

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION****Proposal To: Transport 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Transports 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT  
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

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

By e-mail to: - Par courriel au :  
[alexander.hmaidan@tc.gc.ca](mailto:alexander.hmaidan@tc.gc.ca)

Attention: - Attention :  
Alexander Hmaidan

**Solicitation Closes - L'invitation prend fin****At - à :**

2:00 PM - 14:00

**On - le :**

May 2, 2022

**Time Zone - Fuseau Horaire :**

EST

|  |                                    |
|--|------------------------------------|
| <b>Title – Sujet</b><br><b>Professional Services of an Aircraft Maintenance Organization - Structures Category/Rating</b>  |                                    |
| <b>Solicitation No. – N° de l'invitation</b><br>T8080-210655   | <b>Date</b><br>March 31, 2022      |
| <b>Solicitation Closes – L'invitation prend fin</b><br><b>at – à 02 :00 PM</b><br><b>on – le</b>   |                                    |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time (EST)   |                                    |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>       |                                    |
| <b>Address Inquiries to : - Adresser toutes questions à:</b><br><b>Alexander Hmaidan</b><br><a href="mailto:alexander.hmaidan@tc.gc.ca">alexander.hmaidan@tc.gc.ca</a> | <b>Buyer Id – Id de l'acheteur</b> |
| <b>Telephone No. – N° de téléphone :</b><br>613-558-5328   | <b>FAX No. – N° de FAX</b>         |
| <b>Destination – of Goods, Services, and Construction:</b><br><b>Destination – des biens, services et construction :</b>   |                                    |

**Instructions:** Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions :** Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

|  |   |
|--|---|
| <b>Delivery required</b><br><b>Livraison exigée</b><br>See herein - Voir aux présentes   | <b>Delivery offered</b><br><b>Livraison proposée</b><br>Not applicable - Sans objet |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |   |
| <b>Person authorized to sign on behalf of Vendor/Firm (type or print):</b><br><b>La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :</b> |   |
| <b>Name - Nom</b>  | <b>Title - Titre</b>  |
| <b>Signature</b>   | <b>Date</b>   |

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

### 1.2 Summary

Transport Canada (TC) has a requirement to establish a task-based contract, called up under individual task authorization, for work package(s) to be completed by a TCCA approved Aircraft Maintenance Organization (AMO) as described in the Statement of Work. The period of any resulting contract will be from date of Contract award up to 6 months, with the option to extend.

#### 1.2.1 Security

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### 1.2.2 Task Authorizations

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract

#### 1.2.3 Controlled Goods Program

This procurement is subject to the Controlled Goods Program. The Defence Production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

#### 1.2.4 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

### **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 or by telephone.

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Transport Canada by the date and time indicated on page 1 of the bid solicitation.

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
2. 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;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;
4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks;
7. 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 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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## 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 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**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must 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 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 - one (1) soft copy  
 Section II: Financial Bid - one (1) soft copy  
 Section III: Certifications - one (1) soft copy  
 Section IV: Additional Information - one (1) soft copy

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

**Section I: Technical Bid**

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

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

**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule in Annex "C".

**3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

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**3.1.4 SACC Manual Clauses****Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

**Section IV: Additional Information****3.1.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

- 3.1.5.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- 3.1.5.2** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex D.

**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 Annex C.

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

**4.2 Basis of Selection****4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

## 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 Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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](https://www.canada.ca/en/employment-social-development/canada/esdc/labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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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.

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**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS****6.1 Security Requirements**

1. At the date of bid closing, 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 requirements 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;
2. 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 Controlled Goods Requirement**

*SACC Manual* clause [A9130T](#) (2020-11-28) Controlled Goods Program

**PART 7 - RESULTING CONTRACT CLAUSES**

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

**7.1 Statement of Work**

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

**7.1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

**7.1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using "Task Authorization" form specified in Annex 'G'.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

**7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$0, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

**7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,
  - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
  - "Minimum Contract Value" means \$250,000.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in



the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 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 (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

- 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)
- This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of the CSP, PWGSC
- The contractor/offeror personnel requiring access to sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP, PWGSC
- Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP, PWGSC
- The contractor/offeror must comply with the provisions of the:
  - Security Requirements Check List and security guide (if applicable), attached at Annex C
  - Contract Security Manual (latest edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract will be for 6 months from the date of Contract Award.

