



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Chartering of Helicopters for Migratory Bird Monitoring in Eastern Canada</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000061712</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-02-03</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2022-03-10</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à Anthony De Flavis Anthony.DeFlavis@ec.gc.ca</p>	
	<p>Telephone No. – N° de téléphone 514-283-5958</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2023-03-31</p>	
	<p>Destination of Services / Destination des services See Herein</p>	
	<p>Security / Sécurité There is no security requirement associated with this solicitation</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur (Insert-Ajouter)</p>		
<p>Telephone No. – N° de téléphone (Insert-Ajouter)</p>	<p>Fax No. – N° de Fax (Insert-Ajouter)</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Financial Bid Presentation Sheet and Mandatory Technical Criteria and any other attachments.

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements and any other annexes.

1.2 Summary

1.2.1 Environment and Climate Change Canada (ECCC) has a requirement for Chartering of Helicopters for Migratory Bird Monitoring in Eastern Canada as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from April 1, 2022 to March 31, 2023. ECCC may award up to two contracts of (1) one year period each, with (2) two irrevocable option years of one year under the same conditions.

As part of its mandate to conserve migratory birds, Environment and Climate Change Canada's Canadian Wildlife Service (CWS) uses helicopters to conduct annual surveys of waterfowl and other migratory birds over various suitable habitats in eastern Canada (Ontario and Quebec, among others). Data from these surveys and migratory bird banding helps track the trends, abundance and distribution of migratory bird species – three parameters essential to the sound management of bird populations by CWS.

1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003 (2020-05-28)

- 1.2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], the World Trade Organization – Agreement on Government Procurement [WTO-AGP], the Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP] and the Canada-Ukraine Free Trade Agreement.

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 of 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 PSPC/PWGSC *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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the email address and by the date and time indicated on the cover page of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

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 the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

[Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (7) seven 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 Quebec

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 Bid Challenge and Recourse Mechanisms

Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy in PDF format)

Section II: Financial Bid (1 soft copy in PDF format)

Section III: Certifications (1 soft copy in PDF format)

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: *Anthony De Flavis*

Solicitation Number: 5000061712

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet *in* Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3 Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4 Bidders should include the following information in their financial bid:
 - (a) Their legal name; and
 - (b) The name of the contact person (including 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.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

**ATTACHMENT 1 TO PART 3
FINANCIAL BID PRESENTATION SHEET**

The Bidder should complete the Financial Bid Presentation Sheet and include it in its financial bid once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid for each of the periods specified below its quoted all inclusive fixed hourly rate (in Cdn \$) for each of the resource categories identified.””.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for administrative overhead or profit, in accordance with meal allowances, use of a private vehicle and incidental allowances specified in Appendices B, C and D of the Travel Directive of the National Joint Council, and other provisions of the Directive relating to "travelers", rather than those referring to "employees".

All travel must be previously authorized by the project manager.

The cost of authorized travel and living expenses will be paid upon presentation of a detailed statement of costs accompanied by appropriate receipts. All payments are subject to government audit.

The Bidder May Submit A Bid For One Or Both Regions At The Same Time. This Request For Proposal Is For The Award Of Up To Two Contracts. One Contract For The Quebec Region And One Contract For The Ontario Region.

FINANCIAL BID PRESENTATION SHEET FOR THE QUEBEC REGION

Item	PERIOD	HOURLY RATE FIRM ALL INCLUDED (In \$ CAN)	Volumetrics (estimation)	Total (\$ CAN)
		A	B	C = A x B
1	Contract : April 1, 2022 to March 31, 2023			
Quebec	90hrs Helicopter Flights in Quebec		90hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.) and sustenance allowed, all on presentation of receipts, with the exception of meals.			6,300\$
	Jet-A Fuel			29,700\$
Total Contract : A				
2	First Optional Period : from April 1, 2023 to March 31, 2024			
Quebec	90hrs Helicopter Flights in Quebec		90hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.) and sustenance allowed, all on presentation of receipts, with the exception of meals..			6,400\$
	Jet-A Fuel			32,670\$
Total for optional period 1: B				
3	Second Optional Period : from April 1, 2024 to March 31, 2025			
Quebec	90hrs Helicopter Flights in Quebec		90hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.)and sustenance allowed, all on presentation of receipts, with the exception of meals.			6,500\$
	Jet-A Fuel			35,937\$
Total for optional period 2: C				
4	QUEBEC - Evaluated price (excluding applicable taxes):			\$
	(i.e. the sum of: A + B + C)			
5	Applicable Taxes Quebec 14.975%			

