-patrol report, in a format to be decided by C&P. The report will include, but is not limited to: coverage area, specific vessels of interest and/or events. The Contractor's role is to observe, record, and report (ORR) flight patrol data as described in the pre-patrol briefing.

6.5. Innovation And Change

- 6.5.1. C&P will welcome suggestions from the Contractor, at any time during the contract period, for innovative approaches to improve methods of delivering existing services to C&P. This may include improved methods such as innovations that result in reduced costs to Canada and/or improved types and levels of service.
- 6.5.2. Canada reserves the right to accept or reject any or all suggestions. The cost of suggestion/proposal preparation shall be borne by the Contractor. In addition, the development or implementation costs associated with these suggestions shall be borne by the Contractor, unless prior approval is received in writing from the Contracting Authority.

7. Infrastructure Support Requirements

7.1 Main Base(s) of Operations (MBO):

- 7.1.1. C&P requires the Contractor establish, operate and maintain, to provide the aerial surveillance services, in Canada:
 - 7.1.1.1. one (1) coastal main base of operations within 25 kms of C&P, RHQ, White Hills, St. John's, Newfoundland and Labrador,
 - 7.1.1.2. one (1) coastal main base of operations within 35 kms of C&P, RHQ, 16 Endeavour Drive, Dartmouth, Nova Scotia, and
 - 7.1.1.3. one (1) coastal main base of operations within 25 kms of the DFO Field Office located at 148 Port Augusta Street, Comox, British Columbia.
- 7.1.2. C&P requires the Contractor ensure there is sufficient covered hangar space to conduct aerial surveillance operations and required maintenance in accordance with the size and number of the proposed aircraft at each base of operations.
- 7.1.3. C&P requires the Contractor manage all required ground support facilities (at each temporary or permanent base of operations) including but not limited to: ground power operations, aircraft mobility, and cargo/passenger loading operations.
- 7.1.4. C&P requires the Contractor provide the following, at each main base of operation, to accommodate a minimum of four (4) fishery officers and/or four (4) supernumeraries when conducting pre and post patrol work.
 - 7.1.4.1. A secure climate controlled enclosed office, having a minimum 400 square feet surface, outfitted with the following:
 - 7.1.3.1.1 Four (4) Desks;
 - 7.1.3.1.2 Four (4) Ergonomic chairs;

- 7.1.3.1.3 Four (4) computers with 21 inch colour high definition monitors configured with DFO's operating system and software: Microsoft Outlook/Office 2016 (Word, Excel, Powerpoint) software upgrades and future software migration(s) as necessary to remain compatible with DFO;
 - 7.1.3.1.4 Two (2) Telephones with LAN line;
 - 7.1.3.1.5 One (1) Colour laser printer;
 - 7.1.3.1.6 One (1) Black and white laser printer;
 - 7.1.3.1.7 One (1) Photocopier;
 - 7.1.3.1.8 One (1) Scanner capable of scanning both documents and pictures; and
 - 7.1.3.1.9 One (1) Cross-cut paper shredder at Protected "B" level.
 - 7.1.3.1.10 Computers must have access to the data management system and high speed internet connectivity; minimum internet level capacity download speed of 25 Mbps and upload speed of 10 Mbps and unlimited monthly data usage. Internet connectivity (upload/download speeds) to increase over the life of the contract, as required.
 - 7.1.3.1.11 Enclosed office must have a door that can be locked to prevent unauthorized access.
 - 7.1.3.1.12 Enclosed office must be co-located with the briefing room facilities.
- 7.1.4.2. A climate controlled briefing room, having a minimum 400 square feet surface, to accommodate a minimum of 8 personnel outfitted with the following:
- 7.1.4.2.1. One (1) 8-10 person conference table;
 - 7.1.4.2.2. Eight (8) executive chairs;
 - 7.1.4.2.3. One (1) white board, minimum size (6' x 4');
 - 7.1.4.2.4. One (1) projection/overhead system capable of connecting to a PC laptop/computer provided by C&P or supernumerary;
 - 7.1.4.2.5. Wireless internet access in the briefing room; and
 - 7.1.4.2.6. Briefing room to be co-located with the enclosed office facility.
- 7.1.5. C&P requires the Contractor provide washroom facilities for both sexes co-located to both the briefing room and enclosed office.
- 7.1.6. C&P requires the Contractor provide 24-hours a day, 7 days a week access to the briefing room and enclosed office for fishery officers and supernumerary personnel.
- 7.1.7. C&P requires the Contractor provide a minimum of four (4) parking spaces for all C&P and/or supernumerary personnel within 15 minutes walking distance to MBO/office/briefing room.

7.1.8. C&P requires the Contractor provide meeting room facilities, as and when required, to host and conduct meetings with C&P personnel and others, as described in Section 9.2 – C&P Communications Requirements. The meeting room should accommodate a minimum of 15 participants. The meeting room can be co-located at one of the main bases of operations or at the following optional locations:

- 7.1.8.1.1. Ottawa, ON;
- 7.1.8.1.2. Halifax, NS; or
- 7.1.8.1.3. Vancouver, BC.

7.2. Temporary Bases of Operations

7.2.1 The Technical Authority or C&P regional delegate will initiate the requirements to depart and operate from temporary bases of operation.

7.2.2 C&P requires the Contractor manage all operational requirements while operating from a temporary base of operations, including but not limited to: flight crew accommodations, aircraft security; ground support facilities; and hangarage requirements.

7.3. Closure/ Opening/Relocate– bases of operations

7.3.1. C&P reserves the right to close/open/relocate a main base of operations, resulting from future operational requirements and decisions for the duration of this contract.

7.3.2. C&P will negotiate, in collaboration with the Contracting Authority and the Contractor, the details resulting in closing/opening/relocating a main base of operations.

7.4. Environmental Stewardship – Ground Support Facilities

7.4.1. C&P requires the Contractor develop environmental management procedures and ensure that these procedures conform with all current and imminent environmental requirements applicable to each base of operations (temporary or permanent).

8. Key Personnel Requirements

8.1. Key Personnel:

8.1.1. C&P requires the Contractor possess at least 5 years' experience in the management of human resources including developing, implementing and maintaining a human resources plan.

8.1.1.1. C&P requires the Contractor develop, implement and maintain a human resources sub-plan to manage, as a minimum, the key personnel described in 8.1.2.

8.1.1.2. The sub-plan includes policies and directives on, as a minimum, employee recruitment, retention, development, and day-to-day management to ensure the delivery of aerial surveillance services.

8.1.2. The Contractor must hire and maintain the following key personnel:

- 8.1.2.1. Flight Crew;
- 8.1.2.2. Sensor Operators;

- 8.1.2.3. Aircraft Maintenance Engineer(s);
- 8.1.2.4. Electronic Technicians;
- 8.1.2.5. Program Manager;
- 8.1.2.6. IT Systems Manager;
- 8.1.2.7. Operations Manager(s); and
- 8.1.2.8. IT Data Management System Support Personnel.

8.2 Key Personnel Duties

8.2.1 Flight Crew Requirements:

- 8.2.1.1 The Contractor must hire, retain and assign qualified personnel to perform the services required in a skilled, professional and competent manner. There must be a minimum of four (4) Contractor personnel assigned to each patrol consisting of:
 - 8.2.1.1.1 Pilot/Captain;
 - 8.2.1.1.2 Co-pilot;
 - 8.2.1.1.3 Radar/EOIR sensor operator; and
 - 8.2.1.1.4 Data management sensor operator.
- 8.2.1.2 All new hires or replacement crew must meet the same operational and security requirements as original flight crew and be authorized in writing by DFO prior to commencement of work.
- 8.2.1.3 Captains and Co-Pilots must be trained and licenced. Training must have included specific curriculum for low level mission procedures and low level emergencies. Training must meet Transport Canada guidelines, standards and certifications as described in the Canadian Aviation Regulations or its subsets. Training must include all required periodic re-qualifications.
- 8.2.1.4 The Contractor must provide a minimum of one fluently bilingual crew member when operating in the C&P Gulf and Quebec Regions where the majority of fishery officers' first language is French. The individual(s) must be identified on the flight crew table.
- 8.2.1.5 Pilot/Captain:
 - 8.2.1.5.1 All Pilots/Captains must possess the following minimum qualifications:
 - 8.2.1.5.1.1 3,500 hours total flight time;
 - 8.2.1.5.1.2 Individual Aircraft Type Rating;
 - 8.2.1.5.1.3 500 hours flight time on aircraft type proposed (or similar turbine);
 - 8.2.1.5.1.4 500 hours low level flight time (500 feet or below); and
 - 8.2.1.5.1.5 1,000 hours Pilot-in-Command

8.2.1.5.2 The Pilot's duties include at a minimum:

- 8.2.1.5.2.1 Responsibility for the overall safety, efficiency and smooth operation of the flights;
- 8.2.1.5.2.2 Prepare a detailed flight plan, study the coverage area and route, analyze weather reports and schedule for departures and arrivals;
- 8.2.1.5.2.3 Participate in pre-patrol and post patrol briefings with patrol crew, fishery officer and/or supernumerary;
- 8.2.1.5.2.4 Communicate with crew and fishery officer at periodic intervals during the flight, and check that appropriate instrumentation and navigation systems are working at full capacity; and
- 8.2.1.5.2.5 Prepare a detailed log pertaining to aircraft technical issues and complete the standard flight documentation as required.

8.2.1.6 Co-pilot:

8.2.1.6.1 All co-pilots must possess the following minimum qualifications:

- 8.2.1.6.1.1 1,500 hours total flight time; and
- 8.2.1.6.1.2 100 hours on proposed aircraft (or similar turbine).

8.2.1.6.2 The co-pilot's duties include at a minimum:

- 8.2.1.6.2.1 Assist the Captain as required;
- 8.2.1.6.2.2 Participate in pre-patrol and post-patrol briefings with patrol crew, fishery officer and/or supernumerary;
- 8.2.1.6.2.3 Perform pre-flight checklist on engines, hydraulics, and other systems;
- 8.2.1.6.2.4 Assist fishery officer with electronic communications to achieve the mission; and
- 8.2.1.6.2.5 Prepare a detailed log pertaining to aircraft technical issues and complete the standard flight documentation as required.

8.2.1.7 Radar/Electro-optic Sensor Operator(s):

8.2.1.7.1 Radar/Electro-optic Sensor Operator(s) must possess the following minimum qualifications:

- 8.2.1.7.1.1 250 hours radar homing experience (up to 50% of hours could be completed with high fidelity training simulation) for contact identification at 500 feet or below;
- 8.2.1.7.1.2 50 hours operating a 360-degrees search radar; and
- 8.2.1.7.1.3 25 hours experience operating electro-optic/infrared equipment.

- 8.2.1.7.2 The role of the Radar/Electro-optic Sensor Operator(s) at a minimum:
 - 8.2.1.7.2.1 As a member of the flight crew onboard the aircraft conducting fixed-wing aerial surveillance services; employ aircraft sensors in manual or electronic-assisted modes to actively and/or passively acquire, track, and monitor maritime and ground contacts;
 - 8.2.1.7.2.2 Participate in pre- and post-patrol briefings with flight crew, fishery officer and/or supernumerary;
 - 8.2.1.7.2.3 Detect, analyze and categorize between valid and invalid contacts using radar, electro-optical, low-light and infrared full-motion video imagery; and
 - 8.2.1.7.2.4 Interact with fishery officer and/or supernumerary throughout the patrol on capturing digital (includes photo stills and video) images of contacts.
- 8.2.1.8 Data Management Sensor Operator(s) – Photographer:
 - 8.2.1.8.1 Data Management Sensor Operator(s) – Photographer must possess the following minimum qualifications:
 - 8.2.1.8.1.1 Minimum 100 hours experience flying aerial surveillance missions;
 - 8.2.1.8.1.2 Minimum 50 hours experience operating an airborne data management system; and
 - 8.2.1.8.1.3 Minimum 50 hours experience operating the photographic equipment proposed.
 - 8.2.1.8.2 Data Management Sensor Operator(s) – Photographer duties include at a minimum:
 - 8.2.1.8.2.1 As a member of the flight crew onboard the aircraft conducting fixed-wing aerial surveillance services; employ aircraft sensors in manual or electronic-assisted modes to actively and/or passively acquire, track, and monitor maritime and ground contacts.
 - 8.2.1.8.2.2 Participate in pre-patrol and post patrol briefings with crew, fishery officer and/or supernumerary.
 - 8.2.1.8.2.3 Inform the fishery officer or supernumerary, pre-flight or during flight, of any sensor suite failures and prepare a log of the issues.
 - 8.2.1.8.2.4 Detects, and analyzes and discriminates between valid and invalid contacts using radar, electro-optical, low-light and infrared full-motion video imagery.
 - 8.2.1.8.2.5 Take airborne photography during night or day patrols, as directed.
 - 8.2.1.8.2.6 Collect contact information captured by I-ADMS throughout the patrol.

8.2.1.8.2.7 Interact with fishery officer(s) and/or supernumerary throughout the patrol on capturing photos and/or images of contacts.

8.2.2 Aircraft Maintenance Engineer(s):

8.2.2.1 The aircraft maintenance engineers must possess the following minimum qualifications:

8.2.2.1.1 Holder of Valid Transport Canada Aircraft Maintenance License; and

8.2.2.1.2 Contractor's endorsement to work on proposed aircraft.

8.2.3 Electronic Maintenance Technician(s)

8.2.3.1 The Electronic Maintenance Technician must possess the following minimum qualifications:

8.2.3.1.1 Two years' experience as an Electronic Technician; and

8.2.3.1.2 One year experience on proposed aerial surveillance equipment.

8.2.4 Program Manager:

8.2.4.1 The Contractor must hire and retain a Program Manager who will be the point of contact with the Contracting and Technical Authorities and will coordinate the Contractor's activities to meet the deliverables for the duration of the contract.

8.2.4.2 The Program Manager must possess the following minimum qualifications:

8.2.4.2.1 Five years' experience as a Program Manager in managing aviation services and maintenance with a minimum of 4 years in managing information technology related to system development and support; and

8.2.4.2.2 Five years' experience within the last 8 years in performing similar duties as described below.

8.2.4.3 The Program Manager's duties include, at a minimum:

8.2.4.3.1 Ensuring all program management processes are in place;

8.2.4.3.2 Planning, managing, monitoring, tracking and reporting the successful development, testing, deployment and support of fixed-wing aerial surveillance services;

8.2.4.3.3 Managing, planning, monitoring, tracking and reporting on the administration of each base of operations;

8.2.4.3.4 Managing all aspects of the program management plan and all its deliverables;

8.2.4.3.5 Reporting status and progress on all issues to the Contracting and Technical Authority;

8.2.4.3.6 Managing and ensuring that adequate resources are in place to meet the Contractor's deliverables;

- 8.2.4.3.7 Managing the program issues and risks, recommending solutions and escalating as required to the Contracting and Technical Authorities;
- 8.2.4.3.8 Attending meetings with the Technical Authority or delegate to discuss the progress on the services to be provided in the contract; and
- 8.2.4.3.9 Managing and reviewing all requests from the Technical Authority or delegate.

8.2.5 IT Systems Manager:

- 8.2.5.1 The Contractor must provide the services of an IT Systems Manager, who will be the lead for the data management services to customize, configure, test and support DMS during all Phases.
- 8.2.5.2 The IT Systems Manager must possess the following minimum qualifications:
 - 8.2.5.2.1 Minimum of 4 years within the last 7 years of demonstrated experience in performing similar duties described below in section 8.2.5.3;
 - 8.2.5.2.2 Four years' experience providing IT data management system support to users; and
 - 8.2.5.2.3 Four years' experience on proposed IT data management equipment and software.
- 8.2.5.3 IT Systems Manager duties include at a minimum:
 - 8.2.5.3.1 Acting as the lead IT Systems Manager to deliver I-ADMS and DMS and for any change requests that may alter the baseline application code;
 - 8.2.5.3.2 Translating C&P operational business or system requirements to system design and specifications;
 - 8.2.5.3.3 Analyzing the C&P operational and functional requirement to identify information, procedures and data design flows;
 - 8.2.5.3.4 Providing suggestions in the customization, configuration, testing and support of both I-ADMS and DMS to the Contracting and Technical Authorities;
 - 8.2.5.3.5 Leading the customization, configuration, testing and support of both the I-ADMS and DMS solution;
 - 8.2.5.3.6 Managing the debugging and resolution of issues as they appear; and
 - 8.2.5.3.7 Leading and managing the technical DMS team through each phase of the contract and for the duration of the contract.

8.2.6 Operations Manager(s):

- 8.2.6.1 The Contractor must hire and retain a minimum of one (1) Operations Manager at each main base of operations during all hours of operations.
- 8.2.6.2 The Contractor must maintain a current list of Operations Managers and provide the list to the Contracting and Technical Authorities upon request.
- 8.2.6.3 The Operations Managers must possess the following minimum qualifications:

- 8.2.6.3.1 Five years' experience as an Operations Manager providing direction on day-to-day operations and staff ; and
- 8.2.6.3.2 Five years' experience within the last 8 years in performing similar duties described below in section 8.2.6.4.
- 8.2.6.4 The Operations Managers' duties include, at a minimum:
 - 8.2.6.4.1 Liaising with C&P's National and regional personnel on a daily basis regarding the aerial surveillance operations / scheduling / tasking of the aircraft.
 - 8.2.6.4.2 Ensuring on-site supervision of the Contractor's personnel;
 - 8.2.6.4.3 Planning, monitoring, and reporting on the administration operations / maintenance of the fixed-wing aerial surveillance services for their assigned base of operations.
 - 8.2.6.4.4 Overseeing the daily operations of the main base of operation to ensure it meets the requirements of the contract.
 - 8.2.6.4.5 Measuring, addressing and reporting service gaps to Technical Authority or regional delegate including complaints or concerns from the flight crew or other Contractor's personnel on all issues;
 - 8.2.6.4.6 Reporting any closure (temporary or permanent) of a base of operations to the Contracting and Technical Authorities and regional delegate; and
 - 8.2.6.4.7 Ensuring the security requirements of the contract are respected.
- 8.2.7 IT Data Management System Support Personnel:
 - 8.2.7.1 The Data Management System Support personnel must possess the following minimum qualifications:
 - 8.2.7.1.1 Minimum of 2 years' experience providing data management system support, and
 - 8.2.7.1.2 Minimum of 1 year experience on proposed data management equipment.

8.3 Program Manager and IT Systems Manager Replacement

- 8.3.1 The Contractor must advise both the Contracting and Technical Authorities, within 24 hours from the date of letter of resignation/termination including the reason for resigning/terminating and the replacement strategy for the Program Manager and IT Systems Manager.
- 8.3.2 The Contractor must provide the name, qualifications and experience of the proposed replacement.
- 8.3.3 Proof must be provided that the proposed replacement has the required security clearance granted by Canada.
- 8.3.4 If the Contractor is unable to provide the services of the proposed individuals (either primary or back-up Program Manager or IT Systems Manager) for reasons beyond its control, the Contractor must provide the name of a replacement with similar qualifications

and experience within a 48-hour period of the date of the letter of resignation/termination.

8.3.5 Removal of Personnel

- 8.3.5.1 The Contractor must immediately remove, any personnel from performing work directly or indirectly in the provision of services for this contract, that:
- 8.3.5.1.1 Threaten the health, safety or security of personnel either Contractor or Government of Canada;
 - 8.3.5.1.2 Threaten the security and integrity of fixed-wing aerial surveillance services, data, or personal information;
 - 8.3.5.1.3 Perform incompetently or perform in a way that is disruptive to the services or that carry on any non-sanctioned business outside the terms of the Contract;
 - 8.3.5.1.4 Conduct themselves in an unprofessional or disrespectful manner;
 - 8.3.5.1.5 Commit serious misconduct;
 - 8.3.5.1.6 Have a conflict of interest;
 - 8.3.5.1.7 Behave in violation of the Contract; or
 - 8.3.5.1.8 Does not meet the minimum qualifications.

8.3.6 The Contractor must notify the Contracting and Technical Authority if it is removing personnel for any of the above reasons.

8.3.7 The Contractor must immediately withdraw the personnel in question from providing any further service under the Contract and immediately revoke all access to systems and facilities.

9. C&P Operational Tempo Requirements

9.1. C&P requires the Contractor provide the services as described in the table below. The table represents C&P's operational tempo for required fixed-wing aerial surveillance services.