### 7.4.3 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 6 month 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 15 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.

#### **7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alexander Hmaidan  
Title: Procurement Specialist  
Organization: Transport Canada  
Address: 330 Sparks Street, K1A 0N5  
E-mail address: [Alexander.Hmaidan@tc.gc.ca](mailto:Alexander.Hmaidan@tc.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.

#### **7.6 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**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

##### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$400,000. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Multiple Payments

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

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

### 7.7.4 Travel and Living Expenses - National Joint Council Travel Directive

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 profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the *Project* Authority.

All payments are subject to government audit.

Estimated Cost: \$10,000

### 7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

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f. Large Value Transfer System (LVTS) (Over \$25M)

**7.7.6 Discretionary Audit**

C0705C (2010-01-11) , Discretionary Audit

**7.7.7 Time Verification**

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

**7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- (i) A copy of the invoices, receipts, vouchers for all direct expenses;
- (ii) A description of the Work delivered; and
- (iii) A breakdown of the cost elements.

Invoices must be distributed as follows:

- (i) The original and 1 copy must be forwarded to the address shown on page 1 of the Contract for certification and payment;
- (ii) Upon request, 1 copy must be forwarded to the Contracting Authority identified under the section titled "Authorities" of the Contract;

**7.9 Certifications and Additional Information****7.9.1 Compliance**

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

**7.10 Applicable Laws**

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

**7.11 Priority of Documents**

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

- 
- a) the Articles of Agreement;
  - b) the general conditions 2035 (2021-12-02), 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) the signed Task Authorizations (including all of its annexes, if any);
  - g) the Contractor's bid dated (to be inserted at Contract Award).

#### **7.12 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

#### **7.13 Controlled Goods Program**

SACC Manual clause [A9131C](#) (2020-11-19), Controlled Goods Program

#### **7.14 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.
- 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****TITLE**

Professional Services of an Aircraft Maintenance Organization - Structures Category/Rating

**BACKGROUND**

Transport Canada (TC) Aircraft Services Directorate (ASD) is responsible for the provision of aviation services in support of TC operations as well as those of other federal departments and agencies. ASD is a TC regulated, pan-national, air operator that is similar to a small airline or air charter service that provides aviation operations and maintenance services to multiple federal government departments. ASD is the largest government service provider of civil aviation aircraft services.

The ASD headquarters is located at the Aircraft Services' hangar at the Ottawa Macdonald-Cartier International Airport. ASD also operates and maintains and repairs TC owned and client owned aircraft located at regional bases in Moncton, Montreal, Hamilton, Winnipeg, and Vancouver. In addition, ASD operates and maintains the Canadian Coast Guard (CCG) helicopters across bases across Canada.

Operating under the Canadian Aviation Regulations as a Commercial Air Operator, ASD provides services to TC's Civil Aviation Directorate, the Marine Safety and Security (MSS) Program, the DFO/CCG, the Department of National Defence (DND), Environment and Climate Change Canada (ECCC), the Ottawa Regional Police, and other government departments and agencies.

Aircraft Services Directorate's ability to recruit and retain qualified Aircraft Maintenance Engineers Category Structures (AME-S) has been challenged due to an industry shortage of this specific skillset, further impacted by the global Covid-19 pandemic.