FINANCIAL BID PRESENTATION SHEET FOR THE ONTARIO REGION

Item	PERIOD	HOURLY RATE FIRM ALL INCLUDED (In \$ CAN)	Volumetrics (estimation)	Total (\$ CAN)
		A	B	C = A x B
1	Contract : April 1,2022 to March 31, 2023			
Ontario	90hrs Helicopter Flights in Ontario		90hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.) and sustenance allowed, all on presentation of receipts, with the exception of meals.			6,300\$
	Jet-A Fuel			29,700\$
Total Contract : A				
2	First Optional Period : from April 1, 2023 to March 31, 2024			
Ontario	60hrs Helicopter Flights in Ontario		60hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.) and sustenance allowed, all on presentation of receipts, with the exception of meals..			4,300\$
	Jet-A Fuel			25,920\$
Total for optional period 1: B				
3	Second Optional Period : from April 1, 2024 to March 31st, 2025			
Ontario	60hrs Helicopter Flights in Ontario		60hrs	
Provision	Other costs: airport fees (e.g., landing fee, parking fee, etc.) and sustenance allowed, all on presentation of receipts, with the exception of meals.			4,400\$
	Jet-A Fuel			28,000\$
Total for optional period 2: C				
4	ONTARIO - Evaluated price (excluding applicable taxes):			\$
	(i.e. the sum of: A + B + C)			
5	Applicable Taxes Ontario 13%			

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2. Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.2.1 Mandatory Technical Criteria

Refer To Attachment 1 To Part 4 - Mandatory Technical Criteria

4.2.2 Mandatory Financial Criteria

For the two regions: Quebec and Ontario , the Bidder must provide in their financial bid an hourly rate which does not exceed the threshold of \$1,100 per flight hour. Applicable taxes extra.	Met/Not Met
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4.3 Evaluation of Price

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

4.3.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.3.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 01 to Part 3.

4.4 Basis of Selection - Mandatory Technical Criteria

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

**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA**

Pilot-in-Command (PIC) is defined as the pilot in command of a rotary wing aircraft. The PIC is directly responsible for the operation of the rotary wing aircraft and is the final authority as to the operation of the rotary wing aircraft.

Team of Pilots is defined as the pilots currently employed by the bidder that are candidates to be the PIC for the operations described by this Request for Proposals. Each must be certified to fly the rotary wing aircraft type specified herein.

	Mandatory Technical Criteria	MET (yes/no)
MC1	<p>The bidders' proposed helicopters must meet the description in Appendix A</p> <p>Type of helicopter: Astar 350, Bell 206-L or equivalent as described in Appendix A</p> <ul style="list-style-type: none"> • Model: • Serial Number: • Date of Manufacture: • Registration: 	
MC2	The bidder must demonstrate, by providing photos, that the helicopters for both Quebec and Ontario are equipped with "pop-out" float skids.	
MC3	Bidders must demonstrate that the helicoptere rear windows are configured to enhance visibility as described in section <i>Maximum rear seat visibility</i> in Annex A. The bidder must provide photos (left and right sides) of both helicopters identified for the missions in order to confirm the outside configuration of the cabin.	
MC4	<p>The bidder must provide three (3) Pilote In Command (PIC)'s. Two (2) main PIC one for Quebec region and Ontario region and one (1) replacement pilot in case of non-compliance with the work to be done (at the request of the ECCC's Project Authority) or in case of emergency (e.g. illness), knowing that both missions (Ontario and Quebec) are simultaneous.</p> <p>Each PIC must have at bid closing date, flown a rotary-wing aircraft:</p> <ul style="list-style-type: none"> • at least 2000 hours, including 1000 hours as the specified type of PIC and 500 hours in regions similar to those described in Annex A. <p>In order to demonstrate this experience the Bidder is requested to complete the Proposed Pilot in Command Experience Table - Hours found at Attachment 2 to Part 4, or provide the equivalent information.</p>	
MC5	<p>The bidder must demonstrate that three (3) proposed Pilote In Command (PIC)'s at bid closing date, has at least 1000 hours piloting wildlife surveys similar to the one described in AnnexA under "Required experience and ability of the pilots-in-command".</p> <p>In order to demonstrate this experience the Bidder provide pilots's CVs and evidence of their wildlife survey experience.</p>	