Bases of Operation	Area of Responsibility	Environment	Frequency	Scheduling
9.1.1 East Coast – St. John's, NL: One (1) longer range aircraft and one (1) medium range				
C&P requires the Contractor provide one (1) coastal main base of operations in Canada. Location: St. John's, NL C&P requires the Contractor operate the aircraft from smaller Canadian airports, which have the capacity to support (fuel, lodging, de-icing, airport security) the aircraft and crew, on an as and when requested	Longer range: from Canada's coast in a straight-line to 500 NM offshore. Medium range: From Canada's coast in a straight-line to 400 nm offshore High threat areas of the Northwest Atlantic Fisheries Organization (NAFO) Regulatory Area. High threat areas of the International Commission for the Conservation of Atlantic Tunas (ICCAT).	C&P requires the Contractor perform fixed-wing aerial surveillance services: – 365 days; – 7 days a week; – 24 hours per day; and – In varying weather conditions. Longer range: conduct 10-hour patrols.	C&P requires the Contractor conduct longer range patrols, minimum annual flying hours: 1,000 hours Average monthly patrols = 8 patrols Medium range, minimum annual flying hours = 1,000 hours.	Operational planning cycle is on a yearly basis (April 1 to March 31) including post season analysis, costing; results; coverage areas, etc. Schedules are prepared and coordinated by C&P regional delegates for both C&P and all OGD patrols. Schedules will be prepared on average

Bases of Operation	Area of Responsibility	Environment	Frequency	Scheduling
basis.		Medium Range: conduct 6-hour patrols.		30 days in advance for the next month; scheduling will be updated as required to address operational requirements.
9.1.2 East Coast – Halifax, NS: One (1) Medium Range Aircraft				
<p>C&P requires the Contractor provide a one (1) coastal main base of operations in Canada.</p> <p>Location: Halifax, NS.</p> <p>C&P requires the Contractor operate the aircraft from smaller Canadian airports, which have the capacity to support (fuel, lodging, de-icing, airport security) the aircraft and crew, on an as and when requested basis.</p>	<p>From Canada's coast in a straight-line to 400 nm offshore.</p> <p>High threat areas of the Northwest Atlantic Fisheries Organization (NAFO) regulatory area.</p> <p>High threat areas of the International Commission for the Conservation of Atlantic Tunas (ICCAT).</p>	<p>C&P requires the Contractor perform fixed-wing aerial surveillance services:</p> <ul style="list-style-type: none"> – 365 days; – 7 days a week; – 24 hours per day; and – In varying weather conditions. <p>Medium Range: conduct 6-hour patrols.</p>	<p>C&P requires the Contractor conduct medium range patrols – minimum annual flying hours = 1,800 hours.</p> <p>Regional monthly average patrols:</p> <p>MT: 16 patrols Gulf: 5 patrols Quebec: 5 patrols</p>	<p>Operational planning cycle is on a yearly basis (April 1 to March 31) including post season analysis, costing; results; coverage areas, etc.</p> <p>Schedules are prepared and coordinated by C&P regional delegate for both C&P and all OGD patrols.</p> <p>Schedules will be prepared on average 30 days in advance for the next month; scheduling will be updated as required to address operational requirements.</p>
9.1.3 West Coast – Comox, BC: One (1) Longer Range Aircraft				
<p>C&P requires the Contractor provide one (1) coastal main base of operations in Canada.</p> <p>Location: Comox, BC.</p> <p>C&P requires the Contractor operate the aircraft from smaller Canadian airports, with capacity to support (fuel, lodging, de-icing, airport security) the aircraft and crew, on an as and when requested basis.</p>	<p>From Canada's coast in a straight-line to 500 NM offshore.</p>	<p>C&P requires the Contractor perform fixed-wing aerial surveillance services:</p> <ul style="list-style-type: none"> – 365 days; – 7 days a week; – 24 hours per day; and – In all weather conditions. <p>Longer range: conduct 10-hour patrols.</p>	<p>C&P requires the Contractor conduct longer range patrols, minimum annual flying hours = 1,000 hours.</p> <p>Average monthly patrols = 8 patrols</p>	<p>Operational planning cycle is on a yearly basis (April 1 to March 31) including post season analysis, costing; results; coverage area, etc.</p> <p>Schedules are prepared and coordinated by C&P regional delegate for both C&P and OGD patrols.</p> <p>Schedules will be prepared on average</p>

Bases of Operation	Area of Responsibility	Environment	Frequency	Scheduling
				30 days in advance for the next month; scheduling will be updated as required to address operational requirements.
9.1.4 Standby Capability				
C&P requires the Contractor be ready for departure within 2 hours from all permanent or temporary bases of operation including fully configured operational aircraft, flight crew and sensor suite equipment.	From Canada's coast in a straight-line to 500 NM offshore.	C&P requires the Contractor provide: <ul style="list-style-type: none"> – 2-hour call-out – In all weather conditions. – 365 days, – 7 days a week, and – 24 hours per day. 	As and when requested.	C&P regional delegate will advise of departure requirement.
9.1.5. Arctic: Longer Range Aircraft				
C&P requires the Contractor operate annually from two temporary bases of operations in the Arctic from: (1) Iqaluit, Nunavut, (2) Yellowknife or Inuvik, NWT.	For C&P purposes, Canadian arctic defined as (north of 60° latitude and south of 80° latitude). From Canada's coast in a straight-line to 500 NM offshore.	C&P requires the Contractor perform fixed-wing aerial surveillance services during the deployment period: <ul style="list-style-type: none"> – 7 days a week; – 24 hours per day; and – In all weather conditions. Longer range: conduct 10-hour patrols.	C&P requires the Contractor conduct longer range patrols, minimum annual seasonal flying hours = 300 hours in the Arctic. This is a seasonal requirement lasting normally 4-6 months (mid-May to mid-November). Average 3 patrols per week.	Operational planning cycle is on a yearly basis (April 1 to March 31) including post season analysis, costing; results; coverage area, etc. Schedules are prepared and coordinated by C&P regional delegate for both C&P and OGD patrols. Schedules will be prepared on average 30 days in advance for the next month; scheduling will be updated as required to address operational requirements.

Bases of Operation	Area of Responsibility	Environment	Frequency	Scheduling
9.1.6. North Pacific: Longer Range Aircraft				
<p>C&P requires the Contractor possess the authority and capability to land and operate from various international airports.</p> <p>Previous C&P fisheries patrols were conducted from Japan, Alaska and Hawaii.</p>	<p>High threat areas - the North Pacific Anadromous Fisheries Commission (NPAFC). See Attachment 3 for map of convention area.</p>	<p>Each aircraft must perform fixed-wing aerial surveillance services during the deployment period:</p> <ul style="list-style-type: none"> – 7 days a week; – 24 hours per day; and – In all weather conditions. <p>Longer range: conduct 10-hour patrols.</p>	<p>C&P requires the Contractor conduct international patrols, forecast is 150 flying hours in the High Threat Area annually.</p> <p>This will be a temporary assignment for 3 to 4 weeks between mid-May to September.</p> <p>Patrols conducted daily.</p>	<p>Operational planning cycle is on a yearly basis (April 1 to March 31) including post season analysis, costing; results; coverage area, etc.</p> <p>Schedules are prepared in collaboration with Contractor, C&P regional delegates and international partners.</p>

9.2. C&P Communications Requirements

9.2.1 Point of Contact - Operations

9.2.1.1 C&P requires the Contractor identify a point of contact, outside business hours, weekends and statutory/provincial holidays, at each base of operations for communication with the Technical Authority or regional delegate.

9.2.1.2 The role of the point of contact will be to liaise with the base Operations Manager and the Technical Authority or regional delegate in the event of a 2-hour call out requirement.

9.2.2 C&P requires the Contractor:

9.2.2.1 Maintain a daily liaison with the C&P regional delegate particularly as it relates to tasking and maintenance schedules;

9.2.2.2 Host and/or attend semi-annual meetings to discuss the program with C&P regional delegate(s) or as requested by the Technical Authority or C&P regional delegate(s); and

9.2.2.3 Host and/or attend semi-annual C&P's national operational planning meetings. The meetings will be held in locations across Canada with example locations being: Montreal, Toronto, Ottawa, St. John's, Halifax and Comox.

9.2.3 Public Relations

9.2.3.1 C&P requires the Contractor engage in promotion of their service under this contract, however if C&P's FASE program is being promoted, a C&P representative or Contracting Authority must be present during all discussions.

9.2.3.2 C&P requires the Contractor participate in air shows, upon approval of the Technical Authority to promote C&P's FASE program. C&P requires the Contractor provide a static display of the aircraft and flight crew personnel to engage with the public at each show. Marketing requirements (kiosk, promotional products) would be determined and coordinated by C&P. There could be a maximum of two air shows per government fiscal year.

9.2.4 Language of Correspondence

9.2.4.1 C&P requires the Contractor ensure that all communications between the key personnel and the Contracting Authority are made in English or in French.

9.2.4.2 C&P requires the Contractor ensure that fishery officers are able to receive service in their official language of choice at the main bases of operation during all hours of operation.

10. C&P Law Enforcement Requirements

10.1 Incident Report and Violations

10.1.1 C&P will provide appropriate training to the Contractor's designated personnel to facilitate preparation of violation/incident packages.

10.1.2 C&P requires the Contractor complete a violation/incident package(s) that must contain originals of all items specified by C&P or other government of Canada personnel, including flight patrol report, photographs / videos, audio files and flight crew notes that will be forwarded to C&P, (via electronic medium, as well as hard-copy, as and when required).

10.1.3 C&P requires the Contractor's personnel testify on behalf of Her Majesty during legal proceedings that involve evidence collected by sensor suite equipment. In these cases, the Contractor must arrange for all accommodations, meals and transportation to attend these proceedings. DFO will reimburse the Contractor according to Treasury Board guidelines for transportation, accommodations and meals, DFO will provide a per diem for each personnel required to testify.

10.2 Continuity of Evidence

10.2.1 C&P requires the Contractor maintain the continuity of evidence at all times. The Contractor must ensure the integrity of the data related to a violation or suspected violation be protected when transferring from/to a fishery officer or supernumerary. Continuity of evidence described as: "evidence must be accounted for at all stages of possession".

10.2.2 C&P requires the Contractor establish and implement a process whereby all media collected for C&P is retained for disclosure to crown counsel, and/or court.

10.3 Collection of Personal Information

10.3.1 C&P requires the Contractor collect personal information as required to perform the work.

10.3.2 C&P requires the Contractor seek and receive written approval from the Contracting Authority before collecting additional elements of personal information.

10.4 Intellectual Property

10.4.1 All data collected under this contract remains the property of Conservation & Protection and cannot be released to any party.

10.4.2 No information will be released to any party without the express written consent of the Director General of Conservation & Protection Directorate.

11. Fixed-Wing Aircraft Operational Requirements

11.1 The Contractor must have a Certificate of Airworthiness for each aircraft proposed, in addition to the approvals required for the aircraft and onboard systems, in accordance with Section 603-67 of the [Canadian Aviation Regulations](#) (CARs).

11.2 The Contractor must possess a valid:

11.2.1 Canadian Air Operator Certificate,

11.2.2 Approved Maintenance Organization Certificate – See Section 16.12; and

11.2.3 Certification to operate outside of Canada, see Section 9.1.6.

11.3 The Contractor must comply with all provisions of the [Canada Transportation Act](#) 1996, the [Aeronautics Act](#) and all directives, orders, rules and/or regulations under these Acts.

11.4 C&P requires the Contractor operate each aircraft at a minimum altitude of 100 feet above sea level during daytime and 500 feet during low light or night. The authority to conduct low level flying is in accordance with [CARs Section 602.15\(1\) \(d\)](#), as stated in the Fisheries Act and Coastal Fisheries Protection Act. This is to provide identification of vessels and their activities, for routine surveillance, violation/incident detection, and evidence collection.

11.5 C&P requires the Contractor develop, implement and maintain a Safety Management System (SMS) as per Transport Canada regulations to improve safety and minimize risk to fishery officers and all those onboard the aircraft.

11.5.1 C&P requires the Contractor detail in their SMS all the policies, processes, directives and reporting mechanisms as a sub-plan in the Program Management Plan described in Section 16.12. The sub-plan must include as a minimum the following SMS categories:

11.5.1.1 Planning

11.5.1.2 Policy

- 11.5.1.3 Goals & Objectives
- 11.5.1.4 Processes
- 11.5.1.5 Controls
- 11.5.1.6 Measurement
- 11.5.1.7 Correction

11.5.2 C&P requires the Contractor provide, to all C&P regional representatives, Technical and Contracting authorities, as described in 16.12.2.5.; monthly and/or as and when required; reports on hazards, incidents and accidents and measures for taking corrective actions to prevent their recurrence.

11.6 C&P requires the Contractor develop, implement and maintain Standard Operating Procedures for low level flying and develop and implement a Flight Crew Training Plan for low level flying.

11.7 Aircraft Engines

11.7.1 C&P requires the Contractor equip each aircraft with dual turbine powered engines in accordance with the Canadian Aviation Regulations to provide for flight patrol and personnel safety while operating over water.

11.8 Fixed-Wing Aircraft Minimum Specifications

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
11.8.1 Surveillance	C&P requires the Contractor provide the ability to conduct low and high aerial surveillance and reconnaissance in C&P's area of responsibility to detect, track, and obtain positive identification of contacts such as foreign/domestic fishing vessels, commercial vessels, icebergs, sea ice, marine mammals, oil pollution etc., in all weather conditions, day and night.	C&P requires the Contractor provide the ability to conduct low and high level aerial surveillance and reconnaissance in C&P's area of responsibility to detect, track, and obtain positive identification of contacts such as foreign/domestic fishing vessels, commercial vessels, icebergs, sea ice, marine mammals, oil pollution, etc., in all weather conditions, day and night.
11.8.2 Cabin Pressurization	C&P requires the Contractor equip each aircraft with a pressurized cabin for crew comfort, to permit efficient transit altitudes, and sufficient sensor ranges.	C&P requires the Contractor equip each aircraft with a pressurized cabin for crew comfort, to permit efficient transit altitudes, and sufficient sensor ranges.
11.8.3 Cabin Comfort	C&P requires the Contractor equip each aircraft with a heated and air-conditioned cabin such that the cabin temperature is regulated.	C&P requires the Contractor equip each aircraft with a heated and air-conditioned cabin such that the cabin temperature is regulated.
11.8.4 Cabin Noise	C&P requires the Contractor equip each aircraft cabin with low ambient noise	C&P requires the Contractor equip each aircraft cabin with low ambient noise

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	<p>emission levels that allow a conversation between parties without hearing difficulty.</p> <p>C&P requires the Contractor provide onboard headsets for fishery officer or supernumerary with active noise reduction technology/ hearing protection capability to keep noise emissions below 87dBA.</p>	<p>emission levels that allow a conversation between parties without hearing difficulty.</p> <p>C&P requires the Contractor provide onboard headsets for fishery officer or supernumerary with active noise reduction technology/ hearing protection capability to keep noise emissions below 87dBA.</p>
11.8.5 Cabin Configuration	<p>C&P requires the Contractor provide a cabin configuration detailing the location of all workstations and equipment.</p> <p>The cabin configuration must allow space for equipment in addition to comfortable and adjustable seating of crew, ease of movement with enough legroom to extend legs, and interaction with other crew members.</p>	<p>C&P requires the Contractor provide a cabin configuration detailing the location of all workstations and equipment.</p> <p>The cabin configuration must allow space for equipment in addition to comfortable and adjustable seating of crew, ease of movement with enough legroom to extend legs, and interaction with other crew members.</p>
11.8.6 Altimeter	C&P requires the Contractor equip each aircraft with a dual radar altimeter.	C&P requires the Contractor equip each aircraft with a dual radar altimeter.
11.8.7 Aircraft Flight Following	<p>C&P requires the Contractor provide a flight following system, for each aircraft, monitored continuously by the Contractor's and C&P personnel, to track the progress of each aircraft during patrols.</p> <p>The flight following system must be automated and refresh at 1 minute intervals.</p> <p>The flight following system must be linked to the DMS for near real-time visual display of aircraft's position for situational awareness and mission safety.</p> <p>Each aircraft must have a back-up real-time flight following system to ensure fishery officer and mission safety (ex. high frequency radio or satellite communication).</p>	<p>C&P requires the Contractor provide a flight following system, for each aircraft, monitored continuously by the Contractor's and C&P personnel, to track the progress of each aircraft during patrols.</p> <p>The flight following system must be automated and refresh at 1 minute intervals.</p> <p>The flight following system must be linked to the DMS for near real-time visual display of aircraft's position for situational awareness and mission safety.</p> <p>Each aircraft must have a back-up real-time flight following system to ensure fishery officer and mission safety (ex. high frequency radio or satellite communication).</p>

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
11.8.8 Aircraft Communications	<p>C&P requires the Contractor equip each aircraft with an audio system that will record and replay voice transmissions between all parties (aircraft and vessel) when hailing vessels audible from each workstation.</p> <p>C&P requires the Contractor equip each aircraft with commercial satellite communications, within all areas of responsibility, for:</p> <ul style="list-style-type: none"> – Voice communication; and – Encrypted satellite data link. <p>C&P requires the Contractor equip each aircraft with an antenna that will allow use of C&P's VHF/700/800 MHz or multi-band mobile radio for communication with C&P's land-mobile radio systems. C&P will provide programmed mobile radios for installation on the aircraft.</p> <p>Each aircraft must be equipped with an integrated cockpit to cabin intercom system accessible at each workstation to allow individual volume and selection control. This intercom system must be integrated in the cabin head set to allow each fishery officer or supernumerary to communicate either privately or openly using:</p> <ul style="list-style-type: none"> – Satellite voice communications; – Marine frequencies; and – C&P land mobile radio systems. 	<p>C&P requires the Contractor equip each aircraft with an audio system that will record and replay voice transmissions between all parties (aircraft and vessel) when hailing vessels audible from each workstation.</p> <p>C&P requires the Contractor equip each aircraft with commercial satellite communications, within all areas of responsibility, for:</p> <ul style="list-style-type: none"> – Voice communication; and – Encrypted satellite data link. <p>C&P requires the Contractor equip each aircraft patrolling in the Arctic and HSDN with either high frequency radios or Beyond Line of Sight communications for the duration of these patrols.</p> <p>C&P requires the Contractor equip each aircraft with an antenna that will allow use of C&P's VHF/700/800 MHz or multi-band mobile radio for communication with C&P's land-mobile radio systems. C&P will provide programmed mobile radios for installation on the aircraft.</p> <p>Each aircraft must be equipped with an integrated cockpit to cabin intercom system accessible at each workstation to allow individual volume and selection control. This intercom system must be integrated in the cabin head set to allow each fishery officer or supernumerary to communicate either privately or openly using:</p> <ul style="list-style-type: none"> – Satellite voice communications; – Marine frequencies; and – C&P land mobile radio systems.
11.8.9 Aircraft navigation systems	C&P requires the Contractor equip each onboard navigation system with two independent latest generation Global	C&P requires the Contractor equip each onboard navigation system with two independent latest generation Global

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	Positioning System navigational receivers that must provide an absolute position error of less than or equal to 5 metres or better (>95% confidence) in all areas of operation.	Positioning System navigational receivers that must provide an absolute position error of less than or equal to 5 metres or better (>95% confidence) in all areas of operation.
11.8.10 Shipborne Automatic Identification System (AIS) Receiver	<p>C&P requires the Contractor equip each aircraft with a Class A- AIS receiver to accept and record Class A and Class B, AIS contact information to include at a minimum: ship's Maritime Mobile Service Identity (MMSI) number, IMO, vessel name, nationality, type, position, course, speed, and navigational status.</p> <p>Shipborne Automatic Identification System (AIS) Requirement: http://www.tc.gc.ca/eng/marinesafety/bulletins-2007-09-eng.htm</p> <p>On each aircraft, the AIS contact information must be integrated and recoded into the I-ADMS for viewing on the workstations.</p>	<p>C&P requires the Contractor equip each aircraft with a Class A- AIS receiver to accept and record Class A and Class B AIS contact information to include at a minimum: ship's Maritime Mobile Service Identity (MMSI) number, IMO, vessel name, nationality, type, position, course, speed, and navigational status.</p> <p>Shipborne Automatic Identification System (AIS) Requirement: http://www.tc.gc.ca/eng/marinesafety/bulletins-2007-09-eng.htm</p> <p>On each aircraft, the AIS contact information must be integrated and recoded into the I-ADMS for viewing on the workstations.</p>
11.8.11 Multi-band direction finder	C&P requires the Contractor equip each aircraft with a multi-band direction finder for search and rescue distress signals.	C&P requires the Contractor equip each aircraft with a multi-band direction finder for search and rescue distress signals.
11.8.12 Night Illumination Capability	<p>The Contractor must equip each aircraft with a night illumination capability to capture a high resolution digital colour image at a minimum of 500 feet allowing for identification of vessel name, side numbers and ascertain the vessel's activity in varying degrees of darkness.</p> <p>The I-ADMS must visually display contacts with night imagery in real time for onboard analysis.</p>	<p>The Contractor must equip each aircraft with a night illumination capability to capture a high resolution digital colour image at a minimum of 500 feet allowing for identification of vessel name, side numbers and ascertain the vessel's activity in varying degrees of darkness.</p> <p>The I-ADMS must visually display contacts with night imagery in real time for onboard analysis.</p>