**OBJECTIVE**

The objective of this work described herein is to establish a task-based contract, called up under individual task authorization, for work package(s) to be completed by a TCCA approved Aircraft Maintenance Organization (AMO), with the following specific category/ratings as per CARS 573.02 of Standard 573:

| Category   | Rating                 | Scope of Work                  |
|------------|------------------------|--------------------------------|
| Structures | Composite Structures   | As specified in company manual |
| Structures | Sheet Metal Structures | As specified in company manual |

The AMO with the above Category/Ratings is to provide professional services from section 4 below, as applicable to the task, in support of TC's Aircraft Services Directorate critical operations. The exact number of tasks and frequency of task may fluctuate depending on workload

**TASKS & DELIVERABLES**

The Contractor's AMO will provides services on a task-by-task basis that are within the scope of services, as follows:

- 1.1 Provide structural assessment, (minor and major) repairs and modifications, maintenance release and technical record keeping for maintenance and/or work performed on ASD and client Rotary

Wing (RW) & Fixed Wing (FW) aircraft, or aircraft components, including fabrication and manufacturing services.

1.1.1 Assessment:

1.1.1.1 Assess and evaluate aircraft and aeronautical work prescribed by the applicable Manufacturers Manual or in accordance with acceptable, specified, or approved data provided by the manufacturer and/or the ASD Technical Authority (TA).

1.1.1.2 Undertakes impact assessments on airworthiness as applicable to the work.

1.1.1.3 Investigates structural damage/deficiencies and research alternate maintenance/repair schemes with data and/or drawings provided to ASD to review and accept or evaluate.

1.1.2 Repairs and Modifications:

1.1.2.1 Review drawings and aircraft structural repair modifications and design proposals.

1.1.2.2 Conduct minor and major modifications to aircraft fuselage, components, equipment, and parts in accordance with the Instructions for Continued Airworthiness (ICAs) from the Original Equipment Manufacturer (OEM), STC holder, or as specified in other sources of acceptable, specified, or approved data.

1.1.3 Maintenance:

1.1.3.1 Conduct scheduled inspections and maintenance services on ASD/client FW or RW aircraft and/or aeronautical products such as but not limited to: tools, test equipment, lathes, tow bars, shears, presses, calibration of tools and/or AMO equipment.

1.1.3.2 Conduct structural maintenance on FW and RW aircraft, as a result of system inspection/performance failures, incidents or malfunctions reported by flight crews or technicians, or as a result of new ICAs, revised airworthiness directives or service bulletins.

1.1.4 Maintenance Release and Technical Record Keeping:

1.1.4.1 Complete all technical records for aircraft and/or aeronautical products following maintenance repairs, modifications and/or overhauls, if carried out at the contractor's facility, in accordance with the company's maintenance policy manuals.

1.1.4.2 Certify the maintenance release for maintenance performed on an aeronautical product and/or aircraft in accordance with delegated authorities. This must follow acceptable, specified, or approved data, a company Maintenance Policy Manual (MPM), and/or ASD's Maintenance Control Manual (MCM) and in accordance with the applicable standards of airworthiness (CARS).

1.1.4.3 Certifies the maintenance release of work performed on an aeronautical product following structural repairs or modifications in accordance with the Aeronautics Act, the CAR's and the applicable standards, a company Maintenance Policy Manual (MPM) and/or ASD's Maintenance Control Manual (MCM).

## **LOCATION OF WORK**

On a task-by-task basis, depending on the nature of the work and the dependency on specialized tooling and equipment necessary to carry out that work, the work may be carried out both onsite at the ASD headquarters in the National Capital Region (NCR), specifically at the YOW Ottawa International Airport



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location, or onsite at the contractor's facility or offsite at a vendor facility.

It is also anticipated that some work may be required off-site at an ASD or CCG regional base in response to urgent operational Aircraft on Ground (AOG) imperative and taking precedent or other contractual work being accomplished.

The Contractor's AMO must be available to send a representative to attend meetings with ASD personnel in the NCR and as applicable to each task when required. TC will reimburse costs associated with travel time or travel and living expenses within or to the NCR or to the regional base for the conduct of the task.