**ATTACHMENT 2 TO PART 4
PROPOSED PILOT-IN-COMMAND EXPERIENCE TABLE - HOURS**

The Bidder should complete the Proposed Pilot-in-Command Experience Table - Hours for each of its proposed Pilots-in-command and include it with its bid.

The Proposed Pilot-in-Command Experience Table - Hours is for **MC4**

A separate table should be completed for each proposed Pilot-in-Command

Additional Rows may be added as required

Proposed Pilot-in-Command Experience Table - Hours	
Name of Proposed Pilot-in-Command:	_____
Experience :	
Aircraft Type	Number of Hours of Experience as a Pilot-in-Command
_____	_____ Hours
_____	_____ Hours
_____	_____ Hours
_____	_____ Hours
_____	_____ Hours
Total Hours:	_____ Hours
Total Hours Astar 350, Bell 206-L or equivalent:	_____ Hours

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1. Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (2016-04-04) The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2. Additional Certifications Required Precedent to Contract Award

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

5.2.1. Status and Availability of Resources

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

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

5.2.2. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 – SECURITY REQUIREMENTS

6.1. Security Requirement

No security requirement is applicable to this request.

6.2. 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 the contract.

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

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

Title:

7.1. Statement of Work

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

7.2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC *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 (2021-12-02), General Conditions – Higher Complexity Services, as modified below, apply to and form part of the Contract.

7.2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

7.3. Security Requirement

There is no security requirement applicable to this Contract.

7.4. Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2022 to March 31, 2023

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) two additional (1) one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5. Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Anthony De Flavis
Team Manager – Procurement – Operations East
Environment and Climate Change Canada
Assets, Contracting and Environmental Management Directorate
Workplace Services and Contracting Assets
105 McGill, 5e étage, Montréal QC H2Y 2E7
anthony.deflavis@ec.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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.

7.5.4 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

7.6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7. Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.8 Time Verification

C0711C (2008-05-12) - Time Verification

7.8. Invoicing Instructions

7.8.1 Progress Payments

- 7.8.1.1 The Contractor must submit invoices (*choose monthly or other timeframe*) in accordance with the section entitled "Invoice Submission" of the general conditions.
- 7.8.1.2 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 _____ percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment in the form of an itemized account and any other documents required by the Contract is submitted in accordance with the invoicing provisions of 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 such documents have been verified by Canada;
- (e) the work delivered has been accepted by Canada.

7.8.1.3 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.

7.8.1.4 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.

7.8.2 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.9. Certifications and Additional Information

7.9.1 Compliance

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

7.10. Applicable Laws

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

7.11. Priority of Documents

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

- (a) the Articles of Agreement;

- (b) 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) the Contractor's bid dated _____, (

7.12. Insurance Requirements – Specific requirement

The Contractor must comply with the insurance requirements specified in Annex C. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

7.14 Air Charter Conditions

PWGSC SACC Manual Clause B4028C (2008-05-12) [Air Charter Conditions \(2008-05-12\) B4028C](#)

7.15 Air Transportation

PWGSC SACC Manual clause A0038C (2006-06-16) [Air transport \(2006-06-16\) A0038C](#)

- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A STATEMENT OF WORK

Chartering of Helicopters for Migratory Bird Monitoring in Eastern Canada

Background

As part of its mandate to conserve migratory birds, Environment and Climate Change Canada's Canadian Wildlife Service (CWS) uses helicopters to conduct annual surveys of waterfowl and other migratory birds over various suitable habitats in eastern Canada (Ontario and Quebec, among others). Data from these surveys and migratory bird banding helps track the trends, abundance and distribution of migratory bird species – three parameters essential to the sound management of bird populations by CWS.