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
11.8.13 Range	C&P requires the Contractor provide an aircraft with a minimum patrol range at least 900 NM without refueling in normal weather conditions, while maintaining fuel reserves as required by CARs.	C&P requires the Contractor provide an aircraft with a minimum patrol range at least 1,600 NM without refueling in normal weather conditions, while maintaining fuel reserves as required by CARs.
11.8.14 Endurance	C&P requires the Contractor provide an aircraft with endurance to travel beyond Canada's 200 NM EEZ from a main base of operations 400 NM away and conduct a 6-hour patrol.	<p>C&P requires the Contractor provide an aircraft with endurance to travel beyond Canada's 200 NM EEZ from a main base of operations 500 NM away to conduct high seas driftnet patrols.</p> <p>C&P requires the Contractor provide an aircraft to self-deploy and conduct 10-hour patrols in high threat areas in the North Pacific.</p>
11.8.15 Search Altitudes	<p>C&P requires the Contractor provide an aircraft with a maximum altitude of 25,000 feet and the minimum low level flying using visual flight rules (VFR) daytime = 100 feet; night time = 500 feet.</p> <p>Search altitudes vary depending on the circumstances.</p>	<p>C&P requires the Contractor provide an aircraft with a maximum altitude of 25,000 feet and minimum low level flying using visual flight rules (VFR) daytime = 100 feet; night time = 500 feet.</p> <p>Search altitudes vary depending on the circumstances.</p>
11.8.16 Speed	<p>C&P requires the Contractor patrol in C&P's area of responsibility out to 200 NM and beyond to 400NM and back to conduct a 6 hour surveillance operation.</p> <p>Search Speed: Search speed is dependent on the search altitude and search pattern. Search speed must be slow enough to allow low level flying for video/still photography.</p>	<p>C&P requires the Contractor patrol in C&P's area of responsibility out to 200 NM and beyond to 500NM and back to conduct a 10 hour surveillance operation.</p> <p>Search speed: Search speed is dependent on the search altitude and search pattern. Search speed must be slow enough to allow low level flying for video/still photography.</p>
11.8.17 Runway	C&P requires the Contractor provide aircraft capable of takeoff, refueling, and landing on a paved runway or hard surface alternative with sufficient fuel onboard, under all weather conditions except where limited by safety considerations e.g. ice or snow	C&P requires the Contractor provide aircraft capable of takeoff, refueling, and landing on a paved runway or suitable gravel alternative (gravel kit) with sufficient fuel onboard, under all weather conditions except where limited by safety considerations e.g. ice or

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	covered runways. Available runway capability may vary depending on coverage areas.	snow covered runways. Available runway capability may vary depending on coverage areas.
11.8.18 Crew Complement	C&P requires the Contractor provide seating capacity onboard for up to 6 personnel: <ul style="list-style-type: none"> – Four (4) flight crew personnel, and – Two (2) C&P or supernumeraries. 	C&P requires the Contractor provide seating capacity onboard for up to 8 personnel: <ul style="list-style-type: none"> – Four (4) flight crew personnel, and – Four (4) C&P or supernumeraries.
11.8.19 Onboard Workstations	<p>C&P requires the Contractor configure each aircraft with two (2) forward facing workstations.</p> <p>C&P requires the Contractor equip all workstations with the following:</p> <ul style="list-style-type: none"> – Document holder; – Ergonomic seats with seat belts; and – Observation window with retractable polarized window blinds, ultraviolet tint with ability to view outside. <p>All workstations on each aircraft, must display on a single device, all aircraft sensor information to enable monitoring of all information that is being detected, gathered and recorded.</p> <p>The single device at each workstation must be equipped with independent controls for brightness / contrast / controls when selecting the sensor suite screens.</p> <p>The single device at each workstation must be compatible with the latest C&P operating system and software suite with updates when required, at no cost to C&P.</p> <ul style="list-style-type: none"> – One workstation must have a standalone power outlet. <p>The Contractor is responsible, on each</p>	<p>C&P requires the Contractor configure each aircraft with four (4) workstations.</p> <p>C&P requires the Contractor equip all workstations with the following:</p> <ul style="list-style-type: none"> – Document holder; – Ergonomic seats with seat belts; and – Observation window with retractable polarized window blinds, ultraviolet tint with ability to view outside. <p>All workstations on each aircraft, must display on a single device, all aircraft sensor information to enable monitoring of all information that is being detected, gathered and recorded.</p> <p>The single device at each workstation must be equipped with independent controls for brightness/contrast/controls when selecting the sensor suite screens.</p> <p>The single device at each workstation must be compatible with the latest C&P operating system and software suite with updates when required at no cost to C&P.</p> <ul style="list-style-type: none"> – One workstation must have a standalone power outlet. <p>C&P requires the Contractor is responsible,</p>

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	aircraft, all device maintenance, upgrades, malware management and life cycle management.	on each aircraft, all device maintenance, upgrades, malware management and life cycle management.
11.8.20 Windows	<p>C&P requires the Contractor equip each aircraft with two (2) observation windows; one (1) window located at each workstation that must:</p> <ul style="list-style-type: none"> a) Provide a 90 degree ocular field of view, including fore, lateral and aft aspects; b) Be free of condensation; fog, frost during missions; c) Be free of optical defects, (e.g. cracks, blemishes, etc.); and d) Minimize glare and reflection that would cause vision impairment but allow a fishery officer to identify the names and numbers of vessels of interest and to observe and ascertain their activities. 	<p>C&P requires the Contractor equip each aircraft with four (4) observation windows; one (1) window located at each workstation that must:</p> <ul style="list-style-type: none"> a) Provide a 90 degree ocular field of view, including fore, lateral and aft aspects; b) Be free of condensation; fog, frost during missions; c) Be free of optical defects, (e.g. cracks, blemishes, etc.); and d) Minimize glare and reflection that would cause vision impairment but allow a fishery officer to identify the names and numbers of vessels of interest and to observe and ascertain their activities. <p>In addition, each aircraft must be equipped with two (2) bubble-style spotter windows/stations, with one (1) spotter window located on each side of the cabin approximately opposite one another.</p> <p>Each bubble-style spotter window must:</p> <ul style="list-style-type: none"> a) Be large enough to allow viewing wearing communication headsets; b) Provide field of view; c) Be free of condensation, fog and frost during patrols; and d) Minimize glare and reflection that would cause vision impairment but allow a fishery officer to identify the names and numbers of vessels of interest and to observe and ascertain their activities. <p>Each spotter window station must:</p> <ul style="list-style-type: none"> – Accommodate one (1) individual/spotter sitting comfortably with lap belt.

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
		<ul style="list-style-type: none"> – Spotter seats must be equipped with: <ul style="list-style-type: none"> ○ adjustable rests for support of arms and shoulders; ○ vertical adjustment with cushioned seats; ○ adjust towards and away from spotter window; and ○ seat must swivel 90°.
11.8.21 Survival Equipment	<p>C&P requires the Contractor equip each aircraft with survival equipment as per CARs S602.61 and S602.63.</p> <p>C&P requires the Contractor supply and maintain with valid certification on each aircraft:</p> <ul style="list-style-type: none"> – Overnight survival Kit 	<p>C&P requires the Contractor equip each aircraft with survival equipment as per CARs S602.61 and S602.63.</p> <p>C&P requires the Contractor supply and maintain with valid certifications on each aircraft an:</p> <ul style="list-style-type: none"> – Arctic Survival Kit; and – Overnight survival Kit
11.8.22 First Aid Kit	<p>C&P requires the Contractor equip each aircraft with a first aid kit that is easily accessible with one hand. (S604.117).</p> <p>C&P requires the Contractor maintain the life cycle management of first aid kit.</p>	<p>C&P requires the Contractor equip each aircraft with a first aid kit easily accessible with one hand. (S604.117).</p> <p>C&P requires the Contractor maintain the life cycle management of first aid kit.</p>
11.8.23 Automatic External Defibrillator - AED	<p>C&P requires the Contractor equip each aircraft with automatic external defibrillator, easily accessible, with the following capabilities:</p> <ul style="list-style-type: none"> – Easy to set up and use, – Powered by long-life battery; minimum 4 years, and – Altitude; 0 to 15,000 feet. <p>C&P requires the Contractor maintain the life cycle management of the defibrillator kit.</p>	<p>C&P requires the Contractor equip each aircraft with automatic external defibrillator, easily accessible, with the following capabilities:</p> <ul style="list-style-type: none"> – Easy to set up and use, – Powered by long-life battery; minimum 4 years, and – Altitude; 0 to 15,000 feet. <p>C&P requires the Contractor maintain the life cycle management of the defibrillator kit.</p>
11.8.24 Printer	C&P requires the Contractor equip each aircraft with a high quality (4800 x 2400 dpi or higher) colour printer, that must be capable of printing mission data (text, tables, graphic	C&P requires the Contractor equip each aircraft with a high quality (4800 x 2400 dpi or higher) colour printer, that must be capable of printing mission data (text, tables,

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	reports, digital photographs and charts) in real time.	graphic reports, digital photographs and charts) in real time.
11.8.25 Galley	Not Required.	C&P requires the Contractor equip each aircraft with a galley. At a minimum, the galley must include workspace and measures to secure food, microwave, fridge; working sink; storage and utensils for 8 crew members, and garbage disposal.
11.8.26 Lavatory	C&P requires the Contractor equip and maintain on each aircraft a private lavatory including: a) a securable door; b) emergency oxygen; c) toilet tissue dispenser; d) hand sanitizer dispenser; e) paper towel dispenser; f) lighting fixtures; and g) waste container.	C&P requires the Contractor equip and maintain each aircraft a private lavatory including: a) a securable door; b) emergency oxygen; c) ventilation; d) handwashing basin; e) toilet tissue dispenser; f) paper towel dispenser; g) lighting fixtures; and h) waste container.
11.8.27 Aircraft Safety	C&P requires the Contractor equip each aircraft with immersion suits approved for survival in an offshore marine environment, for all Contractor and other personnel onboard. Suits must be Transport Canada approved: http://www.tc.gc.ca/marinesafety/APCI-ICPA/en/APCI_generic.asp?cat=ALE C&P requires the Contractor equip each aircraft with a life raft in accordance with Canadian Aviation Regulations (CAR) Section 602.63 , complete with Emergency Locator Transmitter (ELT), meeting the requirements of Transport Canada for an offshore marine environment and adequate in size to accommodate all onboard personnel in accordance with CAR. C&P requires the Contractor equip each aircraft with automatic deployment oxygen	C&P requires the Contractor equip each aircraft with immersion suits approved for survival in an offshore marine environment, for all Contractor and other personnel onboard. Suits must be Transport Canada approved: http://www.tc.gc.ca/marinesafety/APCI-ICPA/en/APCI_generic.asp?cat=ALE C&P requires the Contractor equip each aircraft with a life raft in accordance with Canadian Aviation Regulations (CAR) Section 602.63 , complete with Emergency Locator Transmitter (ELT), meeting the requirements of Transport Canada for an offshore marine environment and adequate in size to accommodate all onboard personnel in accordance with CAR. C&P requires the Contractor equip each aircraft with automatic deployment oxygen

Performance Capabilities	Medium range endurance - exclusive use	Longer range endurance - exclusive use
	<p>masks for all personnel.</p> <p>C&P requires the Contractor equip each aircraft with the following devices for all personnel onboard. The devices must be readily accessible from a sitting position and clipped on a jacket or belt.</p> <p>The devices are:</p> <ul style="list-style-type: none"> – A portable personal breathing equipment or Helicopter Emergency Egress Device (HEED); and – A handheld personal locator beacon (PLB). 	<p>masks for all personnel.</p> <p>C&P requires the Contractor equip each aircraft with the following devices for all personnel onboard. The devices must be readily accessible from a sitting position and clipped on a jacket or belt.</p> <p>The devices are:</p> <ul style="list-style-type: none"> – A portable personal breathing equipment or Helicopter Emergency Egress Device (HEED); and – A handheld personal locator beacon (PLB).
11.8.28 Deploy Capability	Not required.	<p>C&P requires the Contractor deploy from each aircraft the following:</p> <ul style="list-style-type: none"> a) illumination flares, b) marine markers, c) buoy markers, d) land smoke markers, and e) certified rescue equipment. <p>C&P requires the Contractor maintain all deployable flares, markers, and equipment with valid certifications.</p>
11.8.29 Aircraft colour and Markings	C&P requires the Contractor paint each aircraft in a colour scheme and markings to be approved by C&P. The Contractor is responsible for the cost of painting each aircraft.	C&P requires the Contractor paint each aircraft in a colour scheme and markings to be approved by C&P. The Contractor is responsible for the cost of painting each aircraft.

12. Integrated Sensor Suite Requirements

12.1 Airborne long range 360° Search Radar

- 12.1.1 The Contractor must supply, on each aircraft, an airborne long range 360-degree free of obstruction multi-mode search radar system to provide on-water search and detection of contacts throughout the patrol.

- 12.1.2 The radar must operate in all-weather conditions, day and night, capable of penetrating clouds, rain, smoke, smog, and fog.
- 12.1.3 The radar system must conduct long-range maritime surveillance of contacts to a distance of 160 nautical miles.
- 12.1.4 The radar system must operate, at a minimum, in the following, multi-modes:
- 12.1.4.1 Synthetic aperture radar mode to detect over-land surveillance of coastline, interior geographic features (e.g. habitat destruction) and measure length of an oil spill;
 - 12.1.4.2 Inverse synthetic aperture radar mode to classify and build a library of contacts (e.g. fishing vessels, container vessels, etc);
 - 12.1.4.3 Track while Scan (TWS) mode for automatic tracking of detected on-water contacts;
 - 12.1.4.4 Small contact recognition mode used for short range detection of small contacts (e.g. fishing buoy, life raft) and be adaptable to changes in aircraft course, speed and altitude;
 - 12.1.4.5 Large area search mode for longer range surveillance and detection of medium to large contacts (e.g. factory trawlers, tankers, container vessels, etc); and
 - 12.1.4.6 Weather mode for crew safety.
- 12.1.5 The radar system must provide contact detection, classification, tracking, and imaging capabilities in both a marine environment and over land operations. Contacts could include: all vessels types; marine life; icebergs; land masses (habitat destruction) and other surveillance activities during patrols.
- 12.1.5.1 The radar system must detect, classify and simultaneously track a minimum of 200 contacts. For example:
- 12.1.5.1.1 small fishing vessels (e.g. less than 35 feet); sail boats, or yachts;
 - 12.1.2.1.2 small contacts (e.g. round orange fishing buoy 24 inches in circumference x 8 inches high, made of high density plastic; and
 - 12.1.2.1.3 be able to detect, map and measure pollution oil slicks in various sea states.
- 12.1.5.2 The radar system must detect, stationary and slow moving contacts (e.g. fishing vessel between 1-5 knots) on water and/or low level air contacts (oil rig support helicopter) with speeds up to 300 knots.



12.1.6 The radar system must detect and track radar contacts as per the Table 2 below.

Table 2				
Target	Radar cross-section (<i>square meters</i>)	Aircraft Altitude (feet)	Detection Range (nautical miles)	Sea State
Small, Fishing Buoy	24" x 8"	500.0	2-20	3
Small, Slow Surface Vessel	1.0	500.0	2-20	3
Small, Fast Target	5.0	500.0	8-18	3
Slow Surface Vessel	10.0	500.0	5-25	3
Slow Surface Vessel	10.0	1,000.0	5-35	3
Slow Surface Vessel	50.0	2,000.0	8-50	3
Slow Surface Vessel	100.0	3,000.0	5-65	3
Slow Surface Vessel	1,000.0	8,000.0	18-105	3
Slow Surface Vessel	1,000.0	16,000.0	18-160	3

12.1.7 The radar system must possess ground stabilization, for a minimum of $\pm 20^\circ$ in roll and $\pm 15^\circ$ in pitch, to increase operator ability to study contacts and analyze vessel activity.

12.1.8 The radar screen must display:

- 12.1.8.1 Full 360 degrees without obstruction search sector or an operator-selectable sector of the 360 degrees;
- 12.1.8.2 The latitude and longitude of all contacts identified by cursors for instant verification of contact position without having to fly over;
- 12.1.8.3 Allow contact classification using inverse synthetic aperture radar to build a library containing a minimum of 200 contacts;
- 12.1.8.4 A digital read-out, displaying date, time, position, ground speed, range and bearing of contacts, aircraft heading and cursor latitude and longitude; and
- 12.1.8.5 A range of 3 to 160 NM.

12.1.9 The radar must accept coordinates from the aircraft's navigation systems (i.e., pitch, roll, yaw, altitude, speed, acceleration and position).

12.1.10 The radar system must provide a resolution of one meter under conditions of sea state 2 (wave height 0.3 to 1 meter), out to a range of at least 80 NM.

12.1.11 The radar system must be integrated with the EO/IR system to allow cueing of the EO/IR system to a radar contact.

12.1.12 The radar must be integrated and transmit annotated contact information to the onboard data management system on both an automatic and manual basis. Data transmission must include all contact information necessary for flight mission management, violation documentation and report preparation.

12.2 Electro Optic/Infrared System

12.2.1 The Contractor must provide, on each aircraft, an electro-optic/infrared system with the ability to detect, classify and identify various contacts of interest ranging in size from fishing buoys to large fishing vessels from normal search operating altitudes during day and night with enhanced capability during low thermal contrast conditions through cloud, fog, smoke, haze and precipitation.

12.2.2 The EO/IR must, at a minimum:

- 12.2.2.1 Be a steerable turret with a range of 360 degrees in azimuth coverage and +90 degrees to -120 degrees in elevation (0 degrees being straight down vertical);
- 12.2.2.2 Include a camera for color daylight and low-light operations in the visible light band;
- 12.2.2.3 Include a mid-wave infrared camera operating in the 3 to 5 micrometer light band for daylight and night time operation; and
- 12.2.2.4 Include a laser illuminator compatible with the color and low-light level TV that can be used to read ship registration letters in total darkness.
- 12.2.2.5 The EO/IR system must also include a dedicated wide area search sensor system as described in section 12.2.2.9.

12.2.2.6 The EOIR system must be able to meet or exceed the ranges for these performance scenarios:

Object of Interest	Dimension (average length meters)	Task	Altitude (Feet)	Contrast		Slant Range (Kilometers)	
				Temperature	Target Contrast Reflectivity (Fog, Haze)	Day	Night
Fishing Vessel	12.6	Detection	10,000	3 deg C	50%	70.0 kms	55.0 kms
Fishing Vessel	12.6	Classify	5,000	3 deg C	50%	45.0 kms	25.0 kms
Vessel Letter Markings	0.08	Identify (read)	1,000	N/A	50%	0.5 kms	0.5 kms
Buoy (not orange in colour)	0.28	Detection	5,000	3 deg C	50%	5.0 kms	2.0 kms
Buoy (not orange in colour)	0.28	Classify	1,000	3 deg C	50%	2.0 kms	0.5 kms

12.2.2.7 The visible sensor must have the following characteristics:

- 12.2.2.7.1 Minimum horizontal & vertical number of detector pixels = 1920 x 1080;
- 12.2.2.7.2 Daytime color imaging and display;
- 12.2.2.7.3 Daytime continuous zoom;
- 12.2.2.7.4 Largest Wide Field of view (FOV) visible horizontal = 25 degrees;
- 12.2.2.7.5 Visible low-light Level capability – desirable; and
- 12.2.2.7.6 Short Wave IR (SWIR) spotter sensor – desirable.

12.2.2.8 The mid-wave infrared sensor must have these characteristics:

- 12.2.2.8.1 Minimum horizontal & vertical number of detector pixels = 1280 x 720;

- 12.2.2.8.2 Largest wide field of view (FOV) horizontal = 25 degrees; and
- 12.2.2.8.3 Time to change FOV IR (if applicable) = 1 second.
- 12.2.2.9 Given the need to search wide open oceans for various small targets in a reasonable amount of time, the wide area search system must operate continuously to adaptively search and detect potential targets. This search must continually take place while the steerable turret sensors are available to investigate potential targets without interrupting the search.
- 12.2.2.10 The search system must be able to detect and record the latitude and longitude position in real-time. For a 17 feet long by 3 foot high small embarkation with 80% probability, the system must provide at least a surface search swath (total surface width across the flight path of the aircraft) of 3 NM or 5.5 kilometres, in daytime clear visibility operating at 5,000 feet. The search system must possess capability to manage false alarms. The search system elevation pointing angle must be adjustable in flight to optimize the search for other targets of various sizes and various atmospheric conditions.
- 12.2.2.11 Be self-stabilized or contained in a single stabilized platform. Vibration must be reduced to maximize use of the sensors.
- 12.2.2.12 Not suffer reduction in image quality from the camera to the sensor display to the recorder.
- 12.2.2.13 Be digital with no digital to analogue conversions.
- 12.2.2.14 Live video feed is viewable at each workstation on each aircraft and must be capable of pausing, rewinding, replaying and viewing the captured video, frame by frame in High Definition.
- 12.2.2.15 Interfaces to accept radar and navigation data into integrated airborne data management system.
- 12.2.2.16 All video recordings must be in high definition and stored with metadata using standard video metadata format, for post mission analysis and review, including aircraft navigation data, time, and target information.