It is not anticipated that the Contractor's AMO will be required to work on protected or classified materials. However, if this requirement changes, the contractor's resource(s) must work onsite at one of Transport Canada's facilities in the National Capital Region and ensure they hold and maintain the required TC security clearance. Work onsite will be in accordance with the hours set by the ASD TA.

**ANNEX "B"****BASIS OF PAYMENT (TO BE COMPLETED BEFORE CONTRACT AWARD)**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified in the table below. All prices are in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

The scope and cost of the Work will be based upon the bid rates and will be authorized and issued in accordance with the requirements specified in Clause **7.1.2.1 - Task Authorization Process** of the contract. Payment will be made in accordance with the Basis and Method of Payment specified in each of the issued Task Authorizations (TA).

The Contractor must furnish all material goods necessary to complete the Work in order to be accepted by Canada. The Contractor will be reimbursed for its reasonable costs incurred of such goods, plus the applicable markup as stated below.

For the performance of the work in the Task Authorization by authorized Subcontractors, other than corporate affiliates of the Contractor, the Contractor will be reimbursed its actual costs plus a markup as stated in Item #3 below. Payment for corporate affiliate will be at direct cost with no markup by the Contractor.

| Item # | Description  | Rate  |
|--------|--|---|
| 1      | <ul style="list-style-type: none"> <li>- Engineer Support</li> <li>- Technician Support</li> <li>- Technologist Support</li> <li>- Administrative/ Management Support</li> </ul>   | <div>\$ /Hour</div> <div>\$ /Hour</div> <div>\$ /Hour</div> <div>\$ /Hour</div> |
| 2      | Unplanned Goods – in support of Item #1, a percentage markup to be applied as a percentage of laid down cost. Includes all overhead and profit.  | <i>%To be negotiated</i>  |
| 3      | Subcontractor – in support of Item #1, a percentage markup to be applied as a percentage of subcontractor cost. Includes all overhead and profit.  | <i>%To be negotiated</i>  |
| 4      | Travel and Living Expenses – The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for additional overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive ( <a href="https://www.njc-cnm.gc.ca/directive/d10/en">https://www.njc-cnm.gc.ca/directive/d10/en</a> ), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". | <i>\$TBD</i>  |

| OPTION PERIOD 1  |                                    |                      |                                |                                     |
|--|------------------------------------|----------------------|--------------------------------|-------------------------------------|
| Item No  | Description                        | Proposed Rate<br>(i) | Multiplication Factors<br>(ii) | Extended Price<br>(i) x (ii)<br>(A) |
| 1  | Engineer Support                   | \$ /Hour             | 250 hours                      | \$                                  |
| 2  | Technician Support                 | \$ /Hour             | 250 hours                      | \$                                  |
| 3  | Technologist Support               | \$ /Hour             | 250 hours                      | \$                                  |
| 4  | Administrative/ Management Support | \$ /Hour             | 250 hours                      | \$                                  |
| <b>TOTAL PRICE FOR ADDITIONAL WORK REQUIREMENTS:<br/>((A)+(B)+(C)+(D))</b> |                                    |                      |                                | \$                                  |

| OPTION PERIOD 2  |                                    |                      |                                |                                     |
|--|------------------------------------|----------------------|--------------------------------|-------------------------------------|
| Item No  | Description                        | Proposed Rate<br>(i) | Multiplication Factors<br>(ii) | Extended Price<br>(i) x (ii)<br>(A) |
| 1  | Engineer Support                   | \$ /Hour             | 250 hours                      | \$                                  |
| 2  | Technician Support                 | \$ /Hour             | 250 hours                      | \$                                  |
| 3  | Technologist Support               | \$ /Hour             | 250 hours                      | \$                                  |
| 4  | Administrative/ Management Support | \$ /Hour             | 250 hours                      | \$                                  |
| <b>TOTAL PRICE FOR ADDITIONAL WORK REQUIREMENTS:<br/>((A)+(B)+(C)+(D))</b> |                                    |                      |                                | \$                                  |

**ANNEX "C"****PRICING SCHEDULE**

Bidders must complete the table below and must submit the Pricing Schedule in accordance with the details in the RFP. Bidders must include a price for all items. The information in this Annex will form part of the resulting contract.