Statement of Requirements

CWS would like to retain air charter services (rotary-wing aircraft; hereafter, helicopter) in Ontario and Quebec.

Helicopter service required for the principal mission involves flying a helicopter at low altitude (± 30 m) and reduced speed (± 90 km/h) over all waterbodies and wetlands (lakes, rivers, streams, ponds, bogs, etc.) in the survey plots in order to count and identify waterfowl species and other migratory birds (for an overview, please see Figures 1, 2 and 3 below). For this survey, the rear passengers identify and count birds – therefore, **maximum rear seat visibility is of utmost importance.**

The principal mission **must be conducted during a specific time period**: this period occurs in the spring (see province-specific details below) when waterfowl species arrive in breeding pairs on their nesting sites. This period varies slightly from one year to the next, depending on the spring conditions underway. The CWS head of the principal mission will specify the dates chosen for the annual survey approximately one month before the survey commences. **The completion of the principal mission within this time period is critical for the success of the survey. As such, the contractor must show progress towards completing the principal mission within that specified time period in the event of a mechanical breakdown of the helicopter or the need to replace a pilot. Otherwise, the contractor will be deemed in default of the contract.**

Based on CWS' annual needs (mandate and budget), other missions could be added to the principal one in Quebec and/or Ontario. These missions could include helicopter flights for another migratory bird survey in a new area, assisting work with migratory bird banding, wildlife emergency response to a spill, etc.

FOR 2022-2023

Minimum number of hours guaranteed (Ontario and Quebec) = 180 hours

Maximum number of possible hours (Ontario and Quebec) = 360 hours

NOTE: Other mission(s) may be possible during the year.

Details for Ontario's principal mission:

- Eastern Waterfowl Survey: 20 plots measuring 5 km x 5 km (see Figure 1 below)

- Southern Ontario Waterfowl and Wetlands Plot Survey: 15-25 plots measuring 1.6 km x 1.6 km (see Figure 2 below)
- Ring of Fire Survey: up to 48 plots measuring 5 km x 5 km in Northern Ontario (see Figure 3 below).

- Minimum guaranteed hours: 90 hours

- Number of estimated hours for the principal mission: 90 to 135 hours of flight time (averaging 6-7 hours per day)
- Period: between May 1 and June 20
- Crew: three (3) observers and luggage
- Operating bases (for information purposes, based on the geographic distribution of plots to be surveyed in Ontario according to the annual rotation; non-exclusive): Pembroke, Parry Sound, North Bay, Sudbury, Elliot Lake, Chapleau, Timmins, Kapuskasing, Hearst, Geraldton, Pickle Lake, Marten Falls, Lansdowne House, Kasabonika, Webiquie and remote base camps around Noront.
- Desired departure location: Ottawa Airport
- IMPORTANT: Pilot must be able to communicate fluently in English during the mission with the crew.

Details for Quebec's principal mission:

- Eastern Waterfowl Survey: 83 plots measuring 5 km x 5 km surveyed annually (see Figure 1 below)
- St. Lawrence Lowlands Survey: 144 plots measuring 2 km x 2 km surveyed annually (see Figure 4 below)

- Minimum guaranteed hours: 90 hours

- Number of estimated hours for the principal mission: 90 to 110 hours of flight time (averaging 6 hours per day)
- Period: between April 20 and June 5 (about 20 consecutive days)
- Crew: three (3) observers and luggage
- Operating bases (for information purposes, based on the geographic distribution of plots to be surveyed in Quebec, according to an annual rotation; non-exclusive):
 - South: Lachute, Gatineau, Arnprior (ON), Pembroke (ON), North Bay (ON), Dorval, Les Cèdres, Saint-Hubert, Mascouche, St-Hyacinthe, Bromont, Drummondville, Sherbrooke, Trois-Rivières, Victoriaville, Thetford Mines, Saint-Georges, Rivière-du-Loup and Quebec City
 - North: La Tuque, Parent, Mont-Laurier, Maniwaki, Rouyn, Val-d'Or, Amos, La Sarre, Matagami, Témiscamie, Chibougamau, Bagotville, Chicoutimi, Saint-Honoré, Alma, Roberval, Dolbeau, Saint-Irénée, Forestville, Baie-Comeau, Sept-Îles, Havre-Saint-Pierre, Natashquan, Manic-Cinq and Chutes-des-Passes
- Desired departure city: Quebec City Airport
- IMPORTANT: Pilot must be able to communicate fluently in French during the mission with the crew.