12.3 Navigation System

- 12.3.1 The Contractor must ensure the aircraft's navigation system must:
 - 12.3.1.1 integrate with sensor suite to accept and store way points. The ability to modify the way points in flight (either through manual updates or automatic data feed in the onboard data management system) is required; and
 - 12.3.1.2 plot fishery management boundaries in rhumb line and geodesic formats as published coordinates, landmarks and/or arcs of circles from base points as

defined in Canadian Acts and Orders. <http://www.C&P-mpo.gc.ca/acts-lois/regulations-reglements-eng.htm>

- 12.3.2 The Contractor must operate on GPS default in the World Geodesic System 1984 (WGS84 is equivalent to North American Datum 1983 format) map datum.
- 12.3.3 The aircraft's navigation system must update to reflect the new or amended coordinates, as and when required. These changes will be at no cost to C&P.
- 12.3.4 The Contractor must conduct a pre-mission, in-mission, and post-mission accuracy check of patrol navigation system prior to take-off and landing. Navigation system warm-up time, must at a minimum, meet the manufacturer's specifications.
- 12.3.5 The Contractor must provide a Standard Operating Procedure (SOP) that explains how navigation will be tracked, monitored, and achieved for pre-mission, in-mission, and post-mission accuracy checks on the patrol navigational system.
- 12.3.6 The Contractor must provide a navigational accuracy report to include the date/time of navigational checks, altitude, ground speed, aircraft latitude / longitude, published latitude/longitude, calculated error in range and bearing, and detailed navigational information. This also includes Global Positioning System satellite readings such as elevation, azimuth, signal to noise ratio, and satellite numbers being tracked. This report is required as and when requested.

12.4 Video and Photography

- 12.4.1 The Contractor must provide, on each aircraft, a digital SLR (single-lens reflex) colour camera, that can be handheld or internally mounted, with the capability to photograph (during daylight, low light and darkness) selected vessels, marine life, icebergs, fishing gear, pollution spills/environmental response or other surveillance activities, during patrols.
 - 12.4.1.1 Camera must operate with the following features:
 - 12.4.1.1.1 Minimum 20 megapixels;
 - 12.4.1.1.2 Multiple shooting modes with continuous shooting;
 - 12.4.1.1.3 Shutter speed of 1/8,000 second and flash sync speeds up to 1/250 second;
 - 12.4.1.1.4 Liquid Crystal Display monitor interface;
 - 12.4.1.1.5 auto focus;
 - 12.4.1.1.6 All photos will be annotated with GPS location information along with shooting data (date/time); and
 - 12.4.1.1.7 Compatible with onboard systems e.g. Radar/electro-optics/infrared.

- 12.4.2 The Contractor must provide ability to download photographs and videos in real-time and near-real time, using encrypted satellite service.
- 12.4.3 The Contractor must store photographic data by category in I-ADMS, and be available for display and review, by the FO or supernumerary, throughout the patrol. Categories to include, at a minimum: date/Coordinated Universal Time; flight mission number; position (latitude/longitude); contact identification number; vessel name and/or number; and contact type (e.g. vessel type, iceberg, sea mammal, and geographic feature).
- 12.4.4 C&P requires that all digital imagery be available for viewing/downloading to all system users, either during or post mission, to the land-based data management system (DMS).

13. Integrated Aircraft Data Management Support Requirements

- 13.1 The Contractor must equip each aircraft with a real-time integrated aircraft data management system (I-ADMS) solution that is compatible with the onboard sensor suite and the data management system (DMS).
- 13.2 The I-ADMS must:
 - 13.2.1 display on all devices at each onboard workstation.
 - 13.2.2 display electronic charts and maps that:
 - 13.2.2.1 encompass an area equal to the area covered by all contacts acquired during the mission;
 - 13.2.2.2 provide sufficient scale to separate all contacts into visible symbols within the mission area;
 - 13.2.2.3 zoom in within 1 nautical mile without degradation of chart or map information;
 - 13.2.2.4 annotate automatically (both text and symbolic) directly on the electronic chart or land map; and
 - 13.2.2.5 display fishery management boundaries, land and bathometric contours, published coordinates, landmarks and/or arcs of circles from base points as defined in the Pacific Fishery Regulations; Atlantic Fishery Regulations and Oceans Act: <http://www.C&P-mpo.gc.ca/acts-lois/regulations-reglements-eng.htm>.
 - 13.2.3 display the following information in colour-coding:
 - 13.2.3.1 all fishery management areas and sub-areas; including open and closed fishing zones;
 - 13.2.3.2 12 mile limit and 200-mile limit (EEZ), including international sovereignty boundaries;
 - 13.2.3.3 fishing vessel AIS track;
 - 13.2.3.4 aircraft's flight track;

- 13.2.3.5 all vessels identified by type (ex. commercial, domestic, foreign) and colour-coded as to fishing or non-fishing;
 - 13.2.3.6 all unidentified automatic and manual radar contacts;
 - 13.2.3.7 all land masses within map boundaries;
 - 13.2.3.8 ocean depth contours; and
 - 13.2.3.9 Others as required.
- 13.2.4 integrate, plot, record and display contact information gathered, automatically and manually, during patrols from the sensor suite in real-time on to electronic charts or fisheries boundary maps and overlays.
- 13.2.5 display and record true (at altitude) radar coverage for entire patrols or portions of patrols.
- 13.2.6 accept and record manual and automatic contact information.
- 13.2.7 automatically calculate time (hours and minutes) patrolled in each individual and overlapping fishery management area (including NAFO division, subdivisions, areas as defined by AFR-85 and Pacific Fishery Management Area Regs, and variation orders) , marine protected areas, open and closed areas, or activity for the entire mission.
- 13.2.8 generate in real-time an in-flight vessel reports. See Attachment 6 for current data labels used.
- 13.2.9 have encrypted satellite access to:
- 13.2.9.1 download/upload patrol data, through to data link system, at a minimum 200 kbps per channel and streaming over 32 kbps to C&P shore-based and vessel-based operations; real-time or near real-time data transfers;
 - 13.2.9.2 encrypted satellite internet access with restrictive website access capability; and
 - 13.2.9.3 provide the contractor the ability to give, remove, or restrict internet access to users approved by the Technical Authority.
- 13.2.10 must accept and remove data fields from the system as requested by C&P. Any required updates/changes will be implemented by Contractor at no additional cost to C&P.

14. Data Management Support Requirements

- 14.1 C&P requires the Contractor develop, implement and maintain a land-based data management system (DMS) solution that is compatible with, accepts, processes, prints and stores all flight patrol data from the I-ADMS.
- 14.2 C&P requires the Contractor provide the DMS in both official languages (English/French).
- 14.3 C&P requires the Contractor's DMS must:

- 14.3.1 be web-based and public-facing;
- 14.3.2 meet all DFO IT security requirements as described in Attachment 7 for instructions on safeguarding Protected “B” data;
- 14.3.3 be located in Canada at the Contractor’s facilities;
- 14.3.4 accommodate a minimum of 150 concurrent users;
- 14.3.5 store, access and search all flight patrol data using metadata; and,
- 14.3.6 accept and remove data fields/codes as requested by Technical Authority or C&P regional delegate.
- 14.3.7 have a scheduling module:
 - 14.3.7.1 The DMS must include a module for planning, scheduling, storing, weekly, monthly, and annual schedules.
- 14.3.8 must have a mapping module to:
 - 14.3.8.1 display and print Global Positioning System aircraft tracks for each flight, available in a format to export to an electronic navigation and/or GIS analysis tools (e.g. MapInfo, ArcGIS);
 - 14.3.8.2 zoom in to within 1 nautical mile without degradation of chart and/or map information; and
 - 14.3.8.3 produce heat map using flight patrol data. Heat maps must be able to compare more than one mission.
- 14.3.9 have a fishery officer data entry module:
 - 14.3.9.1 The Contractor must provide a module where fishery officers go through the flight patrol data, auto-populated from I-ADMS, and enter additional information manually using drop down lists or free text box.
- 14.3.10 have a real-time flight following module:
 - 14.3.10.1 The DMS must display and print real-time aircraft’s flight following (1 minute intervals).
- 14.3.11 have a chat capability:
 - 14.3.11.1 The Contractor must provide a chat function capability between ground system users, onboard fishery officer(s), and onboard flight crew.
- 14.3.12 have report generation capability:
 - 14.3.12.1 The DMS must produce and print reports using flight patrol data. See the Operational Patrol Reporting Requirements for details; and
 - 14.3.12.2 Reports must be saved or downloaded in a standard format to include but not limited to: pdf, jpg, wav, csv, kml, excel.

14.4 C&P requires the Contractor provide IT System Support:

- 14.4.1 C&P requires that system user access be determined using role-based access rights. Roles will be determined by C&P during transition period;
- 14.4.2 C&P requires the Contractor provide daily system administration support for regional C&P delegates to update system users, and user privileges;
- 14.4.3 C&P requires daily system user support or helpdesk services to respond to technical system issues from end-users. See Section 17, paragraph H for Service Standards requirements;
- 14.4.4 C&P requires an annual review of the system's functionality including data fields in collaboration with the Contractor; and
- 14.4.5 The Technical Authority can request system modifications and reports that will be delivered as negotiated between the Contractor and Technical Authority – at no cost to C&P. Any required updates/changes will be implemented by Contractor.

15. Quality Service Support Requirements

- 15.1 C&P requires the Contractor acquire, implement and maintain a Quality Assurance System (minimum ISO27001) to produce consistent results, prevent non-conformance and/or downtime, ensure processes are defined and controlled to meet the Service Performance Standards as described in Section 17.
 - 15.1.1 C&P requires the Contractor monitor and report service standards as described in Section 17.
 - 15.1.2 C&P requires the Contractor document and discuss with the Contracting and Technical Authorities all non-conformance issues (safety and non-safety) described in Section 17 to determine corrective measures.

16. Program Management Support Requirements

- 16.1 C&P requires the Contractor develop, implement and maintain a Program Management Plan (PMP) and apply the approaches, practices and principles laid out in their PMP. C&P requires the Contractor include, as a minimum, the following sub-plans:
 - 16.1.1 Integration Management;
 - 16.1.2 Scope Management;
 - 16.1.3 Infrastructure Management;
 - 16.1.4 Schedule Management;
 - 16.1.5 Communications Management;
 - 16.1.6 Data/Information Management;
 - 16.1.7 Human Resources Management;
 - 16.1.8 Quality Management;

- 16.1.9 Transition Management;
- 16.1.10 Risk Management;
- 16.1.11 Safety Management;
- 16.1.12 Security Management;
- 16.1.13 Process Improvement Management; and
- 16.1.14 Contract Closure Management.

16.2 Integration Management

- 16.2.1 C&P requires the Contractor develop, implement, and maintain an integrated master program management plan (PMP) for the duration of the contract. The PMP must be submitted to the Contracting and Technical Authorities 3 months prior to start of services.
- 16.2.2 C&P requires the Contractor develop, implement and maintain processes for managing change and issues throughout the duration of this contract. This should include processes, roles and responsibilities, tools and techniques and reporting.

16.3 Scope Management

- 16.3.1 C&P requires the Contractor develop, implement and manage a scope management sub-plan to ensure the delivery of services includes all the work required, and only the work required, for completing the program successfully. In scope management, the emphasis is on identifying and controlling what is or is not included in the delivery of services.
- 16.3.2 C&P requires the Contractor develop a scope statement for the provision of fixed-wing aerial surveillance services. The scope statement forms the foundation for the services provided.
- 16.3.3 C&P requires the Contractor provide the objective of the scope management process including a methodology for all phases for the provision of fixed-wing aerial surveillance services:
 - 16.3.3.1 Preliminary Design Review;
 - 16.3.3.2 Transition;
 - 16.3.3.3 Testing;
 - 16.3.3.4 Training; and
 - 16.3.3.5 Operational readiness for start and delivery of services.
- 16.3.4 C&P requires the Contractor define the scope of services, service constraints and service assumptions.
- 16.3.5 C&P requires the Contractor define and develop the Work Breakdown Structure for design, implementation and delivery of services for each phase including high-level deliverables and associated acceptance criteria.

- 16.3.6 C&P requires the Contractor define the scope verification activities.
- 16.3.7 C&P requires the Contractor define the process to control the project scope.
- 16.3.8 C&P requires the Contractor define and then refine during an iterative process beginning in the preliminary design phase and continues into the delivery of services phase. The process must be conducted in consultation with C&P regional delegates, Technical and Contracting Authority, and will become increasingly detailed as the process progresses.

16.4 Infrastructure Management

- 16.4.1 C&P requires the Contractor develop, implement and manage an infrastructure management sub-plan that includes policies, procedures, standards required to conduct fixed-wing aerial surveillance services from the proposed bases of operations and other assets needed throughout the duration of the contract.
- 16.4.2 This sub-plan must include the policies, procedures, and standards for managing the bases of operations including at a minimum: workstations; local area computer networks; utilities; office space, meeting areas; office furniture; office equipment; and provisions for physical security including aircraft, administrative personnel, and janitorial services.
- 16.4.3 This sub-plan must also include the Contractor's policies, procedures, and standards for managing the ground support facilities including but not limited to: aircraft mobility, ground power operations, and environmental issues, i.e. fuel spillage, aircraft oil leakages, etc.

16.5 Schedule Management

- 16.5.1 C&P requires the Contractor develop, implement and manage a time management sub-plan for all phases of the contract, as described in Section 16.3.2, for the duration of this contract.
- 16.5.2 C&P requires the Contractor provide the processes used to develop the schedules, roles and responsibilities of all parties, tools and techniques, and subsequent reporting.
- 16.5.3 C&P requires the Contractor provide the key milestones throughout each phase, decision gates, approval of deliverables, etc.). The schedule will have, at a minimum, the following phases:
 - 16.5.3.1 Preliminary Design Review;
 - 16.5.3.2 Transition;
 - 16.5.3.3 Testing;

- 16.5.3.4 Training; and
- 16.5.3.5 Operational readiness for delivery of services.

- 16.5.4 C&P requires the Contractor include all major tasks that the Contractor must complete before the start of services in accordance with the requirements as stated in the statement of work.
- 16.5.5 C&P requires the Contractor determine in consultation with, and authorized by, the Technical and Contracting Authorities all milestones and deliverables. At a minimum, milestones and deliverables must include regular meetings, for each planned phase described in 16.3.2. and referenced in the transition table Attachment 8.
- 16.5.6 C&P requires the Contractor specify the control mechanisms used to measure the progress of the work completed at milestones. Specify the methods and tools used to compare actual schedule performance to planned performance and to implement corrective action when actual performance deviates from planned or required performance.
- 16.5.7 After start of services, C&P requires the Contractor develop flying schedules in collaboration with C&P regional delegates. The Contractor must include in this sub-plan their process for managing scheduling/tasking of the aircraft.

16.6 Communications Management

- 16.6.1 C&P requires the Contractor develop, implement and manage a communications management sub-plan in each phase described in Section 16.3.2, and throughout the duration of this Contract.
- 16.6.2 The sub-plan must include processes used to plan communications, identify and manage all stakeholders, determine communication requirements, roles and responsibilities, tools and techniques. It should also specify the reporting mechanisms, report contents, and information flows used to communicate the status of requirements, scheduling/tasking, quality, risks, and other status indicators.
- 16.6.3 The sub-plan must identify the regular reports and communications, such as weekly/monthly status reports, regular reviews, and as-needed verbal and written communication.

16.7 Information Management

- 16.7.1 C&P requires the Contractor develop, implement and manage an Information Management sub-plan for this contract. C&P requires the Contractor identify the standards, processes and tools utilized to ensure efficient management of information assets.
- 16.7.2 C&P requires the Contractor take all necessary steps to document and implement procedures to ensure the information is fully secured and protected from

unauthorized personnel in meeting the government's security designation of Protected "B". Security information specified on the Security Requirement Check List (SRCL) at Attachment 7 in addition to the document titled "IT Security Requirements".

16.8 Human Resources Management

16.8.1 C&P requires the Contractor develop, implement and manage a human resources sub-plan for, as a minimum, the key personnel described in 8.1.2. The sub-plan describes the policies, directives and processes to ensure the delivery of aerial surveillance services throughout all phases described in Section 16.5.3. The sub-plan includes, as a minimum, the following components:

- 16.8.1.1 recruitment,
- 16.8.1.2 retention,
- 16.8.1.3 development,
- 16.8.1.4 day-to-day management; and
- 16.8.1.5 team building, rewards and recognition.

16.8.2 C&P requires the Contractor develop, implement and manage a training sub-plan, for fishery officers and other C&P personnel to receive the following training:

- 16.8.2.1 start of Services - program orientation;
- 16.8.2.2 sensor suite equipment - fishery officer orientation training;
- 16.8.2.3 data management system training for all system users; and
- 16.8.2.4 ongoing training (staff turnaround) – throughout contract period.

16.8.3 C&P requires the Contractor identify in their training plan, processes and capabilities, to meet training requirements as described in Section 16.8.3, for all C&P personnel throughout the duration of the contract.

16.9 Quality Management

16.9.1 C&P requires the Contractor develop, implement and manage a quality management sub-plan that includes quality planning, quality assurance, quality control and continuous improvement in relation to section 15 for all phases of this contract to ensure quality of deliverables. The sub-plan should include governance, roles and responsibilities, tools and techniques, continuous improvement and reporting.

16.9.2 Quality Assurance

16.9.2.1 C&P requires the Contractor identify quality assurance activities to monitor and verify the effectiveness of processes used to manage and create the deliverables.

16.9.3 Quality Control

16.9.3.1 C&P requires the Contractor specify the mechanisms to be used to measure and control the quality of the work products. Quality control mechanisms may include verification and validation, peer reviews, design reviews, product testing etc.

16.10 Transition Management

16.10.1 C&P requires the Contractor develop, implement and manage a transition plan using the table in Attachment 8 as a guideline. The sub-plan will be finalized in consultation with C&P Regional delegates and the Technical and Contracting Authorities during the preliminary design review.

16.10.2 C&P requires the Contractor manage the implementation of the transition sub-plan to ensure the establishment of bases of operations, implementation of fully configured aircraft, and a land-based data management system for start of services date of September 1, 2019.

16.10.2.1 C&P requires the Contractor manage the implementation of the transition sub-plan including as a minimum: goals and objectives; roles and responsibilities; process; milestones and timelines; resources; monitoring and evaluation strategies; and potential risks and appropriate strategies for overcoming those risks.

16.11 Risk Management

16.11.1 C&P requires the Contractor develop, implement and manage a risk management sub-plan for identifying, analyzing, and prioritizing program risks for all contract components and phases. The sub-plan must include, a minimum the following components: establishing bases of operations, implementing fully configured aircraft and managing all phases (preliminary design review; transition; testing; training); for delivery of services.

16.11.2 C&P requires the Contractor include the procedures for identifying, analyzing, and prioritizing contingency planning and the methods used in tracking all risks, evaluating changes in individual risk exposures, and responding to those changes.

16.11.3 The sub plan must include a section on managing ongoing risk identification and mitigation measures for the duration of the contract.

16.12 Safety Management System – (SMS)

16.12.1 C&P requires the Contractor develop, implement and manage a safety management system as per Transport Canada regulations for the duration of the contract.

16.12.2 A safety management system must include:

- 16.12.2.1 safety policy on which the system is based;
- 16.12.2.2 a process for setting goals for the improvement of aviation safety and for measuring the attainment of those goals;
- 16.12.2.3 a process for identifying hazards to aviation safety and for evaluating and managing the associated risks;

- 16.12.2.4 a process for ensuring that personnel are trained and competent to perform their duties;
- 16.12.2.5 a process for the internal reporting and analyzing of hazards, incidents and accidents and for taking corrective actions to prevent their recurrence;
- 16.12.2.6 a document containing all safety management system processes and a process for making personnel aware of their responsibilities with respect to them;
- 16.12.2.7 a process for conducting periodic reviews or audits of the safety management system and reviews or audits, for cause, of the safety management system; and
- 16.12.2.8 any additional requirements, as they are developed, for the safety management system that are prescribed under CARs.

16.13 Security Management

- 16.13.1 C&P requires the Contractor develop, implement and manage a security management sub-plan to include the standards, processes and tools used to implement and maintain a security management plan for all security assets of the contract and for the duration of the contract. These assets include but not limited to:
 - 16.13.1.1 Personnel;
 - 16.13.1.2 Facilities security;
 - 16.13.1.3 Information security; and
 - 16.13.1.4 Aircraft security

16.14 Process Improvement Plan

- 16.14.1 C&P requires the Contractor develop, implement, and manage a process improvement sub-plan for periodically assessing the delivery of services, for determining areas for improvement, and for implementing the improvement plans.
- 16.14.2 C&P requires the Contractor ensure that the process improvement plan is within contract scope as described Section 6.5 – Innovation and Change.
- 16.14.3 C&P requires the Contractor include in the improvement plan, a process to identify the program processes that improve services without serious disruption to service delivery and to identify the approvals for process improvement initiatives.