All prices are in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

The scope and cost of the work requirements will be based upon the bid rates and will be authorized and issued in accordance with the requirements specified in Article 7.1.2.1 - Task Authorization Process of the contract. Payment will be made in accordance with the Basis and Method of Payment specified in each Task Authorization (TA) issued for the work requirements.

| Item No  | Description                        | Proposed Rate<br>(i) | Multiplication Factors<br>(ii) | Extended Price<br>(i) x (ii) |
|--|------------------------------------|----------------------|--------------------------------|------------------------------|
| 1  | Engineer Support                   | \$ /Hour             | 250 hours                      | (A)<br>\$                    |
| 2  | Technician Support                 | \$ /Hour             | 250 hours                      | (B)<br>\$                    |
| 3  | Technologist Support               | \$ /Hour             | 250 hours                      | (C)<br>\$                    |
| 4  | Administrative/ Management Support | \$ /Hour             | 250 hours                      | (D)<br>\$                    |
| <b>TOTAL PRICE FOR ADDITIONAL WORK REQUIREMENTS:<br/>((A)+(B)+(C)+(D))</b> |                                    |                      |                                | \$                           |

**\*\*\*Note to Bidders\*\*\***

The Multiplication Factors provided above will be used for the Bid Evaluation purposes only and should not be construed as a commitment or expectation on the part of Canada.

| <b>OPTION PERIOD 1</b> |                  |                      |                                |                              |
|------------------------|------------------|----------------------|--------------------------------|------------------------------|
| Item No                | Description      | Proposed Rate<br>(i) | Multiplication Factors<br>(ii) | Extended Price<br>(i) x (ii) |
| 1                      | Engineer Support | \$ /Hour             | 250 hours                      | (A)<br>\$                    |

|  |                                    |          |           |           |
|--|------------------------------------|----------|-----------|-----------|
| 2  | Technician Support                 | \$ /Hour | 250 hours | (B)<br>\$ |
| 3  | Technologist Support               | \$ /Hour | 250 hours | (C)<br>\$ |
| 4  | Administrative/ Management Support | \$ /Hour | 250 hours | (D)<br>\$ |
| <b>TOTAL PRICE FOR ADDITIONAL WORK REQUIREMENTS:<br/>((A)+(B)+(C)+(D))</b> |                                    |          |           | \$        |

| <b>OPTION PERIOD 2</b>   |                                    |                      |                                |                              |
|--|------------------------------------|----------------------|--------------------------------|------------------------------|
| Item No  | Description                        | Proposed Rate<br>(i) | Multiplication Factors<br>(ii) | Extended Price<br>(i) x (ii) |
| 1  | Engineer Support                   | \$ /Hour             | 250 hours                      | (A)<br>\$                    |
| 2  | Technician Support                 | \$ /Hour             | 250 hours                      | (B)<br>\$                    |
| 3  | Technologist Support               | \$ /Hour             | 250 hours                      | (C)<br>\$                    |
| 4  | Administrative/ Management Support | \$ /Hour             | 250 hours                      | (D)<br>\$                    |
| <b>TOTAL PRICE FOR ADDITIONAL WORK REQUIREMENTS:<br/>((A)+(B)+(C)+(D))</b> |                                    |                      |                                | \$                           |

**ANNEX "D"****BID EVALUATION CRITERIA****Mandatory Technical Criteria**

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. The Bidder must specify where the information can be found in the brochure or data sheets by completing the "Reference to Bidder's Proposal" column. Canada reserves the right to verify any and all information. Bids that fail to meet the following mandatory technical criteria will be declared non-responsive. Each criterion must be addressed separately. By submitting a bid, the Bidder certifies it meets all the mandatory requirements of the Statement of Work including those that are not part of this mandatory technical criteria bid evaluation.