Helicopter, Pilots-in-command and Proponent Details

Specific requirements for the helicopters, the Pilots-in-Command of the proponent:

1. Required features for the two (2) helicopters dedicated to the simultaneous principal missions in Ontario and Quebec:

- Type of helicopter: Astar 350, Bell 206-L or equivalent
- Maximal flying hours required
- Able to transport three (3) observers and luggage
- Excellent visibility for all observers
- Excellent cost-efficiency
- Equipped with a 110-V power adapter for running computer equipment (laptops, GPS, external monitor, etc.).

a) Pop-out float skids

Required equipment because of limited visibility of a helicopter with fixed floats and safety concerns with constantly flying over aquatic environments. Note: helicopters with fixed floats do not meet the mandatory technical criteria.

b) Maximum rear seat visibility

- If Astar 350, the optimal configuration would be full window on rear-sliding doors (left AND right side); otherwise, a full window on rear-sliding door behind front passenger and a flat window (no-bubble) on rear-sliding door behind the pilot would be considered adequate. Wedge windows in the rear will be considered but with a lower preference.
- Any other equivalent helicopter should be equipped to offer the maximum visibility possible for rear seat observers (e.g., rear bubble windows).
- Note: in the proposal, the proponent must provide a detailed description of the door and window configuration (with pictures of the right and left sides) of the two helicopters assigned for both principal missions (Ontario and Quebec).

Figure 1. Study area and distribution of plots (5 km x 5 km) for the Eastern Waterfowl Survey (Ontario and Quebec). **NOTE: The Atlantic provinces are excluded for the purposes of this request.**