16.15 Contract Closure Management

- 16.15.1 C&P requires the Contractor develop and implement a close out sub-plan to archive materials, to conduct post-mortem debriefings of project personnel, and to prepare the final report to include lessons learned and analysis of project objectives achieved.

- 16.15.2 C&P requires the Contractor transfer all historical data from the existing patrol data repository to C&P in a format to be determined within a minimum of three (3) months prior to contract end.
- 16.15.3 C&P requires the Contractor transfer all soft and hard copy violation packages to appropriate regional headquarters within 2 months of contract end.
- 16.15.4 C&P requires the Contractor sign an attestation that all historical data has been transferred and removed, within two (2) months of contract end.
- 16.15.5 C&P requires the Contractor complete the following for disposal of records:
 - 16.15.5.1 must retain data stored on the DMS in order to perform the Work under the contract. The data stored on the DMS repository, must be erased or destroyed within thirty (30) calendar days following termination of the contract;
 - 16.15.5.2 must overwrite storage media using an approved secure erase software utility listed on the RCMP Technical Security Branch IT Security Bulletin, using IT Media Overwrite and Secure Erase Products (IT Media Destruction Equipment guidelines to be provided to the Contractor by the Contracting Authority upon request);
 - 16.15.5.3 must destroy all remaining violation information in hard copy using an approved shredder which provides a comparable national level of protection as Canadian standards (from the RCMP Security Equipment Guide) for the storage of Personal Information (RCMP Security Equipment Guide to be provided to the Contractor by the Contracting Authority upon request); and
 - 16.15.5.4 must erase all equipment and other electronic devices containing data related to the Work under the Contract before transferring or disposing of such equipment or devices in accordance with RCMP and CSE guidelines (IT Media Destruction Equipment guidelines to be provided to the Contractor by the Contracting Authority upon request).

17. Service Standards and Reporting Requirements

- 17.1 C&P requires the Contractor meet the service success standards as described in (A) through (I) below.
- 17.2 C&P requires the Contractor provide the reports as described in (A) through (I) below, to all C&P regional delegates, Technical and Contracting Authorities.
 - 17.2.1 The frequency and distribution of the reports may be changed to meet operational requirements.

Service Standard And Definition	Target	Service Success Rate - Liquidated Damages	Monthly Reporting Requirements
<p>A. Fixed-wing aerial surveillance services</p> <p>C&P requires the Contractor ensure each aircraft, flight crew, sensor suite equipment, and I-ADMS is available for fixed-wing aerial surveillance services 365 days a year, 7 days a week, 24 hours a day.</p> <p>The Contractor must provide sensor suite equipment availability:</p> <ul style="list-style-type: none"> • radar; • electro-optic/infrared; • navigation; • night illumination capability; • camera system; and • I-ADMS. 	<p>C&P requires the Contractor meet the service standard rate of 95% of the scheduled monthly patrols for all users per month.</p> <p>If the fishery officer or supernumerary personnel determines the sensor suite equipment, I-ADMS, is not operating at capacity during a patrol; immediately upon landing, the Fishery officer or GoC personnel will complete a non-conformance report.</p> <p>C&P requires the Contractor conduct performance analyses of the equipment to repair or replace said equipment and conduct all necessary test flights at no cost to C&P.</p>	<p>C&P requires the Contractor meet the service success rate requirement of greater than or equal to 95% of the monthly scheduled patrols; liquidated damages would apply to each flight and subsequent flight resulting in less than 95% success rate.</p> <p>The Contractor agrees to pay to Canada liquidated damages for each hour that the Contractor fails to fulfill its obligations in accordance with the Contract to a maximum of 5 hours (the hourly rate for the liquidated damages will be the flying rate per hour in effect at the time), following which the amount of \$10,000.00 for each calendar day of delay will be applied.</p>	<p>C&P requires the Contractor record and provide a monthly report, by region or other, including:</p> <ul style="list-style-type: none"> • number of monthly scheduled patrols; • number of monthly successful patrols • number of patrols cancelled due to: <ul style="list-style-type: none"> ◦ weather* ◦ aircraft ◦ flight crew ◦ sensor suite equipment • Total number of monthly scheduled patrols; • Total number of successful patrols; • Total number of cancelled patrols; and • Calculate Service Success Rate in percentage (successful patrols divided by scheduled patrols). <p>*Patrols cancelled due to weather are not included in the service standard rate.</p> <ul style="list-style-type: none"> • See example Service Success Report below.
<p>B. Standby Capability</p> <p>C&P requires the Contractor provide a standby capability with a fully configured operational aircraft and flight crew ready for departure within a 2 hour call-out notice except: during unpredictable events beyond the control of the Contractor (see Section “C” below)</p>	<p>If the aircraft and flight crew not available within 2-hours the contractor must notify the Technical Authority and/or delegate that the 2 hour call out will not be met and the reason(s) why.</p> <p>Within 4 hours of the initial call-out, the Contractor will provide an update to the Technical Authority and/or delegate on the status of availability of the aircraft and flight crew.</p> <p>C&P requires the Contractor</p>	<p>C&P requires the Contractor meet the service success rate requirement of greater than or equal to 95% of the total number of call-out requests received per month; liquidated damages would apply to each call-out and subsequent call-out resulting in less than 95% success rate.</p> <p>The Contractor agrees to pay to Canada liquidated damages for each hour that the Contractor fails to fulfill its obligations in accordance with the Contract to a maximum of</p>	<p>C&P requires the Contractor record and report, on a monthly basis, by all users:</p> <ul style="list-style-type: none"> • Number of 2 hour call-out requests; • Number of successful call-outs executed; • Number of unsuccessful call-outs in hours missed with brief justification. • Total number of successful call-outs; • total number of unsuccessful call-outs; • Calculate Service Success Rate in percentage (successful call-

Service Standard And Definition	Target	Service Success Rate - Liquidated Damages	Monthly Reporting Requirements
	take all necessary measures to bring the aircraft into service of initial call-out.	5 hours (the hourly rate for the liquidated damages will be the flying rate per hour in effect at the time), following which the amount of \$10,000.00 for each calendar day of delay will be applied.	outs divided by call-outs requested). • See example Service Success Report below.
C. Unpredictable Event Aircraft and/or flight crew not available due to unpredictable events.	C&P requires the Contractor notify the respective Technical Authority and/or delegate, within one hour of the event happening and take all necessary measures to bring the aircraft into service as soon as possible.		
D. Safety Management System (SMS) Transport Canada Definition: A documented process for managing risks that integrates operations and technical systems with the management of financial and human resources to ensure aviation safety or the safety of the public.	C&P requires the Contractor develop, implement and maintain a Safety Management System as per Transport Canada Regulations.		C&P requires the Contractor record and report, on a monthly basis: <ul style="list-style-type: none"> • Date/time/location of hazard/incident/accident, • Description including damage of hazard/ incident/accidents, • Analysis, and • corrective actions. C&P requires the Contractor provide SMS reports as and when required.
E. Transfer of flight patrol data including photos/ video C&P requires the Contractor upload/ transfer all flight patrol data including all video / photos to the DMS.	C&P requires the Contractor send all patrol data from the aircraft to the DMS within 20 minutes of landing.		

Service Standard And Definition	Target	Service Success Rate - Liquidated Damages	Monthly Reporting Requirements
F. Land-based Patrol Data Management System C&P requires the Contractor provide a data management system that generates, processes, and stores all flight patrol data.	The DMS must be accessible to all users 365 days a year, 7 days a week, 24 hours a day. Acceptable downtime is 24 hours per 30-day period for monthly maintenance work.		C&P requires the Contractor provide: <ul style="list-style-type: none"> Notification to system users 5 days in advance of scheduled maintenance downtime. Record and chronologically report on periods when the DMS was inaccessible due to maintenance and other reasons.
G. Violation Package	C&P requires the Contractor provide the violation package as requested by the fishery officer. C&P requires the Contractor prepare a violation package, upon landing, if a violation is detected during the mission. C&P requires the Contractor prepare a violation package within 1 business day after a fishery officer has confirmed a package is required; if a violation is detected post-mission.		C&P requires the Contractor provide the number of violation packages prepared and if target response time was met.
H. Monthly Reports C&P requires the Contractor provide monthly performance and utilization reports.	C&P requires the Contractor send to the Contracting and technical authorities, all C&P regional delegates, OGD users monthly utilization reports within 10 working days from the first day of each month.		C&P requires the Contractor provide a monthly utilization report to include the following minimum data fields: <ul style="list-style-type: none"> Annual flying allocation based on government fiscal year; Number of Hours flown; Cost of flying time; Cost of hourly fuel rate by month; annual average roll up; Hours remaining to fiscal year end; year over year comparison of annual average fuel rate by region, by client; year over year comparison of annual hours flown by region, by client; and National roll up of all regions, all

Service Standard And Definition	Target	Service Success Rate - Liquidated Damages	Monthly Reporting Requirements
			<p>clients with year over year comparison of hours flown.</p> <p>Second portion will include a summary by month, by region, by client of the expenditures to date and a cumulative amount for the entire contract carried year over year.</p> <p>Monthly performance reports will include all data from Service standard 1 through 9.</p>
I. Helpdesk IT Support C&P requires the Contractor provide IT system support to all users including: <ul style="list-style-type: none"> Email to Desk support; and Call-in 	C&P requires the Contractor acknowledge by email to 100% of email enquiries within one (1) working day. Call-in: live agent versus answering machine – return calls within one (1) working day.		C&P requires the Contractor record and report monthly the: <ul style="list-style-type: none"> number of calls received; number of calls answered; and number of calls answered within one (1) working day.

Examples:

Service Success Rate Report:

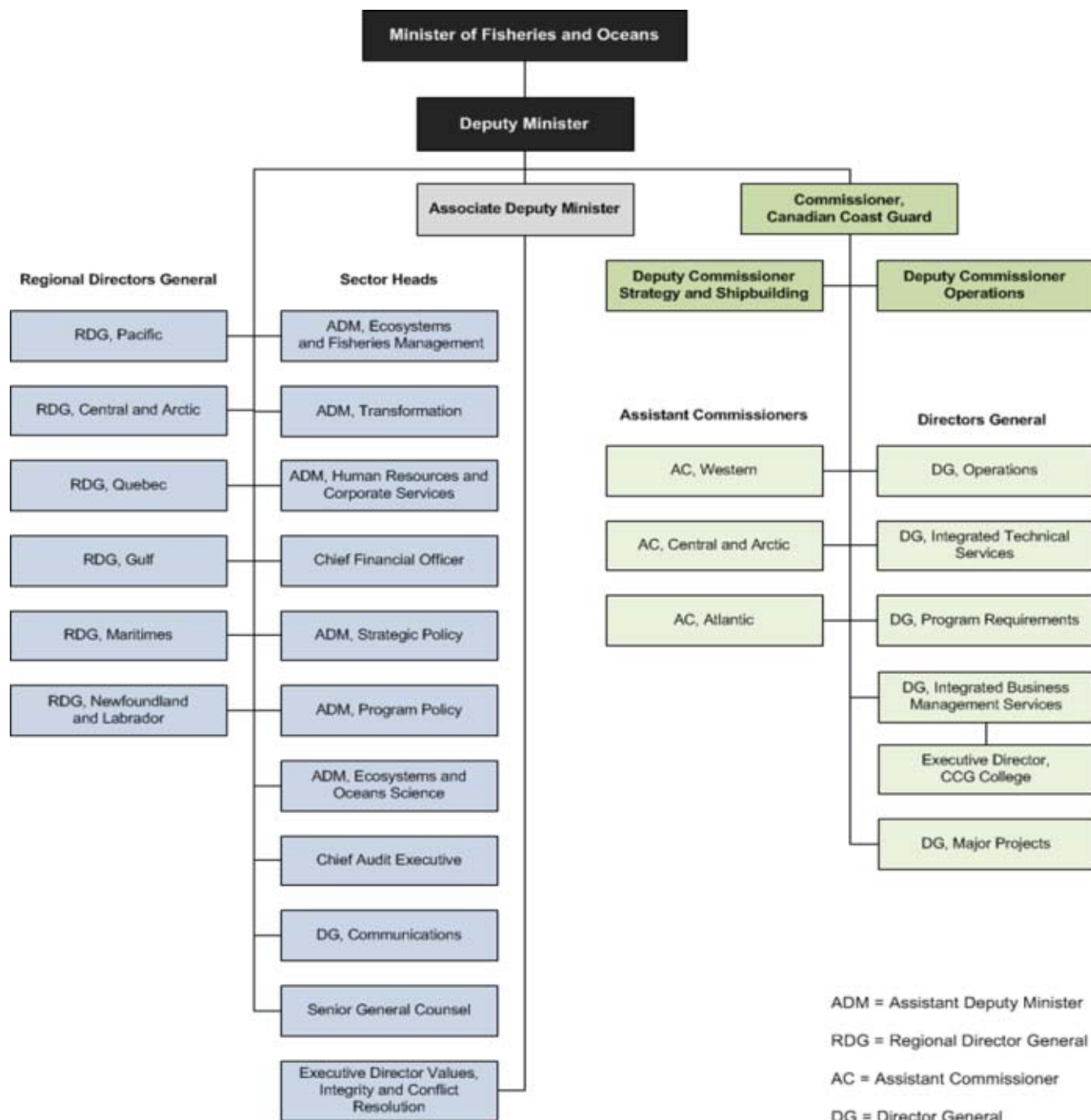
		Patrols Cancelled						
	Scheduled Patrols	Weather*	Aircraft	Flight Crew	Sensor Suite Equipment	Total scheduled monthly patrols	Total Completed	Service Success Rate
NL Region	45.0	1.0	0.0	0.0	1.0	45.0	44.0	97.8%

*not part of calculation

Call-out Report:

Month: July	Callouts Received	Callouts Completed	Callouts missed	Total Received	Total Completed	Service Success Rate
C&P - NL Region	3.0	2.0	0.0	3.0	2.0	66.7%
C&P - Maritimes Region	1	1	0	1	1	100.0%
Monthly Total	4.0	3.0	0.0	4.0	3.0	83.3%

Attachment 1



Attachment 2– Conservation & Protection Regions
Offices and Locations



Count C&P Offices	
Region	offices
Pacific	30
Central & Arctic	5
Québec	9
Gulf	19
Maritimes	20
Newfoundland & Labrador	24
NHQ – Ottawa	1
TOTAL	108

Attachment 2– Conservation & Protection Regions Offices and Locations



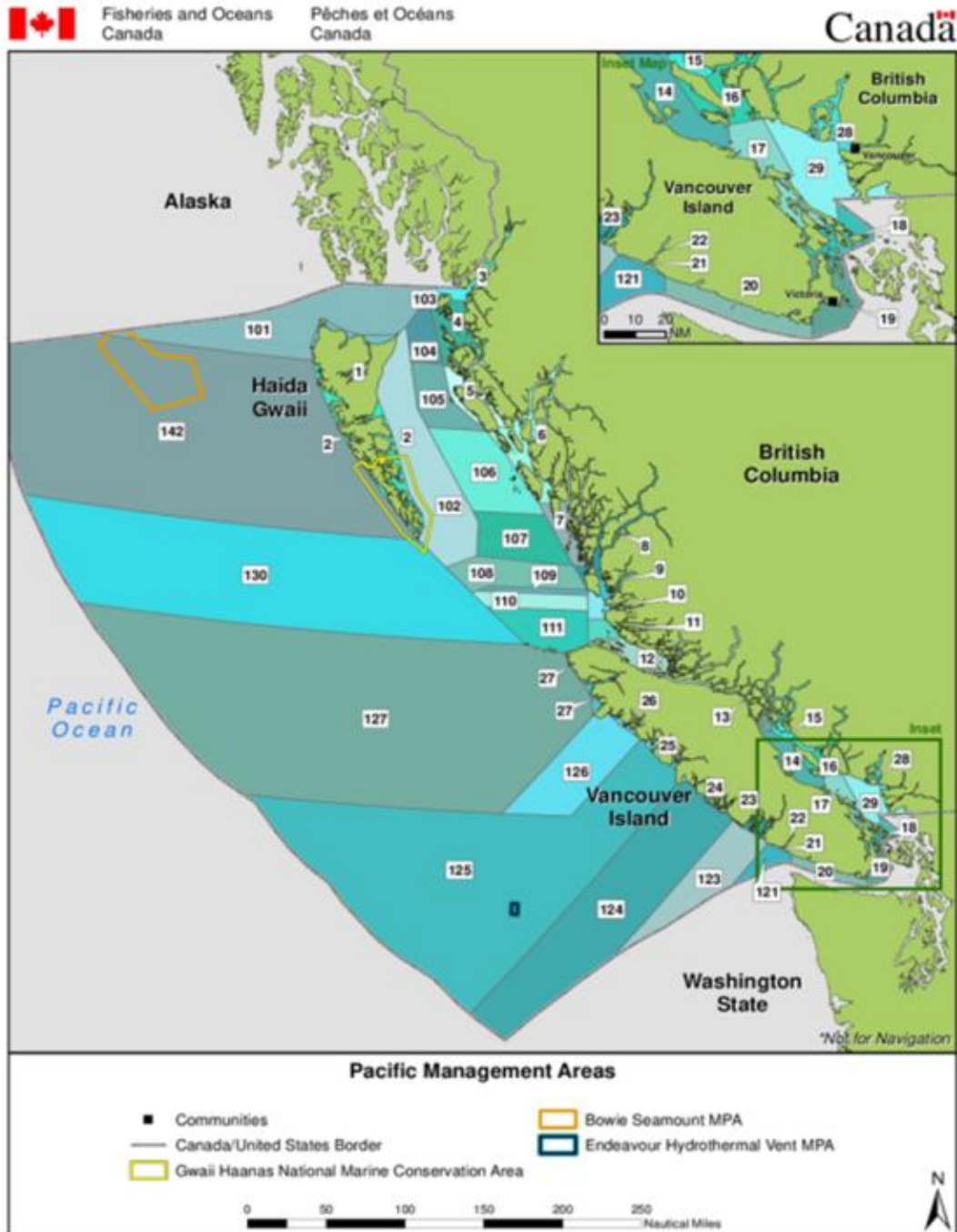
Attachment 2– Conservation & Protection Regions Offices and Locations



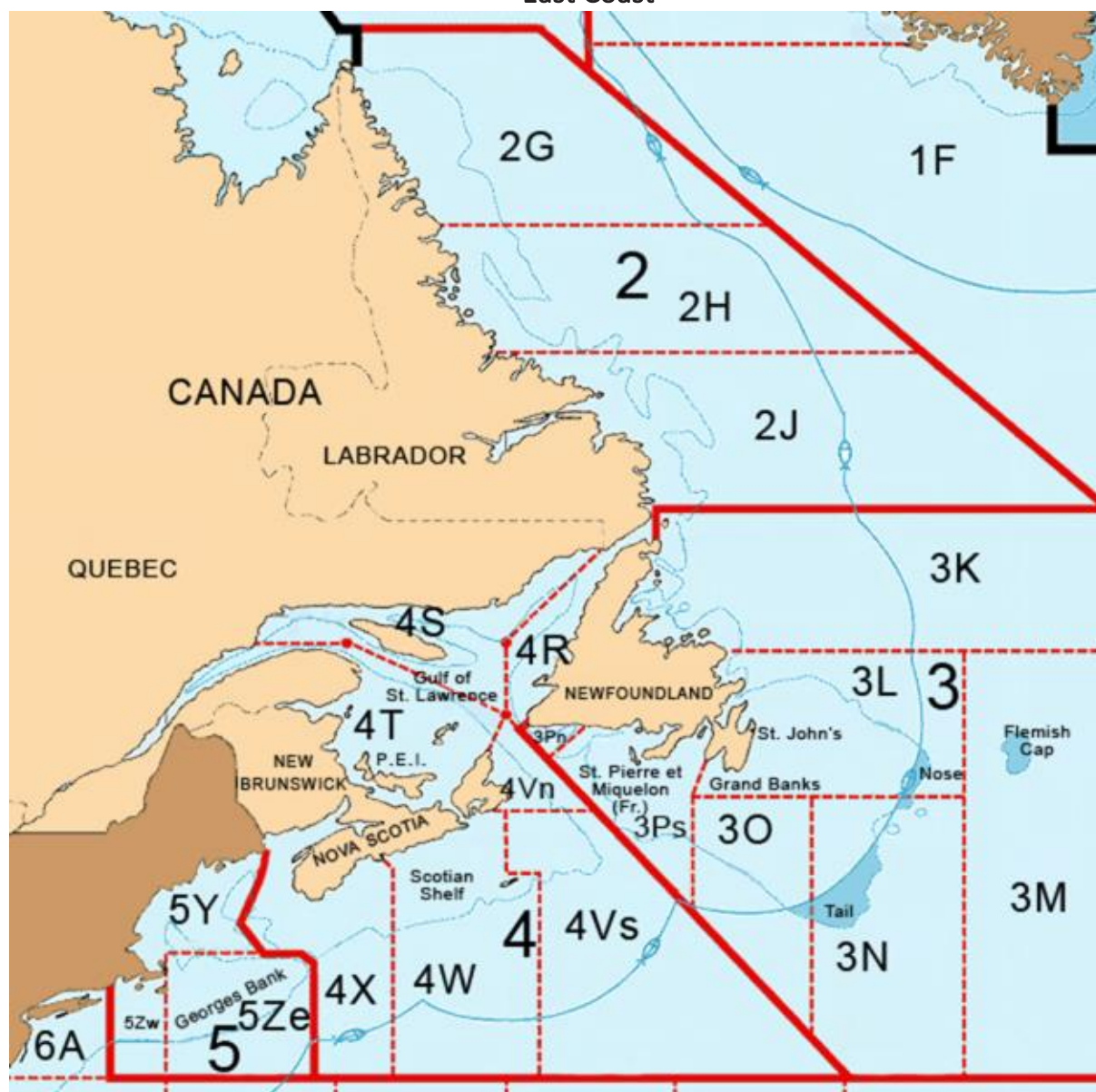
Attachment 2– Conservation & Protection Regions Offices and Locations