Definition of Other Substantiating Documentation includes Engineering reports, flight test reports/data, engineering attestations, other Operational/Technical substantiating documentation, but does not include sales / marketing information

\*For all references to the Canadian Aviation Regulations (CAR), refer to <https://laws-lois.justice.gc.ca/eng/regulations/sor-96-433/>

\*Reference to the Federal Aviation Regulation (FAR) Part 23/25 aircraft and Part 27 rotorcraft categories, refer to Airworthiness Standards: Transport Category Airplanes, [https://www.faa.gov/aircraft/air\\_cert/airworthiness\\_certification/std\\_awcert/std\\_awcert\\_regs/regs/](https://www.faa.gov/aircraft/air_cert/airworthiness_certification/std_awcert/std_awcert_regs/regs/)

\*For clarity "recent" is considered that the Bidder has performed this work within the last five years

| ID                              | Mandatory Criteria   | Supporting Evidence Required  | Pass                     | Fail                     | Reference to Bidder's Proposal (Page/Para #) |
|---------------------------------|--|---|--------------------------|--------------------------|--|
| <b>Suitability Requirements</b> |  |   |                          |                          |  |
| M1                              | The Bidder must provide proof that the Transport Canada (TC) Approved Maintenance Organization (AMO) conducting this work holds a certificate with the rating of a category specified pursuant to CAR 573.02, that is appropriate to the type of work to be performed. Specifically, the AMO must hold a Category/Rating in: | An unaltered copy of the AMO airworthiness certification from the Canadian airworthiness authority.<br><br>Include references and excerpts from | <input type="checkbox"/> | <input type="checkbox"/> |  |

|    |   |  |                          |                          |  |
|----|---|--|--------------------------|--------------------------|--|
|    | <p>a. Structures/Composite; and</p> <p>b. Structures/Sheet Metal.</p>   | <p>their company Maintenance Control Manual (MCM) and/or Maintenance Procedure Manual (MPM) to demonstrate the category/ratings that apply to the bidders AMO.</p>   |                          |                          |  |
| M2 | <p>The Bidder's AMO must be authorized to make appropriate entries into the aircraft technical record pursuant to CAR 571.10, by a person authorized in accordance with CAR 571.11, demonstrating that the bidder's AMO can:</p> <p>a. Certify the maintenance release for maintenance performed on an aeronautical product and/or aircraft in accordance with delegated authorities and in compliance with approved data, Maintenance Control Manual (MCM) &amp; applicable standards of airworthiness.</p> <p>b. Certify the maintenance release of Work performed on an aeronautical product following structural repairs or modifications in accordance with the Aeronautics Act, the CAR's and applicable standards, and the company MPM and/or MCM.</p> | <p>Transport Canada approved documentation, such as reference to the bidder's manual (MCM and/or MPM) attesting to the following:</p> <p>i. the type rating for their AMO must clearly state that they are authorized to carry out the work as specified in the Statement of Work (SOW), specifically the scope and tasks detailed in para 4, inclusive of all sub-paras; and</p> <p>ii. the capability and currency of training of all personnel who will make the technical record entries in accordance with CAR Standard 571 for</p> | <input type="checkbox"/> | <input type="checkbox"/> |  |

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T8080-210655

Amd. No. - N° de la modif.

|    |  |  |                          |                          |  |
|----|--|--|--------------------------|--------------------------|--|
|    |  | work performed in this contract.   |                          |                          |  |
| M3 | The bidder must provide a completed TC-ASD Vendor survey (Annex H). The specific content of this survey will only be used as reference material and will not be utilized as part of the bid evaluation process, other than for M3. | All fields of the TC-ASD Vendor survey must be completed and submitted as part of the bid package. <b>A bid will be considered incomplete if the vendor survey is not completed and submitted at the time of bid submission.</b> | <input type="checkbox"/> | <input type="checkbox"/> |  |



**POINT RATED CRITERIA**

Only bids that meet the mandatory criteria will be subject to point rating. The criteria listed below will be used to evaluate each bid that meets the mandatory requirements. Contractors are advised to address these requirements in order and in sufficient depth in their bid to enable a full assessment. The evaluation will be based exclusively on the information contained in the bid.