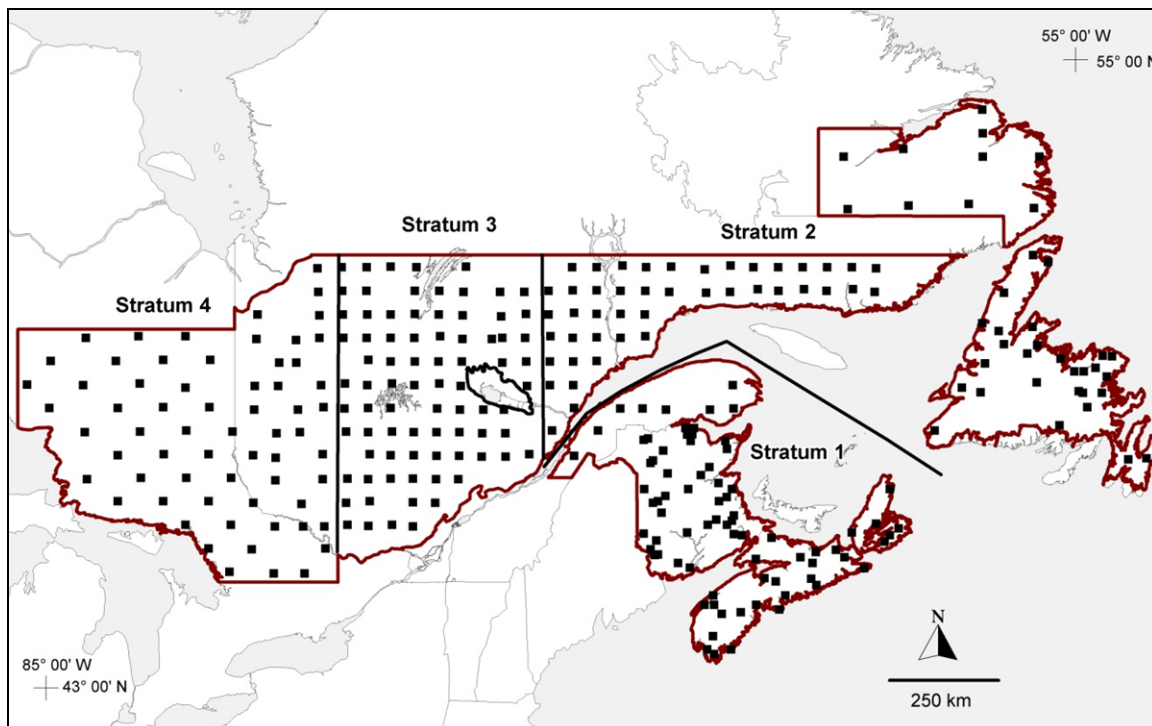


Figure 2. Distribution of plots (1.6 km × 1.6 km) for the Southern Ontario Waterfowl and Wetlands Plot Survey in Ontario. Note: only northern (red) plots to be surveyed by helicopter.

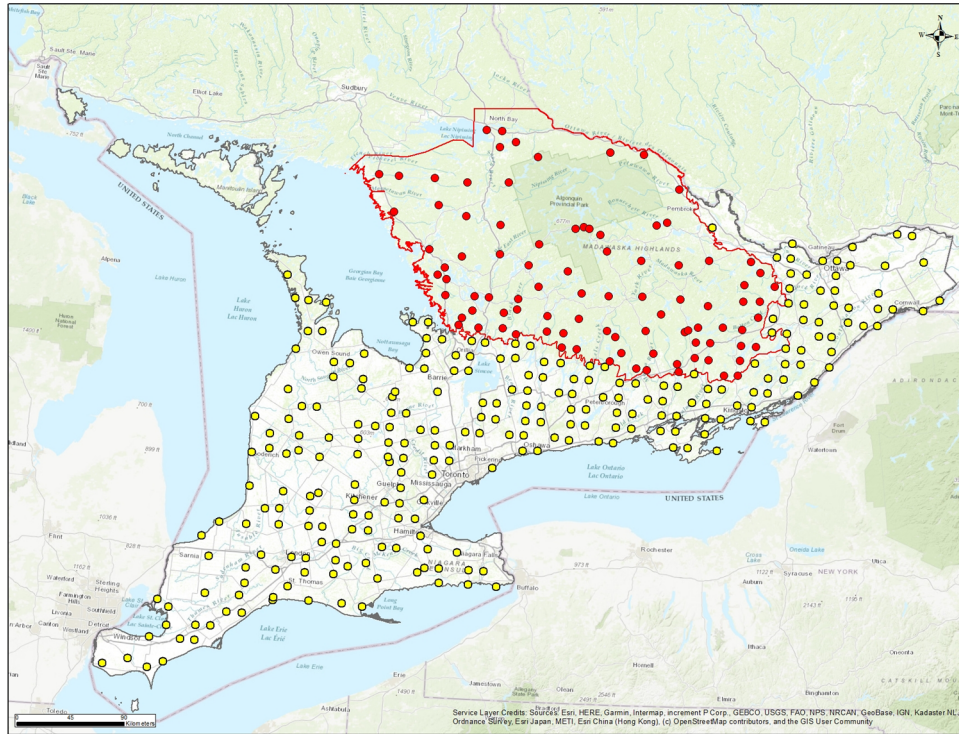


Figure 3. Study area and distribution of plots (5 km × 5 km) for the Ring of in northern Ontario.