Attachment 3 – Area of Responsibility West Coast

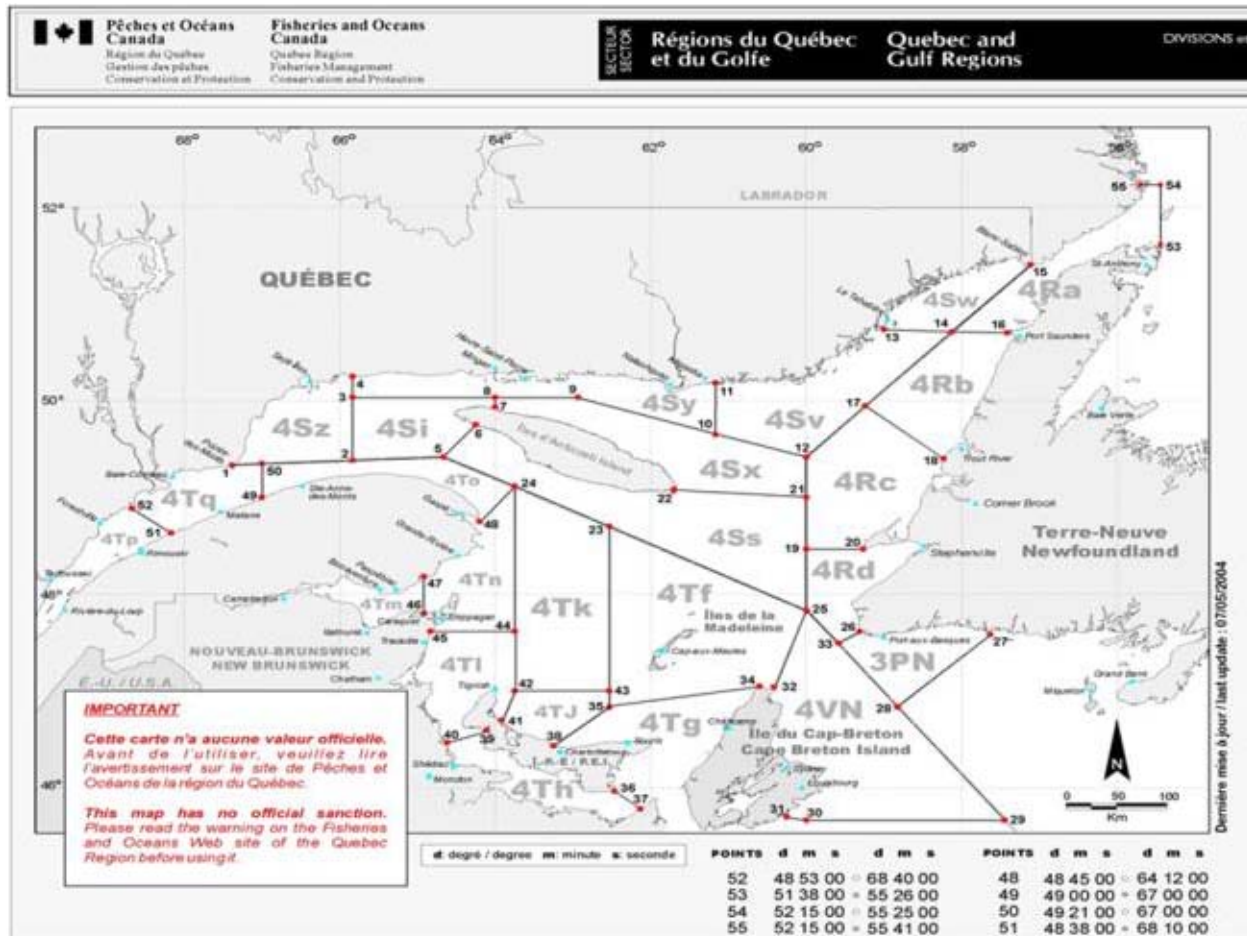


Attachment 3 – Area of Responsibility
East Coast



NAFO statistical areas identified above representing fisheries management areas and sub-areas.

Attachment 3 – Area of Responsibility Quebec and Gulf Regions



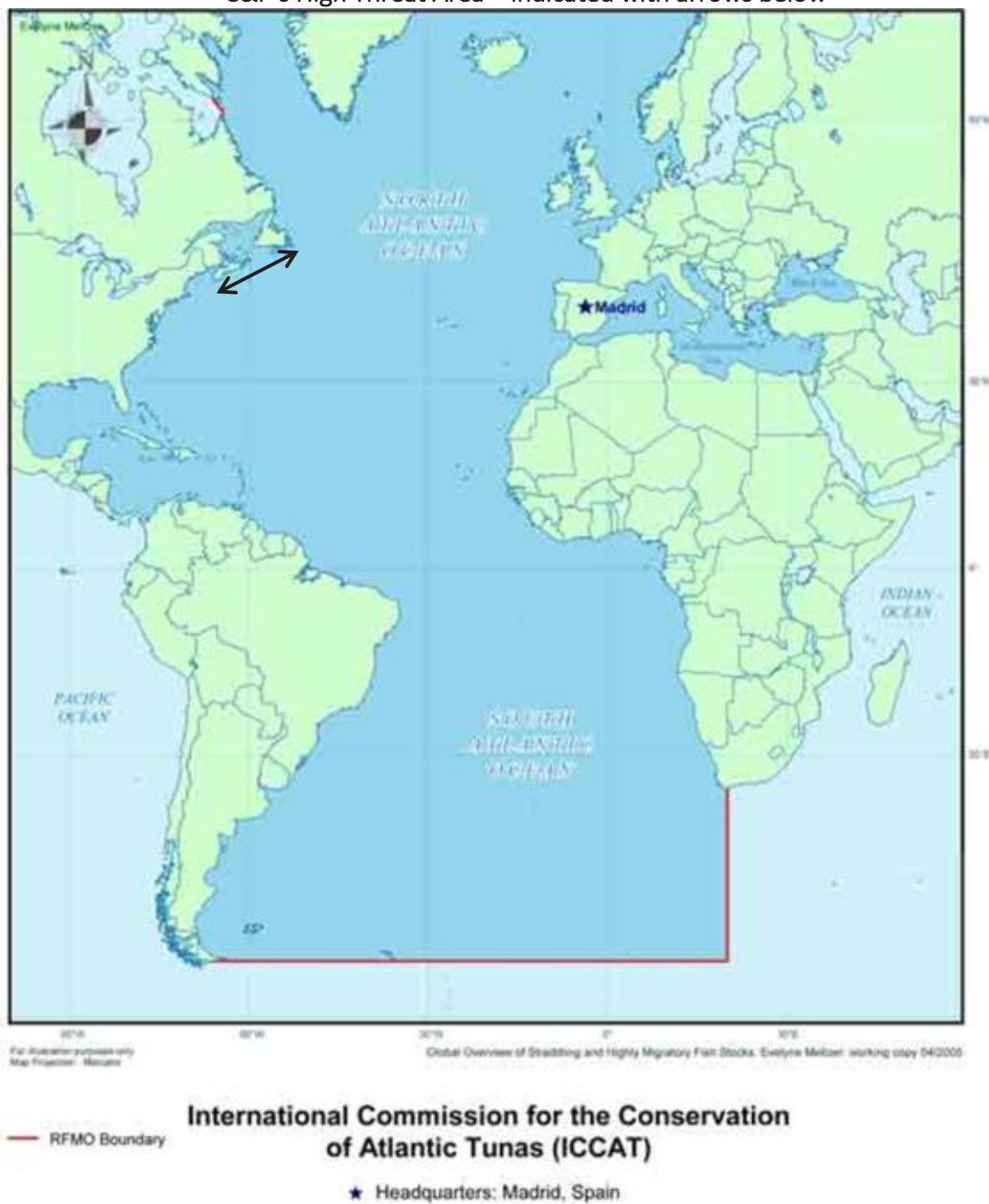
Attachment 3 – Area of Responsibility

Central & Arctic Region



Attachment 3 – Area of Responsibility

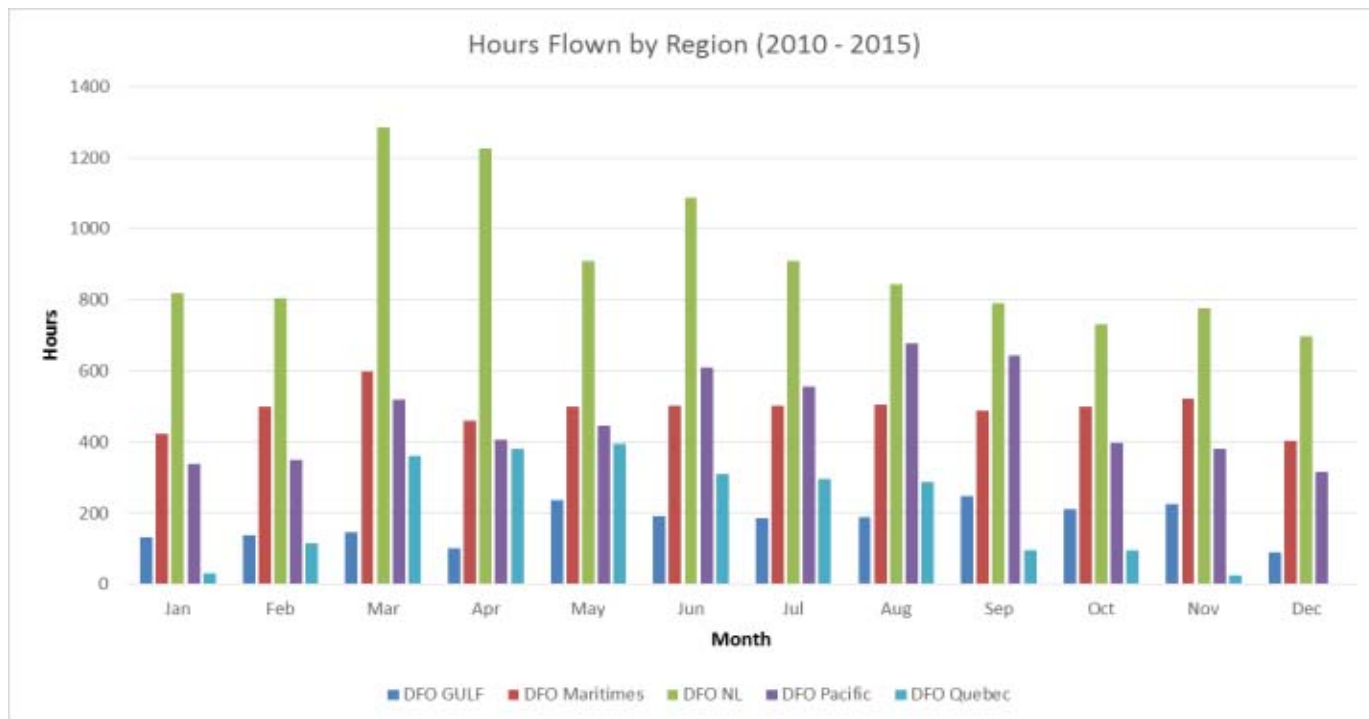
C&P's High Threat Area – indicated with arrows below



North Pacific Anadromous Fisheries Commission
Convention Area



Attachment 4 – Flying Hour Utilization



Attachment 5 – Operational Scenarios

East Coast Patrol Scenario:

Patrol profile:

A search altitude of 10,000' to optimize sensors radar, EO/IR, and AIS data reception, excursion to low level 5,000' for further investigation; visual target identification at 1,000' or lower to monitor activity. High altitude information, data, and evidence collection patrol. Patrol starts from Canadian coast to ~300 NM offshore; loiter and collect fishing vessel information from a distance of ~5 NM and an altitude of ~5,500 ft.

Monitoring fishing activity during low or no natural light conditions collecting vessel markings and identification numbers, and evidence during patrol.

Flight captain will navigate the aircraft to an area to photograph and/or take thermal imaging videos. Radar operator will guide the captain to the target. The data operator will take high resolution geotagged digital media of the vessel as directed. The fishery officer and crew will attempt to confirm vessel identity and activity.

Coverage Area: fishing zones/areas inside 200 NM limit and outside 200 NM to ~400NM

Radar capability:

1. Radar must be able to actively check targets if the target is moving at slow speeds, e.g., 1 to 5 knots. Fishing vessels typically tow their nets at 3 knots.
2. Radar must be capable of finding buoy markers in seas of .5 meters or less at a range of 25 nautical miles.

Target A: orange round buoy is 24 inches in circumference and 8 inches high, made of high density plastic.



Target B: jet buoy for pelagic longline gear is 14 inches long, 18 inches in circumference at the middle and 6 inches wide across the bottom made of high density foam.

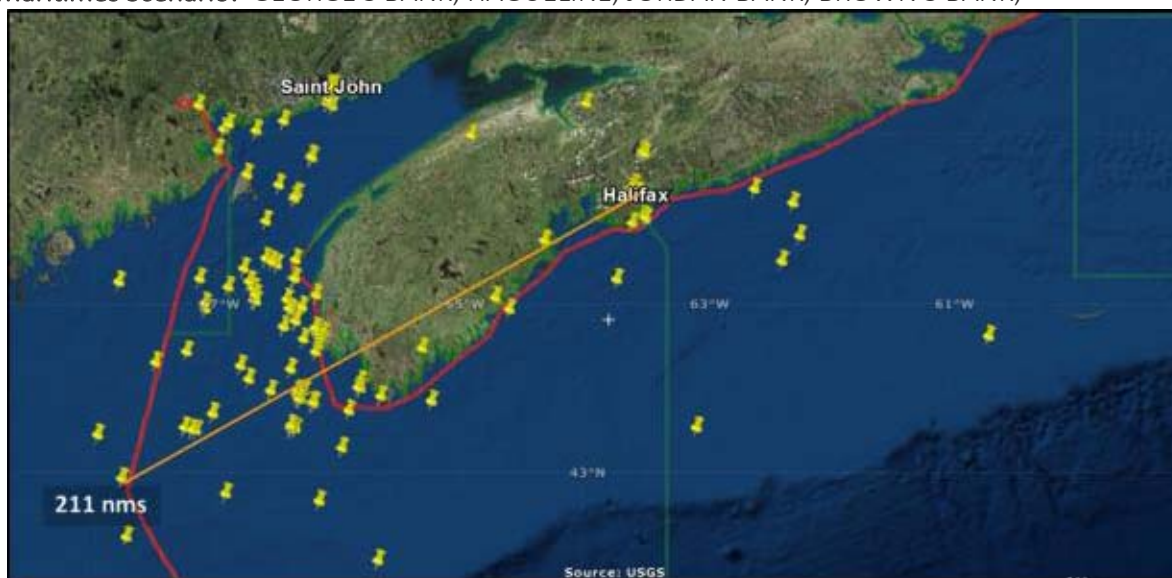


Attachment 5 – Operational Scenarios

Newfoundland Scenario: Beyond the Flemish Cap



Maritimes Scenario: GEORGE'S BANK, HAGUE LINE, JORDAN BANK, BROWN'S BANK,



Attachment 5 – Operational Scenarios

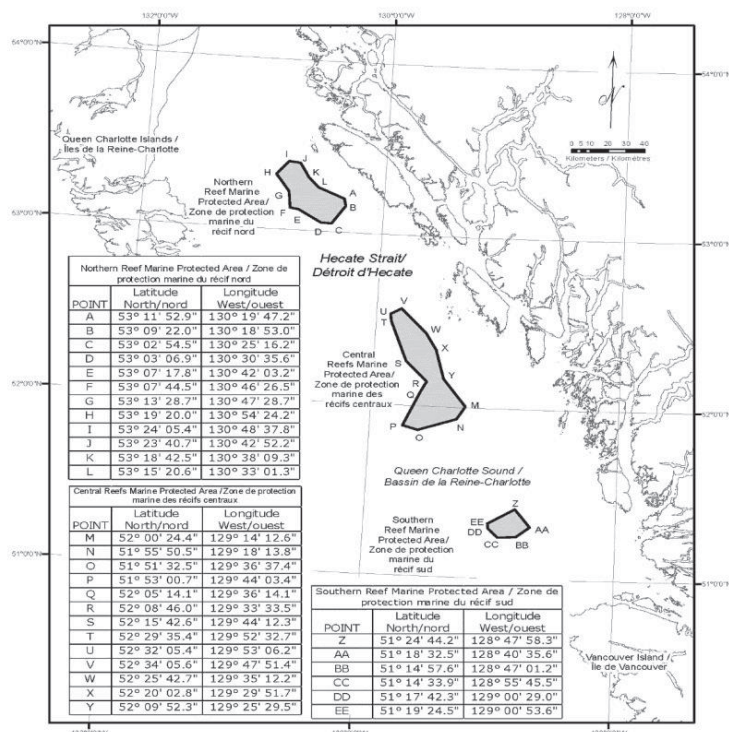
West Coast Patrol Scenario:

Patrol profile:

1. Conduct an aerial surveillance program (ASP) mission in the Hecate Strait Queen and Charlotte Sound Glass Sponge Reefs Fishery Closures.

Flight Duration: between 5 to 6 hours.

Areas of Interest:



For all vessels in the fishery closures, out to 1 kilometre radius beyond the closure boundaries, please identify:

- Vessel name;
- Vessel type;
- Position relative to the fishery closure;
- Time of day spotted;
- Under power or anchored; and
- If under power, bearing/headings.

For all fishing vessels in the fishery closures, out to a 1 kilometre radius beyond the closure boundaries, please identify:

- Gear type;
- Flag displayed; and
- Seabird avoidance gear deployed

Where possible, **please photograph** the following in the closures, out to a one kilometre radius beyond the closure boundaries:

- Vessels (including those at anchor):
 - Vessels;
 - Vessel registration numbers;
 - Visible subjects;
 - Gear deployed; and
 - Discharge/sheen on water.
- Marine Wildlife:
 - Individuals (other than of seabirds); and
 - Seabird aggregations.
- Debris:
 - Debris field.

Attachment 5 – Operational Scenarios

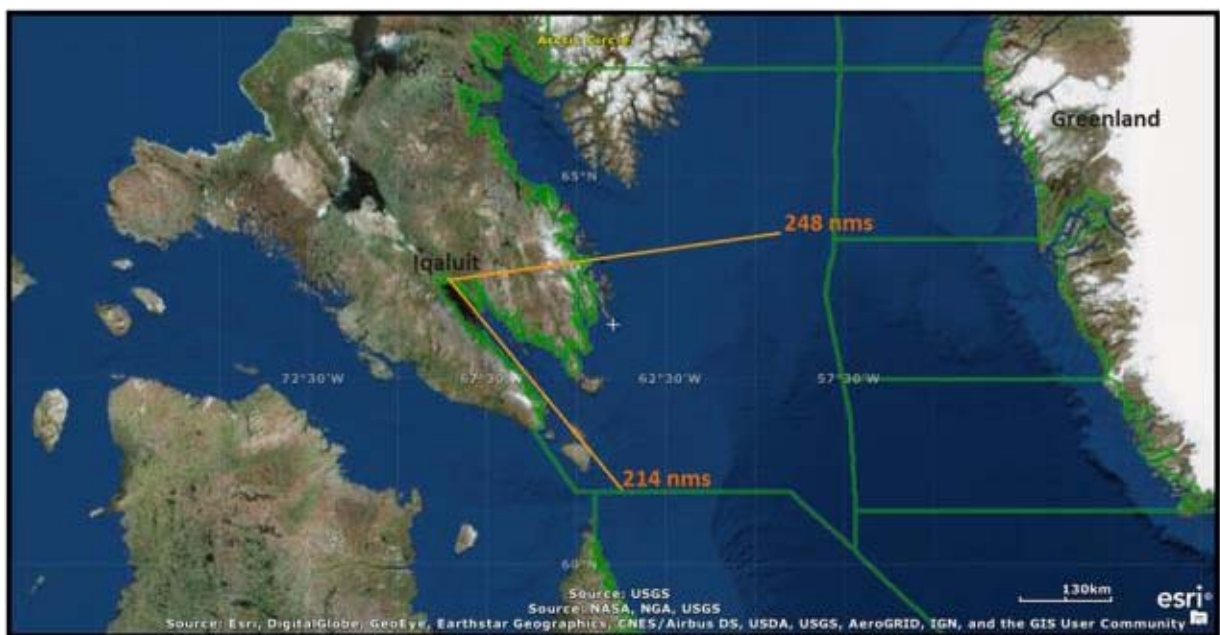
Arctic Patrol Scenario:

Patrol profile:

Conduct a surveillance patrol to detect and monitor fishing vessel activity in the high threat area of NAFO statistical zone 0B and Resolution Island south of Baffin Island.