Any points obtained in the point rated criteria will determine the technical score. Note that there are no minimum points required. The cost to include the applicable point rated deliverables must be included in the total overall price.

\*For all references to the Canadian Aviation Regulations (CAR), refer to <https://laws-lois.justice.gc.ca/eng/regulations/sor-96-433/>

\*Reference to the Federal Aviation Regulation (FAR) Part 23/25 aircraft and Part 27 rotorcraft categories, refer to Airworthiness Standards: Transport Category Airplanes, [https://www.faa.gov/aircraft/air\\_cert/airworthiness\\_certification/std\\_awcert/std\\_awcert\\_regs/regs/](https://www.faa.gov/aircraft/air_cert/airworthiness_certification/std_awcert/std_awcert_regs/regs/)

\*For clarity “recent” is considered that the Bidder has performed this work within the last five years

| ID | Rated Portion Requirements | Point Rated Scoring Grid | Maximum Points Available | Bidder's Points Scored | Bidder's Response and Reference to Bid (page/paragraph number) |
|----|----------------------------|--------------------------|--------------------------|------------------------|--|
|----|----------------------------|--------------------------|--------------------------|------------------------|--|

|    |   |   |           |  |  |
|----|---|---|-----------|--|--|
| R1 | <p>The Bidder should have recent* experience carrying out specialized work in Sheet Metal Repairs on at least one of the following three categories: (i) FAR Part 23 aircraft, (ii) FAR Part 25 Aircraft, and/or (iii) FAR Part 27 rotorcraft. The Bidder should provide at least two examples for that demonstrate that they have a minimum of two (2) years of experience in the last five (5) years, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Description of the work performed, including aircraft type;</li> <li>(b) Dates and duration that the work was performed;</li> <li>(c) Client or customer work was performed for, including internal clients.</li> <li>(d) Specify the type of data used to perform and certify the work for each example, and include a sample** of this data to support each example.</li> </ul> <p>**All submitted material will not be held, shared or used by Aircraft Services Directorate in any way in whole or in part other than for the purpose of the bid evaluation process"</p> | <p>Yes, three categories - 10 Points</p> <p>Yes, two categories – 6 points</p> <p>Yes, one category – 3 points</p> <p>No – 0 Points</p> | 10 Points |  |  |
|----|---|---|-----------|--|--|

|    |   |  |          |  |  |
|----|---|--|----------|--|--|
| R2 | <p>The Bidder should have recent* experience carrying out specialized work in Composite structures, in particular Aramid (Kevlar) and Carbon Fiber, including the ability to carry out and certify hot bonded vacuum repairs.</p> <p>The Bidder should provide at least two examples that demonstrate that they have a minimum of two (2) years of experience in the last five (5) years, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Description of the work performed, including aircraft type;</li> <li>(b) Dates and duration that the work was performed;</li> <li>(c) Client or customer work was performed for, including internal clients.</li> <li>(d) Specify the type of data used to perform and certify the work for each example, and include a sample** of this data to support each example.</li> </ul> <p>**All submitted material will not be held, shared or used by Aircraft Services Directorate in any way in whole or in part other than for the purpose of the bid evaluation process"</p> | <p>Yes - 5 Points</p> <p>No – 0 Points</p> | 5 Points |  |  |
|----|---|--|----------|--|--|

