



**STATEMENT OF WORK
CIVIL AVIATION MEDICINE AVIATION MEDICAL OFFICERS
(Aviation Medical Officer)**

ADVANCE CONTRACT AWARD NOTICE (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier(s).

DEFINITION OF THE REQUIREMENT

The Civil Aviation Medicine Branch (CAM) of Transport Canada (TC) is responsible for all aspects of aviation health and advises on many issues in aviation safety. This includes assessment of aeromedical fitness for aircrew and air traffic controllers, development of medical standards, education and training for Civil Aviation Medical Examiners (CAMEs).

CAM Branch involvement in the aeromedical certification of aviation personnel traces its origins to Canada's decision to become a signatory to the Convention on International Civil Aviation on 7 December 1944. Under the regulatory framework that followed, physicians with specialized training in aviation medicine became essential for providing informed, rational, and reasonable aeromedical decisions in support of aviation safety. The assessment the medical fitness of civilian aircrew requires the provision of an "accredited medical conclusion," in accordance with International Civil Aviation Organization (ICAO). The ICAO Manual of Civil Aviation Medicine section 1.2.4.9 defines an "accredited medical conclusion" as "[t]he conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary."

Physicians with additional medical specialization assist the CAM aeromedical decision-making process by providing information and recommendations. This process is undertaken through the Aviation Medical Review Board (AMRB). The AMRB came into existence as a forum for aeromedical certification decision makers to review and provide recommendations relating to Medical Certificate (MC) applications. In addition to aviation medicine physicians, clinical consultants are key participants in the AMRB as subject matter experts providing additional medical and risk assessment information.

The requirement is for two (2) additional Aviation Medical Physicians. The location of these positions is listed below.

Ontario Region – one (1) Aviation Medical Physician
Prairie Region – one (1) Aviation Medical Physician

OBJECTIVE

To provide Transport Canada with medical services and advice to support the aeromedical certification of aviation personnel. Transport Canada has a requirement for physicians on an as and when required basis to undertake medical activities within Civil Aviation Medicine regional offices and at times in different locations to present training workshops.



TASKS:

The Physician Consultant must support the aeromedical certification of aviation personnel (pilots, flight engineers and air traffic controllers).

Services shall be provided on an as-and-when requested basis. A Task Authorization (TA) will be utilized to initiate the work.

The Physician Consultant must provide the following services:

- a) To review and assess routine Medical Evaluation Report (MERs) which includes reviewing the MER that CAMEs have completed, reviewing medical documents (blood work, ECGs etc.), assessing the applicant for “fit” or “unfit” characteristics);
- b) To review and assess complex MERs under the supervision of the Regional Aviation Medical Officer (RAMO) Note: Complex being cases where the applicant has an elaborate or complex medical situation that may impact their fitness to operate an aviation aircraft.
- c) To review Aviation Document Holder (ADH) medical files in conjunction with Specialist Medical Advisors, Office Manager/Clinical Assessment Officer and CAM office staff as necessary;
- d) To prepare correspondence to TC licensing offices (Nationwide) and to ADHs on medical issues;
- e) To provide guidance and advice on conducting MER examinations with applicants to CAMEs;
- f) To prepare case presentations once a month for the AMRB, this will include pulling all findings and recommendations if any, to AMRB for review; reviewing the full applicant file in its entirety and ensuring all documents are available to AMRB.; and,
- g) To participate in case discussions at the AMRB, attendance will be required either in person or teleconference on as and when needed basis.

DELIVERABLES:

The Aviation Medical Officer will evaluate pilots, air traffic controllers, and other aviators based on their fitness for aviation. They will represent the Minister of Transportation in arbitrating medical fitness for aviation. The Aviation Medical Officer will also draw on significant policy experience to the Director of Medicine on questions of policy relating to medical fitness for aviation. Decisions must be made based on the Canadian Aviation Regulations (CARs), and the medical requirements as determined in the medical section of the Aeronautics act.

WORK LOCATION:

Services are required to be delivered on-site in Vancouver, and Ottawa. Meetings with other regions will be online via Microsoft Teams.

LANGUAGE OF DELIVERABLES:

All communications, including documentation and attending meetings must be provided both orally and in writing in English.

EQUIPMENT:

Transport Canada will provide the Physician Consultants the necessary equipment (tablets and onsite-peripheral devices).

TRAVEL:

There is no travel requirement.