Flight Duration: between 3.0 to 3.5 hours

Coverage Area: High threat area equidistance line between Canada/Greenland



Attachment 5 – Operational Scenarios

High seas driftnet patrols:

Patrol tasking:

The patrol aircraft tasking is to investigate Vessels of Interest (VOI) measuring under 400 feet and all driftnets longer than 2.5 kilometers, identify/locate HSDN fishing vessels/activity and record and report findings.

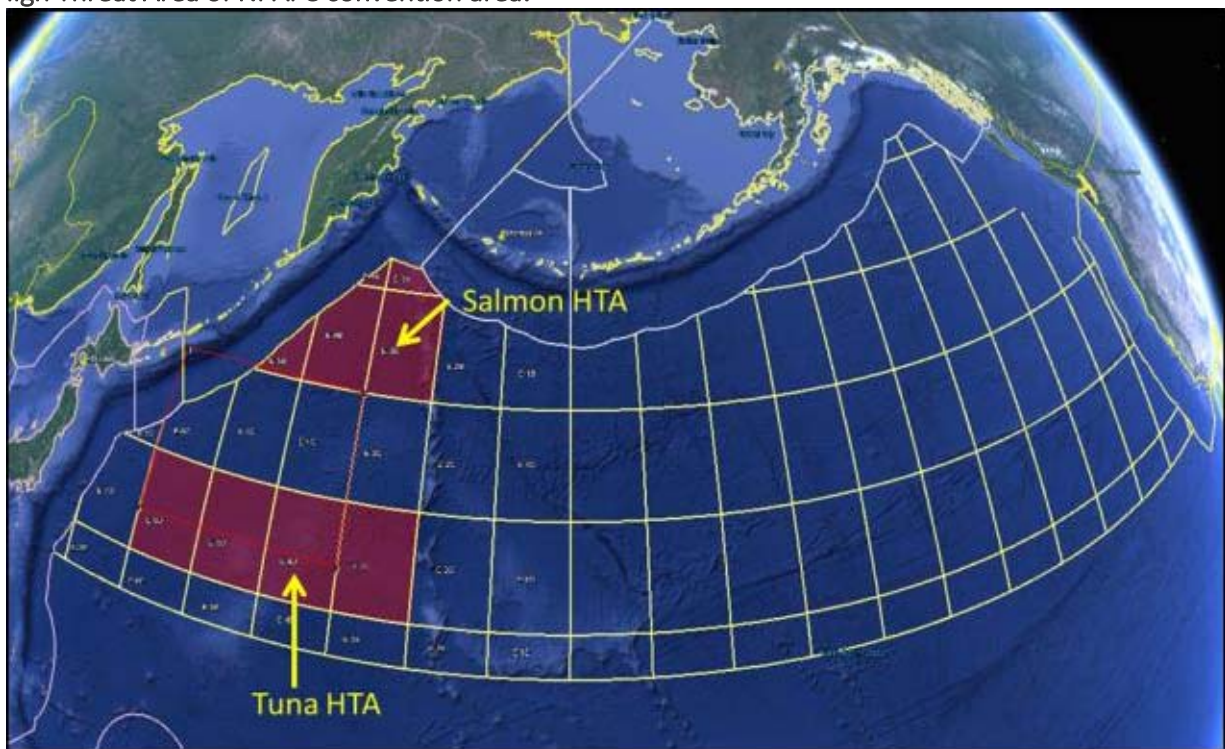
There are typically 2 fishery officers onboard, and 1 international fishery officer.

Basing: Hakodate, Japan

Operation Duration: 3-4 weeks

Patrol duration: 8 hours

High Threat Area of NPAFC convention area:



Attachment 6 – Data Labels and Report Generation

The aerial surveillance data collected, downloaded/uploaded, and stored can be categorized:

1. audio/video data;
2. Still images of targets/events/incidents;
3. Target information including both automatic and manual input; and
4. Calculating and auto-populating time and/or effort spent in a given area on a given activity.

The tables below represent the current data elements and systems used for mission data management and report generation.

	Current Data Management Systems		
	I-ADMS	I-ADMS	DMS
Data/Report	Pre- Mission	During Mission	Post Mission
Tombstone Data	X		
Target Information		X	X
In flight Vessel Report		X	
Flight Patrol Report			X

Report generation: Type of report, fields and frequency:

Data /Report Required	Data Fields	Frequency
Tombstone Data	<ul style="list-style-type: none"> – Sequential patrol number – Date and time – Fishery Officer name – Flight crew (pilot, co-pilot, sensor operator(s)) – Patrol objective(s)/tasking – Species 	At start of, and during the patrol.
Target information includes the results of observations of targets or events, navigation, onboard sensors (radar, AIS receiver, EO/IR) and digital photographic/video/audio systems for all patrols. Format(s): – Tabular	<ul style="list-style-type: none"> – Vessel name – Vessel type – Vessel Nationality – Vessel registration number – MMSI (maritime mobile service identity) – International Maritime Organization Number (IMO) – Date and time of last position – latitude, longitude of last known position – Vessel course – Vessel speed – Vessel activity – Photos/Videos' annotated with date, time, latitude and long. 	During the patrol.

Data /Report Required	Data Fields	Frequency
	<ul style="list-style-type: none"> - Audio - Fishing vessel track 	
In flight Vessel Report In the following format(s): <ul style="list-style-type: none"> - Tabular; and - Chart, Map. 	<ul style="list-style-type: none"> - Target information - Species - Fishery management areas and sub areas - Vessel distance from (in or out) the EEZ 	During the patrol.
Flight Patrol Data In the following format(s): <ul style="list-style-type: none"> - Tabular; and - Chart, Map. 	<ul style="list-style-type: none"> - target information - aircraft flight track - tombstone data - total Mission time - time spent in Area and sub area - number of vessels identified - number of vessels observed - fishing vessel track - aircraft altitude - prevailing visibility - other environmental factors in relation to the entire mission. 	The Contractor must transfer all flight patrol data from the I-ADMS to the DMS within 20 minutes after landing.
Violation/Incident Package	<ul style="list-style-type: none"> - date/time (UTC) - vessel name, - vessel registration number (VRN), vessel call sign - vessel IMO number - MMSI - photograph / video - sequential mission number - vessel latitude/longitude (on top) - navigation check, - weather conditions at time of violation, and - flight crew statements/notes 	As requested by the fishery officer.

FISHERIES AND OCEANS CANADA

CONSERVATION AND PROTECTION

Fisheries Aerial Surveillance and Enforcement (FASE) program

Information Technology (IT) Security Requirements

VERSION 1.0

November 28, 2016

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1. INTRODUCTION

1.1 General

The Public Service and Procurement Canada (PSPC) Industrial Security Manual (ISM) prescribes the procedures to be applied by Canadian-based organizations for the safeguarding of government information and assets provided to or produced by private organizations and where security is administered by the Industrial Security Program of PSPC.

The ISM, Section 700 (2), specifies the requirement for completion of the Security Requirements Checklist (SRCL) and amplifying security clauses. This document constitutes the amplifying security clauses (requirements) as it applies to Information Technology.

In addition to policy guidance provided within the Government of Canada Security Policy (GSP), there are also industry best practices. With respect to the IT security requirements specified herein, consideration has also been given to security requirements specified in Reference D of Sect 1.5 below.

1.2 Aim

The aim of this document is to identify the security requirements that are necessary to assure that any information collected for or on behalf of Canada is provided the minimum protection as prescribed in the GSP.

1.3 Scope

The security requirements apply to the Vendor facilities, including IT components that are to be utilized as part of the national program for aerial surveillance. This includes collection, retention, storage, and transmission of information. Where Fisheries and Oceans Canada (CANADA) personnel are accessing the data, certain controls must be provided which are described herein. Implementation of these controls must be done in consultation with CANADA. In some instances detailed procedures may be necessary and these also must be coordinated with CANADA.

1.4 Requirements Overview

In this set of security requirements, each Section provides general information about that particular category or security component. Each Section contains sub-sections. The sub-section provides the specific requirements. The information provides specific guidance on the implementation that will allow the Vendor to meet the requirement specified.

1.5 References

The following references may be utilized in conjunction with interpretation of the security requirements:

- a. Government of Canada Security Policy (GSP), Treasury Board of Canada Secretariat;
- b. Operational Security Standard: Management of Information Technology Security (MITS) Treasury Board of Canada Secretariat;
- c. Communications Security Establishment (CSE) Information Technology Security Alert 11C;
- d. Information Technology Security Techniques Information Security Management Systems Requirements, International Organization for Standardization (ISO) ISO/IEC 27001:2005; and
- e. Public Services and Procurement Canada (PSPC) Industrial Security Manual (ISM).

12 VENDOR IT SECURITY PROGRAM

A Vendor IT security program concerns itself with ensuring that the necessary security infrastructure and support is in place to ensure that security is appropriately implemented and managed across the Vendor's organization in the protection of assets that are employed in support of the Fisheries Aerial Surveillance and Enforcement (FASE) program. Vendor management must actively support and take responsibility for the implementation and maintenance of an effective information security management program in a positive and proactive manner by ensuring that the overall FASE program IT security posture adheres to the specifications and requirements stated herein.

12.1 Information Security Infrastructure

Requirement: a Vendor management framework must be established to approve the information security policy, assign security roles, and coordinate the implementation of security across the organization.

Vendor management must identify information security goals and objectives, prepare and approve information security policy, provide direction for new security developments and provide suitable resources to support the security function.

An independent review must be conducted on the Vendor's overall information security processes to ensure they are adequate, complete, fit-for-purpose and enforced. The review must be conducted at least once within the first five years and as directed by CANADA thereafter.

Information Security Policy

Requirement: Vendor management must set clear policy direction and demonstrate support for and a commitment to information security through the issuance and maintenance of an information security policy across the organization.

The Vendor must determine a suitable information security policy and obtain management approval. This policy must be distributed and communicated to all employees together with supportive guidance and compliance requirements.

The policy must be clearly defined and state management's intent and purpose in creating the policy and be consistent with, and support, the organization's business policy as it applies to the FASE program management. The policy must cover risk assessment and risk management.

The IT Security Policy document must identify and define roles and responsibilities for all Vendor personnel who have been assigned responsibility for IT security.

Risk Management

Requirement: a risk management framework must be established to identify IT security risks, manage the risks and verify that risks are managed on a regular basis through a risk treatment plan.

The basics of a risk management framework must include the following components:

- a. Certification and Accreditation (C&A). The purpose of certification is to verify that the security requirements established for FASE are met and that the controls and safeguards work as intended. The purpose of accreditation is to signify that Vendor management has authorized the system or service to operate and has accepted the risks of operating the system or service, based on the certification evidence. CANADA retains the right to have IT systems, software, or applications certified and accredited in accordance with CANADA IT Security Policies and Standards.
- b. Threat and Risk Assessments (TRA). A TRA must be completed for all IT systems that will be utilized as part of the Vendor's FASE program activities. The TRA processes must be applied within the Vendor organization to determine the extent of the potential threat and the risk associated with the IT system or systems associated with FASE.
- c. Vulnerability Management (VM). The Vendor must have a VM process in place. The process must include a mechanism to identify vulnerabilities with Vendor software employed with FASE. A patch management process must exist which identifies patch management procedures including list of latest patches installed.
- d. Disaster Recovery Planning (DRP). DRP must exist as related to IT systems utilized by FASE activities. This includes development and implementation of data recovery strategies in the event of systems or applications failures.
- e. Security Awareness (SA). The Vendor must have an SA process for making individuals cognizant of IT security issues such as the current threat environment. The SA program must include mechanisms that provide individuals with the Company's perspective on IT

security policies and procedures and influences behaviour. These types of controls must be applied to all users of any component of the FASE IT infrastructure.

The Vendor must provide documentary evidence to support its risk management framework implementation. Such evidence includes copies of risk management policies, standards and procedures. An independent verification report of acceptable risk management practices is also acceptable.

12.2 Security of Third Party Access

Requirement: security of Vendor information processing facilities and information assets accessed by third parties must be maintained.

Where the Vendor has been authorized to utilize third parties who require access to FASE assets, all business requirements for this access must be documented. For example, where the Vendor utilizes services such as technical support for either hardware or software by other than the Vendor's employees, the access must meet the requirements described herein. Risk assessments must demonstrate the requirement for additional controls to mitigate any potential risks when accessing FASE related sensitive information assets. Confidentiality and non-disclosure agreements must be implemented where stipulated as a result of the TRA.

12.3 Sub-contracting

Requirement: security of information must be maintained when the responsibility for information processing has been authorized for outsourcing to another organization.

Where the Vendor has been authorized to sub-contract any of the FASE related IT functions, they must be identified and IT security equal to or greater than the requirements stated herein must be in place. The IT security requirements must be independently verified and the verification report made available to CANADA upon request.

13 ASSET CLASSIFICATION AND CONTROL

The purpose of this section is to ensure that all FASE program IT assets within the Vendor's organization are accounted for and ownership assigned. As well, it ensures that a data classification system be implemented and consistent with the security and management of Canada owned information within the Vendor's care and custody.

13.1 Accountability of Assets

Requirement: accountability of Vendor IT assets must exist. All IT assets must be accounted for and have an owner identified.

The Vendor must ensure that all FASE assets are clearly identified, including the owner within the Vendor organization. An inventory of all IT assets must be developed and maintained. The asset inventory list must include all information necessary in order to recover from a disaster, including type of asset, format, location, backup information, license information and a business value.

Within the Vendor organization, ownership of assets must be allocated to:

- a business process;
- a defined set of activities;
- an application; or
- a defined set of data.

Asset identification must include a system or application description that identifies all components that are part of the FASE system. The following category of assets must be utilized:

- a. Information: databases and data files, contracts and agreements, system documentation, research information, user manuals, training material, operational or support procedures, business continuity plans, fallback arrangements, audit trails and archived information;
- b. Software assets: application software, system software, development tools and utilities;
- c. Hardware assets: computer equipment, communications equipment, removable media, and other IT equipment such as switches and routers;
- d. Services: computing and communications services, general utilities such as heating, lighting, power and air-conditioning;
- e. Personnel: IT personnel and their qualifications, skills, and experience;
- f. Intangible assets: such as reputation and image of the organization in providing services to the GC.

All data and removable storage devices are the property of the Government of Canada and must be labelled as such.

13.2 Information Classification

Requirement: information assets must receive an appropriate level of protection that indicates the need, priorities and degree of protection required based on their classification from a confidentiality, integrity and availability perspective.

The Confidentiality rating for all FASE information components must use the following labels:

Post Flight Mission Data This includes all of the flight path, tracking results and related mission data. This is also the aggregate of all the data collected by the Vendor and stored, processed by <u>ground-based</u> FASE components. This data may also contain pictures and video identifying vessels and the location at the time of the picture being taken.	Protected B
Near-Real Time Flight Tracking Data Aircraft location and tracking information sent via satellite communication links and available through the supporting applications.	Protected B
Vessel Identification and Location Data Non-violation data about vessels location and identification information as tracked by on-board sensors and processed/stored in the aircraft systems.	Protected B
Digital Images Photographs taken with a digital camera or other electronic devices of vessels of interest, suspected or actual violations.	Protected B
Violations photo/video Recordings Video surveillance images of vessels observed violating conditions or suspected of committing violations.	Protected B
Violations Data Data generated by on-board systems and used to produce a violations report. Includes vessel name, Side Number, Call Sign, Nationality, Course/Speed, Distance and Time, vessel position (Latitude and Longitude), and nature of violation.	Protected B
Tasking Data This is the tasking information received from CANADA and forwarded to Vendor base of operations. It identifies coverage areas for upcoming patrols as well as data on any Vessels of Interest.	Protected B
Backup Data All FASE data contained on backup media and stored off-site.	Protected B
Post Mission Portable Media Any portable media that contains the results of the mission. This mission data may be uploaded onto the ground-based FASE systems and available to CANADA through the Vendor-provided applications. It includes vessels' identification and location as observed during the flight.	Protected B
Violations portable media Any locally produced portable media that may contain reproduced video, digital images and related data on vessels committing or suspected of committing violations.	Protected B
Digital photo/video Images Digital images of violations contained on camera disks or other portable media. This includes digital images displaying vessel identification markings and/or location.	Protected B
Paper-based Files and Reports Printed Violations Report, Individual statements and/or related incident data as may be provided to the attending Fishery Officer post mission.	Protected B
Flight Schedules and Related Electronic Messages Local schedules and tasking messages disseminated throughout the Vendor facilities for mission crewmembers. This includes schedules for upcoming weekly flight areas.	Protected B

The labels must be applied to all portable media as Protected “B”. Protected B media must be tracked and controlled at all times by maintaining a log book of the media with a media control number, identification of content and location.

13.3 Chain of Custody for Information Assets

Requirement: information assets concerning incidents, potential incidents or other observations made by a Fishery Officer must be adequately identified, continuity or chain of custody maintained and recorded.

In order to protect information collected by or on behalf of a Fishery Officer, it is necessary to implement procedures and controls. The Vendor must ensure a process is in place to accurately document receipt of any items that are deemed to be related to an incident, suspected incident or other issue identified by a Fishery Officer. The transferee must ensure that evidence is accounted for during the time that it is in that person’s possession. Procedures must ensure that it is adequately protected. There must be a record of the names of the persons from whom it was received. There must be a record indicating to whom, or where it was delivered. All records must indicate the time and date of receipt and delivery. The records must also indicate what was received (i.e portable media, videos, photographs, file formats etc.). Stored items must be placed in containers suitable for protection of Protected B materials.

14 PERSONNEL SECURITY

Personnel security concerns itself with ensuring that IT security responsibilities are identified in contracts or other hiring-related documents for all Vendor employees and monitored during an individual’s employment. It also ensures security training requirements are being met to provide individuals who have system administrator or security responsibilities with necessary security procedures and correct use of information processing.

14.1 Security In Job Definition and Resourcing

Requirement: security responsibilities must be addressed at the recruitment stage for all prospective employees, contractors or any others who may be authorized access to FASE assets.

Security roles and responsibilities of employees, contractors and third party users must be defined and documented in accordance with the Vendor organization’s information security policy and clearly communicated to job candidates during the pre-employment process.

As part of their contractual obligation, employees, contractors and third party users must agree and sign the terms and conditions of their employment contract, which will state their and the Vendor’s responsibilities for information security.

Procedures and responsibilities must be in place to ensure an employee’s, Contractor’s or third party user’s exit from the Vendor’s organization is managed and that the return of all equipment and the removal of all access rights are completed prior to departure.

All Vendor personnel must have, at a minimum, an Enhanced Reliability Status Check (ERC) prior to being granted access to any FASE information (data). Those persons with an IT responsibility such as system administrators must have, at a minimum, a Level II (Secret) Government of Canada security clearance.

14.2 User Security Briefings

Requirement: users must be made aware of information security threats and concerns, and are also equipped to support Vendor security policy in the course of their normal work.

The Vendor must ensure that all employees and other persons authorized to access FASE IT assets, must be provided an opportunity to attend security briefings. IT security briefings will address the following:

- a. Vendor senior management support for IT Security;
- b. Vendor IT Security Policies expectations and user responsibilities;
- c. Current Vendor threat environment;
- d. Identify Vendor point of contact for IT security concerns;
- e. Acceptable use of the networks;
- f. Need to Know principle (see sub-section 7.2);
- g. Least Privilege principle (see sub-section 7.2);
- h. Possible sanctions for policy violations; and
- i. Where to find Vendor security policies.

15 PHYSICAL AND ENVIRONMENTAL IT SECURITY

This ensures that adequate security exists to protect critical or sensitive assets as related to the FASE IT assets within the Vendor's organization. This includes the establishment of security perimeter, entry controls, and controls while working in a secure area. Security of sensitive assets to prevent loss, damage or compromise is an integral component of physical security.

15.1 Facility and Equipment Security

Requirement: IT equipment must be physically protected from security threats and environmental hazards. Information and information processing facilities must be protected against disclosure, modification, or removal by unauthorized persons.