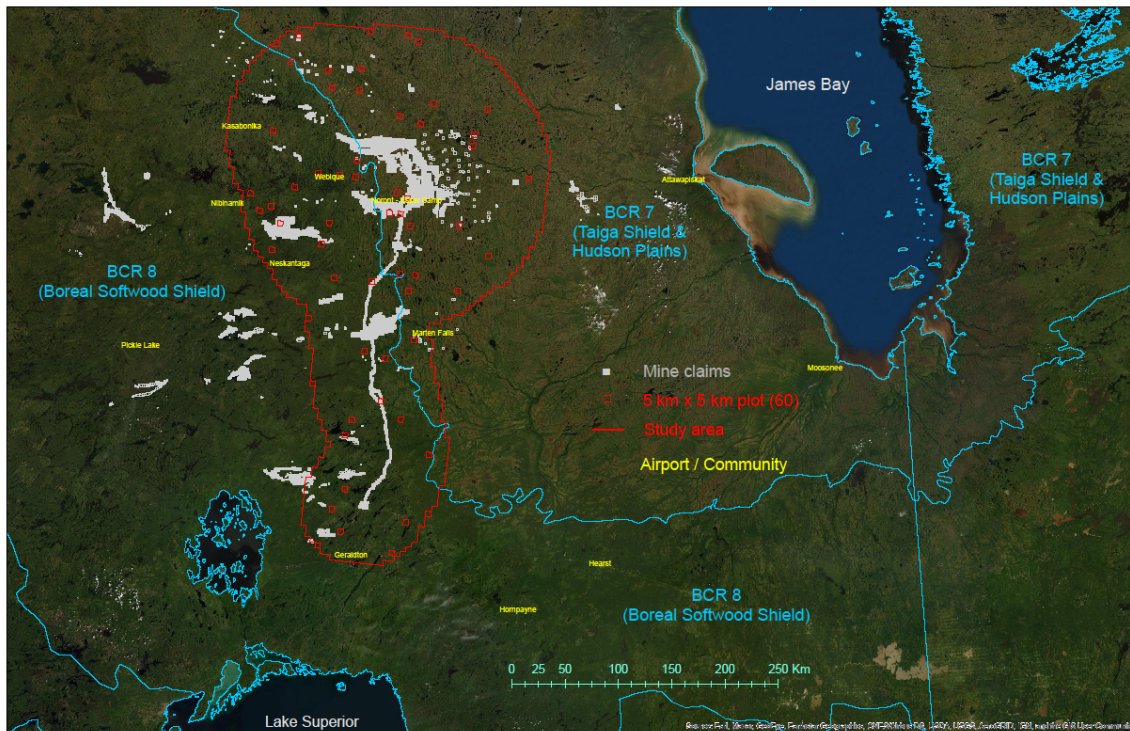
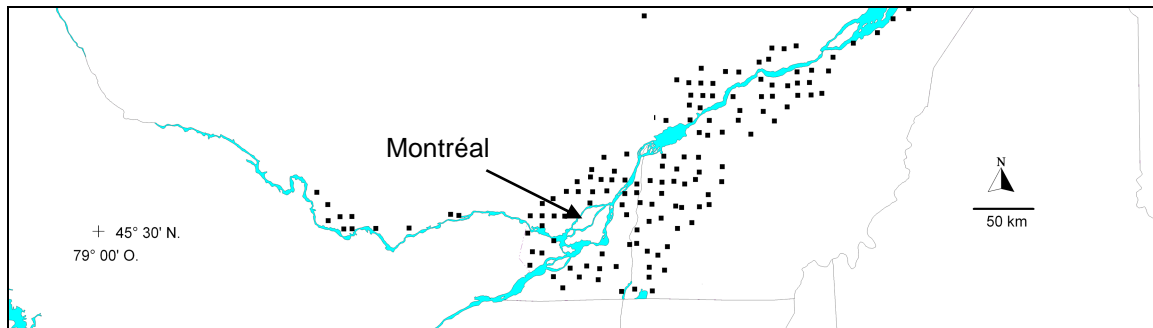


Figure 4. Distribution of plots (2 km × 2 km) for the waterfowl survey in the St. Lawrence lowlands (agricultural plain) in Quebec



**ANNEX B
BASIS OF PAYMENT**

(to be completed at contract award)

ANNEX C
INSURANCE REQUIREMENTS
Aviation Liability Insurance

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. 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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. 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.

ANNEX D SUPPLIER LIST OF NAMES

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.¹ / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹

*** Informations obligatoires / Mandatory Information**

* Dénomination complète de l'entreprise / Complete Legal Name of Company	
* Nom commercial / Operating Name	
* Adresse de l'entreprise / Company's address	* Type d'entreprise / Type of Ownership
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture
* Membres du conseil d'administration² / Board of Directors²	

1 Liste des noms : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

List of names: All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

2 Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors

(Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)

Prénom / First name	Nom / Last Name	Position (si applicable) / Position (if applicable)