CRITERIA FOR ASSESSMENT OF THE STATEMENT OF CAPABILITIES (MINIMUM ESSENTIAL REQUIREMENTS)

Any interested supplier must demonstrate by way of a statement of capabilities that they meet all of the following requirements:

Experience:

- Must have 5 years of experience in clinical (general or specialized), medical practice in any medical discipline
- Must have 10 years of experience in performing medical assessments to determine suitability for aviation medical certification (civilian or military)- or equivalent experience within Transport Canada
- Must have 5 years of experience in supervising other health care professionals including nurses, and physicians assistants
- Must have 5 years of experience participating in the development of aviation related medical policy or internal guidelines
- This experience must have been gained in the past 15 years

Must be able to demonstrate knowledge and understanding of Civil Aviation Regulations (CARs) and the Aeronautics Act. This means that the successful candidate must be able to apply the CARs 404 medical standards to the assessment of medical fitness for aviation.

Must meet Academic qualifications which include Graduation with a medical degree from a recognized School of Medicine. To be recognized, Canadian institutions must appear in the Directory of Universities, Colleges and Schools in the Provinces and Territories of Canada.

https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada

Professional designation, accreditation, and/or certification: Valid unrestricted license to practice medicine in any province or territory of Canada AND Board certified from the Royal College of Physicians and Surgeons or eligible in Aerospace Medicine or possesses a diploma in Aviation Medicine. Proof of accreditation and/or certification will be required.

Language: Must be fluent in one of Canada's official languages (English or French). Fluent/Proficient is defined as Written, Verbal, and Comprehension at a minimum Advanced Professional Proficiency level or above. Advanced Professional Proficiency means that the supplier must be able to use the language fluently and accurately on all levels normally pertinent to professional needs. The supplier must be able to tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references.

Security: Reliability

The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC) 2. The contractor/offeror personnel requiring access to protected information, assets or sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP, PWGSC 3. The contractor/offeror must not remove any protected information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction 4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP, 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 A b. Contract Security Manual (latest edition)



JUSTIFICATION FOR THE PRE-IDENTIFIED SUPPLIER(S)

All of the physicians pre identified in this ACAN have significant experience in Aviation Medicine. This is critical to Civil Aviation Medicine due to the highly specialized nature of regulatory aviation medicine as a discipline. As a result of this, they are frequently called upon to provide advice to the Director of Medicine on the certification of medical fitness for aviation. Furthermore, they are able to analyze medical files quickly and thoroughly due to their significant experience. Aviation Medicine is a very specialized area of medicine and as such this is a very niche set of skills and knowledge pertaining to the discipline of Aviation Medicine that the doctor possesses which make them uniquely qualified for this type of work. In order for TC to ensure there is no disruption to the Operations of the Civil Aviation Unit and Aeronautic division Nationwide the collective knowledge of this group of doctors is crucial. The following details the highly specialized skills which are critical to Transport Canada's Civil Aviation Medicine. To our knowledge, there are a restricted number of sources in Canada who are qualified and have the necessary experience needed to offer these specialized services. The pre-identified suppliers meet all of the minimum essential requirements described in this ACAN. All doctors being considered hold the following credentials:

- At least 10 years of experience practicing medicine
- Training in occupational or aviation medicine
- A license to practice medicine in Canada
- Organizational knowledge within Civil Aviation Medicine
- Minimum of 3 years of experience working in Civil Aviation Medicine

GOVERNMENT CONTRACTS REGULATIONS EXCEPTION

The following exception(s) to the Government Contracts Regulations is (are) invoked for this procurement under subsection 6 (d) that states "only the following list of individual or firm is capable of performing the contract"

PERIOD OF THE PROPOSED CONTRACT OR DELIVERY DATE

The proposed contract is for a period of 3 years starting April 1st, 2022. The contract will also include three (3) additional one (1) year optional periods.

COST ESTIMATE OF THE PROPOSED CONTRACT

The total estimated value of the contracts, including option(s), is \$1,120,000 This is an as and when requested service requirement as a result, there will be a Limitation of Expenditure clause which will limit Canada's liability to the suppliers. The estimated per hourly rate for each Aviation Medical Physician is between \$150 to \$200

NAME(S) AND ADDRESS(S) OF THE PRE-IDENTIFIED SUPPLIER(S)

Dr. James Flood
8 Chem. Prof Burt
Chelsea, Quebec
J9B 2E1

Dr. Frank Ervin
26533, 127 Ave,
Maple Ridge, BC
V2W 1C6



SUPPLIERS' RIGHT TO SUBMIT A STATEMENT OF CAPABILITIES

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

CLOSING DATE FOR A SUBMISSION OF A STATEMENT OF CAPABILITIES

The closing date and time for accepting statements of capabilities is March 28 2022 at 02:00 p.m. EDT.

INQUIRIES AND SUBMISSION OF CAPABILITIES

Inquiries and submission of capabilities are to be directed by email to:

Jianna-Lee Zomer,
Team Leader, Procurement,
Transport Canada
Telephone: 343-550-2324
E-mail: jianna-lee.zomer@tc.gc.ca