The following controls must be implemented for all secure areas where processing or storage of Protected B information takes place:

- a. Security perimeters protecting FASE IT assets must be clearly defined. Each of the perimeter controls must be proportional to the security requirements of the assets within the perimeter based on the results of a risk assessment;
- b. Perimeters of a building or site containing information-processing facilities must be physically sound (i.e. there must be no gaps in the perimeter or areas where a break-in could easily occur);

- c. All external walls of the site must be of solid construction and all external doors must be suitably protected against unauthorized access with control mechanisms (e.g. bars, alarms, locks etc);
- d. Doors and windows must be locked when unattended and external protection may be considered for windows, particularly at ground level based on the recommendations of a risk assessment;
- e. A manned reception area or other means to control physical access to the site or building must be in place;
- f. Access to sites and buildings must be restricted to authorized personnel only;
- g. Physical barriers must be built to prevent unauthorized physical access;
- h. All fire doors on a security perimeter must be alarmed, monitored and tested annually;
- i. Intruder detection systems must be installed to cover all external doors and accessible windows and be tested annually;
- j. Unoccupied areas must be alarmed at all times; coverage must also be provided for other areas (e.g. computer room or communications rooms);
- k. Information processing facilities managed by the Vendor organization must be physically separated from those managed by third parties.

16 COMMUNICATIONS AND OPERATIONS MANAGEMENT

This section provides the security requirements that are applicable to routine processing and communicating of FASE data using the Vendor information systems.

16.1 Operational Procedures And Responsibilities

Requirement: responsibilities and procedures must be in place to provide for the correct and secure operation of information processing facilities.

Standard operating procedures must be in place to address the following:

- a. Processing and handling of FASE information;
- b. Data backups, testing and restorations;
- c. Instructions for handling errors or other exceptional conditions, which might arise during job execution, including restrictions on the use of system utilities;
- d. Support contacts in the event of unexpected operational or technical difficulties;
- e. Sensitive data output and media handling instructions including procedures for secure disposal of output from failed jobs;
- f. System restart and recovery procedures for use in the event of system failure; and
- g. The management of audit-trail and system log information.

Segregation of duties must be utilized as a method for reducing the risk of accidental or deliberate system misuse. Procedures must be in place to ensure that no single person can access, modify or use assets without authorization. The initiation of an event such as accessing, deleting or modifying sensitive data must be separated from its authorization. The possibility of collusion must be included and prevented when designing the controls.

16.2 Protection Against Malicious Software

Requirement: All FASE data must be protected against malicious code.

Anti-virus software tools must be in place to prevent and detect the introduction of malicious code.

The Vendor must have procedures in place to limit the damage caused by an outbreak of malicious code.

16.3 Configuration Control

Requirement: A configuration control process must be implemented that monitors and tracks the approved configuration of all IT assets.

The Personal Computer (PC) Operating Systems (OS) of any FASE computers/laptops configured for use by Vendor employees must be maintained within strict configuration control procedures. Employees must be made responsible for ensuring that the assigned PC OS remain configured as provided by the Vendor IT support personnel.

The Vendor must maintain all data collected and managed for CANADA on a database that is separate and isolated from other Vendor clients. This will ensure that a potential compromise of one platform due to differing security requirements by another client will not adversely affect FASE data.

16.4 Change Management

Requirement: A change management process must be implemented that monitors and tracks the approved changes to all IT assets.

All changes to installed software and hardware must be approved, recorded and implemented through a change management process in place within the vendor organization. During the change management process, all changes must be considered for potential security implications that could create new vulnerabilities or introduce unnecessary new security controls such as additional passwords. During the change management process the following controls must be address:

- a. Identification and recording of changes;
- b. Planning and testing of changes;
- c. Assessment of the potential impacts, including security impacts, of such changes;
- d. Vendor management approval procedures for proposed changes;
- e. Communication of change details to all relevant persons;
- f. Fallback procedures, including procedures and responsibilities for aborting and recovering from unsuccessful changes and unforeseen events.
- g. Implementing the change with adequate security controls;
- h. Documenting all changes including the approval process.

16.5 Housekeeping

Requirement: routine procedures are established to carry out a back-up strategy to maintain the integrity and availability of information processing and communication services.

The following controls must be implemented:

- a. The necessary level of back-up information must be defined;
- b. Accurate and complete records of the back-up copies and documented restoration procedures must be produced;
- c. The extent (e.g. full or differential backup) and frequency of backups must reflect the FASE business requirements, the security requirements of the information involved, and the criticality of the information to the continued operation of the FASE program;
- d. The back-ups must be stored in a remote location, at a sufficient distance to escape any damage from a disaster at the main site;
- e. Back-up information must be given an appropriate level of physical and environmental protection consistent with the standards applied at the main site;
- f. The controls applied to media at the main site must be extended to cover the back-up site;
- g. Back-up media must be tested to ensure that it can be relied upon for restoration;
- h. Procedures for retrieval and restoration from off-site storage must be tested annually.
- i. In situations where confidentiality is of importance (i.e the backup data contains Protected B information), back-ups must be protected by means of encryption.

The Vendor must ensure that all FASE data is processed and stored in facilities located in CANADA only. All data collected for or on behalf of FASE must be retained for at least three years from the date of collection. On contract completion, all data must be made available to CANADA upon request.

All FASE IT assets being considered for disposal may not contain any FASE data either original data or residual data. The Vendor must provide asset sanitization and disposal procedures to CANADA for approval prior to disposing of the asset.

17 ACCESS CONTROLS

The purpose of this section is to provide the requirements that are necessary to ensure that only authorized users access FASE IT assets. In general, access controls apply to all users whether they are CANADA authorized users or Vendor authorized users. In some instances such as system administration, the requirements may apply only to Vendor users.

17.1 Business Requirement For Access Controls

Requirement: access to information and business processes must be controlled on the basis of business and security requirements.

The Vendor must identify all Vendor individuals who require access to FASE IT resources. An Access Control Policy, and accompanying procedures, must be established to address the following:

- a. Identify the security requirements of individual business applications;
- b. Identification of all information related to the business applications and the risks the information is facing;
- c. Establish consistency between the access control and information classification policies of different systems and networks;
- d. Identify relevant legislation and any contractual obligations regarding protection of access to data or services;
- e. Identify standard user access profiles for common job roles in the Vendor organization;
- f. Establish management of access rights in a distributed and networked environment that recognizes all types of connections available;
- g. Establish segregation of access control roles, e.g. access request, access authorization, access administration;
- h. Identify requirements for formal authorization of access requests;
- i. Identify requirements for periodic review of access controls; and
- j. Identifies procedures for removal of access rights.

17.2 User Access Management

Requirement: formal procedures must be in place to control the allocation of access rights to information systems and services to prevent unauthorized access to information systems.

The Vendor must coordinate user account management and access control requirements with CANADA.

Each Vendor and CANADA user must be provided with a unique identifier prior to issuance of access privileges. Each individual's identity must be confirmed by their respective manager using appropriate credentials. Identification credentials must consist of any CANADA issued documentation that contains a photograph of the individual on the document or any valid provincially issued documentation that contains a photograph of the individual excluding health cards.

Dual authentication controls must be implemented before a user is granted access to either system or application accounts. As a minimum the following applies:

- Something a person knows (usually a password); and
- Something a person has (usually an access card, swipe card or other token).

Passwords must be at least 8 characters long and must contain characters from at least three of the following four categories:

1. Uppercase characters (A — Z);

2. Lowercase characters (a — z);
3. Base 10 digits (0 — 9);
4. Non-alphanumeric or special characters (i.e. !, \$, #, or %).

The following elements also apply:

- Does not contain three or more characters from the user's account name;
- Does not contain any dictionary words; and
- Will not contain any personal information (address, birthday etc.);
- The system or application must enforce a password history control that prevents reuse of the previous twenty-four (24) passwords and forces a password change after ninety (90) days.

All user accounts must employ the following controls:

- a. A Thirty (30) minute delay is required before a user is able to attempt logon after 4 invalid logon attempts and account lockout;
- b. Lockouts must have a minimum wait time of thirty (30) minutes before reset is enabled; and
- c. System or application “guest” accounts must be disabled.

All Vendor and CANADA accounts must have, at a minimum, controls based on user roles. This means access control techniques must include a set of controls that determine how users and resources interact. Controls must limit access to assets based on the role users hold within their area of responsibility. This means that user roles must be established and each asset to which the role is to be granted access defined using access control lists. All users must be assigned to a pre-established role.

All Vendor and CANADA users must only be granted the most restrictive set of privileges that will allow performance of authorized tasks and responsibilities (least privilege principle). Furthermore all users may only have access to the information and resources necessary to complete assigned tasks and fulfill their roles within the Vendor’s organization (need to know principle).

The Vendor must monitor user accounts that may have become dormant or inactive. The Vendor must seek guidance and clarification from CANADA as to the disposition of these accounts.

17.3 Vendor User Responsibilities

Requirement: Vendor users are made aware of their responsibilities for maintaining effective access controls regarding the use of passwords and security of user equipment.

All users must be advised of the following responsibilities:

- a. Keep passwords confidential;
- b. Avoid keeping a record (e.g. paper, software file or hand-held device) of passwords, unless this can be stored securely and the method of storing has been approved;
- c. Change passwords whenever there is any indication of possible system or password compromise;
- d. Sharing individual user passwords is not permissible; and
- e. Using the same password for business and non-business purposes is not permissible.

When users need to access multiple services, systems or platforms that require separate user names and/or passwords, they may use a single password as long as that password meets the requirements of the service, system or platform having the highest level of password security (within the parameters prescribed in sub-section 7.2).

17.4 Network Access Controls

Requirement: access to both internal and external networks must be controlled to ensure that users having access to networks and network services do not compromise the security of these network services.

Network accounts such as those used by system managers or system administrators must be controlled by the use of complex passwords and must consist of the following components:

- a. Must be at least 8 characters long;
- b. Contain characters from all of the following four categories:
 - 1. Uppercase characters (A — Z);
 - 2. Lowercase characters (a — z);
 - 3. Base 10 digits (0 — 9);
 - 4. Non-alphanumeric or special characters (i.e: !, \$, #, or %); and

c. Complies with the following elements:

- i. Does not contain three or more characters from the user's account name;
- ii. Does not contain any dictionary words; and
- iii. Will not contain any personal information (address, birthday etc.).

In addition to robust network passwords, the following network requirements must be implemented:

- a. Operational responsibility for networks must be separated from responsibilities for computer operations;
- b. Responsibilities and procedures for the management of remote equipment, including equipment in user areas, must be established;
- c. Encryption and data integrity protection must be established to safeguard the confidentiality and integrity of data passing over public networks or over wireless networks;
- d. Logging and monitoring must be applied to enable recording of security relevant actions;
- e. Network management activities must be closely coordinated across all Vendor regions to optimize the service and to ensure that security controls are consistently applied across the information-processing infrastructure.

17.5 Remote Access

Requirement: adequate protection must be provided when using mobile computing and teleworking facilities.

The Vendor must provide a Secure Virtual Private Network (SVPN) connection for all teleworkers or mobile users authorized access the systems or applications remotely. The 'Secure' aspect of the VPN connection must include Entrust and PKI encryption and authentication algorithms that are approved for use in the CANADA - IT environment.

18 SYSTEMS DEVELOPMENT AND MAINTENANCE

This section provides the security requirements that are applicable during the development of new IT systems or services as may be required by CANADA from time to time.

18.1 System Planning and Acceptance

Requirement: advance planning and preparation procedures must be in place to ensure the availability of adequate capacity and resources for all FASE IT assets.

During the planning and development process for new IT systems or services the following must be implemented

- a. Rules for the transfer of software from development to operational status must be defined and documented;
- b. Development and operational software must segregated;
- c. Compilers, editors, and other development tools or system utilities must not be accessible from operational systems when not required;

- d. The test system environment must emulate the operational system environment as closely as possible;
- e. Users must use different user profiles for operational and test systems, and menus should display identification messages indicating a test or operational environment to reduce the risk of error; and
- f. Sensitive data must not be copied into the test system environment:

In addition the following must be addressed during acceptance testing of new IT capabilities or services:

- a. Performance and computer capacity requirements defined and documented;
- b. Error recovery and restart procedures, and contingency plans;
- c. Preparation and testing of routine operating procedures to defined standards;
- d. Agreed set of security controls in place;
- e. Effective manual procedures;
- f. Business continuity arrangements;
- g. Evidence that installation of the new system will not adversely affect existing systems, particularly at peak processing times, such as month end;
- h. Training is to be provided in the operation or use of new systems or services;
- i. Ease of use, as this affects user performance and avoids human error.

18.2 System Security Requirements

Requirement: security requirements will be defined and agreed upon prior to development of new information systems or services to ensure that security is built into the systems or services.

Systems that provide web-based access to Protected B information must employ a secure link. Secure links must be established by enabling the Secure Socket Layer (SSL) Version 3.0 or higher security protocol.

18.3 Application Systems Security

Requirement: appropriate controls and audit trails or activity logs will be designed into application systems, including user written applications, in order to prevent loss, modification or misuse of user data.

All applications must be monitored by software to detect deviations from access control policy and record events to provide evidence in case of security incidents.

18.4 Cryptographic Controls

Requirement: cryptographic systems and techniques must be used for protection of information that is considered at risk for which other controls would be inadequate.

The data transfer between the surveillance aircraft and the ground station must employ Triple DES encryption. This includes real time or near real time video, data or other similar tracking information.

All Protected B data whether in transit or storage must employ CANADA-approved encryption algorithms.

Encryption is used to protect particularly sensitive information while in transit outside IT security zones. Server to server access involving sensitive data is achieved through the implementation of Secure Sockets Layer (SSL) encryption technologies. CANADA users requiring access to Protected B data for secure transmission will use Public Key Infrastructure (PKI) facilitated cryptographic techniques.

In all cases, encryption algorithm implementations, either SSL or PKI, will be done using Communications Security Establishment (CSE) approved technologies and implementation guidance. The following algorithms are approved for encrypting Protected B information:

- AES (128, 192, 256 bits);
- Triple DES;
- CAST5 (80, 128 bits); and
- SKIPJACK

The above algorithms must be implemented using the CSE guidance contained in Reference C of Sub-sect.1.5 above.

19 RESPONDING TO SECURITY INCIDENTS

Requirement: procedures must exist for managing security incidents in order to minimize damage.

The Vendor must actively monitor and review all Firewall logs, Intrusion Prevention System (IPS) logs and maintain a record of all anomalies and actions taken to resolve such anomalies. Such information must be made available to CANADA IT Security upon request for audit purposes. All security incidents must be reported to the Canadian Industrial Security Directorate (CISD) of PSPC.

20 SECURITY COMPLIANCE

The purpose of this section is to describe the IT security assessment requirements for the Vendor's IT assets employed in support of FASE program activities.

20.1 10.1 IT Security Assessments

Requirement: the Vendor must conduct annual assessments to verify conformance to these FASE IT security requirements

The Vendor must implement the risk management component of this document in consultation with CANADA. The results of a TRA and an accompanying action plan for other than low risk areas are acceptable evidence of conformance to these security requirements for that particular point in time.

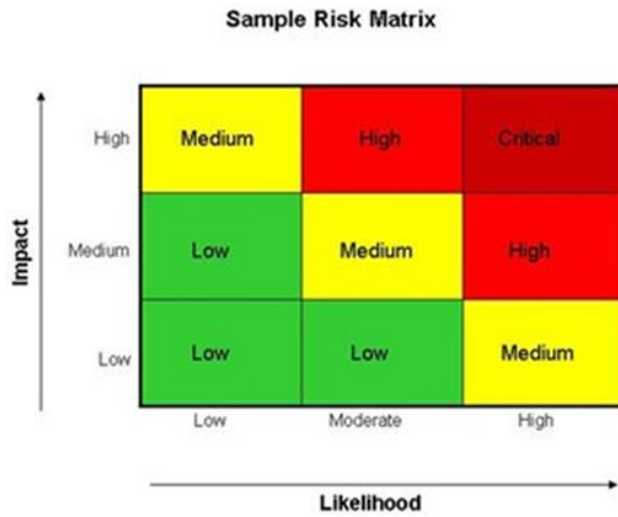
CANADA reserves the right to have independent security assessments conducted to determine that the Vendor continues to maintain the IT security requirements as specified herein.

Attachment 8 – Transition Plan Guideline

Type of meeting	Target dates	Venue	Objectives	Contractor Participants
Kick-Off meeting (Once)	Within 2 weeks of contract award	In person – C&P – PSPC office	<ul style="list-style-type: none"> • Confirm program vision • Confirm scope of program • Confirm, roles and responsibilities • Confirm deliverables and milestone dates • Assumptions • Discuss program risks 	At a minimum the program manager and the IT Systems Manager.
Weekly status meeting (Ongoing)	On-going weekly	C&P – PSPC office or teleconference	<ul style="list-style-type: none"> • Program Management Plan • Outstanding issues • Critical items • Ongoing business • Service Standards 	At a minimum the Program Manager and the IT Systems Manager.
Preliminary Design Requirement review	Three weeks after Kick off meeting and as required	In person – C&P – PSPC office person	<ul style="list-style-type: none"> • Review contractual requirements • Ensure business requirements are understood • Resolve any unclear business requirements • Identify conflicts or inconsistencies 	At a minimum the Program Manager and the IT Systems Manager.
Stand Up - Bases of Operations	TBD	TBD	<ul style="list-style-type: none"> • TBD 	At a minimum the Program Manager, Operations Manager, IT Systems Manager.
Sensor Suite testing	TBD	TBD	<ul style="list-style-type: none"> • Present and review Test Plans • Respond to questions • Identify risks or issues and develop mitigation strategies • Demonstrate how issues were resolved. 	At a minimum, Program Manager, Operations Manager, Flight Crew, Sensor Operators, IT systems Manager
User DMS Acceptance Test (As required)	XXX weeks after Kick off meeting	In person – C&P – PSPC office person	<ul style="list-style-type: none"> • Present and review Test Plans • Present DMS, portal and scheduling tool • Respond to questions • Identify risks or issues and develop mitigation strategies • Demonstrate how issues were resolved. 	At a minimum the Program Manager and the IT Systems Manager.

Type of meeting	Target dates	Venue	Objectives	Contractor Participants
Test DMS	During testing	In person – TBD	<ul style="list-style-type: none"> Review SOW deliverables Review the requirements of the evaluation. Review list of recommendations / next steps / punch list. Discuss additional meetings, if required. Review outstanding issues and resolutions 	At a minimum the Program Manager and the IT Systems Manager.
Test DMS (At a minimum once but more if required)	During testing	In person – TBD or teleconference	<ul style="list-style-type: none"> Review testing outcomes Review results of testing evaluation Review punch list /next steps Discuss additional tests, if required Review outstanding issues and resolutions 	At a minimum the Program Manager and the IT Systems Manager.
DMS deployment	TBD	In person – C&P and PSPC office or teleconference	<ul style="list-style-type: none"> Determine deployment locations Outstanding punch list Next Steps 	At a minimum the Program Manager and the IT Systems Manager.
Sensor suite deployment	TBD	TBD	<ul style="list-style-type: none"> TBD 	At a minimum, Program Manager, Operations Manager, Flight Crew, Sensor Operators, IT systems Manager
Sensor Suite training for fishery officers	TBD	TBD	<ul style="list-style-type: none"> TBD 	At a minimum, Program Manager, Operations Manager, Flight Crew, Sensor Operators, IT systems Manager
DMS training for fishery officers, national and regional delegates	TBD	TBD	<ul style="list-style-type: none"> TBD 	At a minimum, Program Manager, Operations Manager, IT systems Manager
Operational readiness for delivery of services	Occurs every 3 months after full deployment	In person – CIC Office or teleconference	<ul style="list-style-type: none"> Discuss steady state status Outstanding issues Critical items 	At a minimum the Program Manager, Operations Manager and IT Systems Manager.

Attachment 9 – Sample Risk Matrix





SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Fisheries & Oceans		Conservation & Protection	
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			
Contractor will provide aerial surveillance services to the Conservation & Protection Program, as part of C&P's National Compliance Strategy.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
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)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. 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.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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 <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: National Security Exception <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <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 B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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? ☒ No Non ☐ Yes Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 | | | |

Special comments:

Commentaires spéciaux :

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? ☒ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ 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



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
FP859-16-0059

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Darren Goetze		Title - Titre Director General Conservation & Protection	Signature
Telephone No. - N° de téléphone 613-993-1414	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel darren.goetze@DFO-MPO.gc.ca	Date OCT 23 2017

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sébastien Guay		Title - Titre Security Officer	Signature
Telephone No. - N° de téléphone 613-993-3916	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date OCT 31 2017

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Jeff Campbell		Title - Titre Team Leader	Signature
Telephone No. - N° de téléphone 873-469-3956	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jeff.campbell@tpsgc-pwgsc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Guide:

In order to meet the requirement of the government Security Policy and its standard on security in contracting the private sector organization requires security clearances according to the following security classification guide:

Organization: a facility security clearance (FSC) at the Secret level with a document safeguarding Capability (DSC) at the "Protected B" level for the collection and storing of aerial surveillance data.

Senior Management Personnel: personnel security clearance at the "Secret" level.

Flight Crew and sensor operators: Personnel security clearance at the "Secret" Level.

All other contractor personnel: Reliability status

Note: Information received from DND briefings during flights must not be shared with unauthorized employees. A need to know and the appropriate security clearance to the "Secret" level are required to order to be privy to this information.