|    |   |   |          |  |  |
|----|---|---|----------|--|--|
| R3 | <p>The Bidder should have a Category Tubular structure rating, pursuant to CAR 573.02, and recent* experience carrying out specialized work in Tig, Mig or Oxy-acetylen welding.</p> <p>The Bidder should provide at least two examples that demonstrate that they have Tig, Mig or Oxy-acetylen welding experience. These examples must demonstrate a minimum of two (2) years of experience in the last five (5) years, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Description of the work performed, including aircraft type;</li> <li>(b) Dates and duration that the work was performed;</li> <li>(c) Client or customer work was performed for, including internal clients.</li> <li>(d) Specify the type of data used to perform and certify the work for each example, and include a sample** of this data to support each example.</li> </ul> <p>**All submitted material will not be held, shared or used by Aircraft Services Directorate in any way in whole or in part other than for the purpose of the bid evaluation process"</p> | <p>Yes – Both Tig and Arc Welding - 5 Points</p> <p>No – Arc Welding or Tig Welding only, not both - 3 Points</p> <p>No experience – 0 Points</p> | 5 Points |  |  |
|----|---|---|----------|--|--|

|    |   |  |          |  |   |
|----|---|--|----------|--|---|
| R4 | <p>The Bidder should have recent* experience carrying out specialized structural work for <b>major modifications</b>***, in accordance with CARS 571.06, on either fixed wing or rotary wing aircraft.</p> <p>The Bidder should provide at least <u>one</u> example that demonstrates that they have a minimum of two (2) years of experience in the last five (5) years, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Description of the work performed, including aircraft type;</li> <li>(b) Dates and duration that the work was performed;</li> <li>(c) Client or customer work was performed for, including internal clients.</li> <li>(d) Specify the type of data used to perform and certify the work for each example, and include a sample** of this data to support each example.</li> </ul> <p>**All submitted material will not be held, shared or used by Aircraft Services Directorate in any way in whole or in part other than for the purpose of the bid evaluation process”</p> | <p>Yes - 5 Points</p> <p>No – 0 Points</p> | 5 Points |  | <p><b>***Reference CARS Standard 571, subsection 571.06 Repairs and Modifications</b></p> <p><b>“major modification” - as per the definition found in Subpart 101 of the CARS.<br/>(amended 2000/12/01)</b></p> <p><b>Information Note:</b></p> <p>“major modification” - means an alteration to the type design of an aeronautical product in respect of which a type certificate has been issued that has other than a negligible effect on the weight and centre-of-gravity limits, structural strength, performance, power plant operation, flight characteristics or other qualities affecting its airworthiness or environmental characteristics.</p> |
|----|---|--|----------|--|---|

|  |  |  |               |  |   |
|--|--|--|---------------|--|---|
| R5                                       | <p>The Bidder should have recent* experience carrying out specialized structural work for which the bidder generated <b>approved data</b>****, as defined in CARS 571.06, to support a structural repair or modification to an aircraft or aircraft component.</p> <p>The Bidder should provide at least <u>one</u> example that demonstrates they have a minimum of two (2) years of experience in the last five (5) years, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Description of the work performed, including aircraft type;</li> <li>(b) Dates and duration that the work was performed;</li> <li>(c) Client or customer work was performed for, including internal clients.</li> <li>(d) Specify the type of data used to perform and certify the work for each example, and include a sample** of this data to support each example.</li> </ul> <p>**All submitted material will not be held, shared or used by Aircraft Services Directorate in any way in whole or in part other than for the purpose of the bid evaluation process"</p> | <p>Yes - 5 Points</p> <p>No – 0 Points</p> | 5 Points      |  | <p>****Reference CARS Standard 571, subsection 571.06 Repairs and Modifications</p> <p>“approved data” - includes:</p> <p>(a) type certificates, supplemental type certificates, part design approvals, Canadian technical standard order (CAN-TSO) design approvals or repair design approvals, including equivalent foreign documents which have undergone the type design examination process set-out in Subpart 521 of the CARs or are otherwise accepted in Canada; and</p> <p>(b) other drawings and methods approved by the Minister or a delegate in conformity with paragraph 4.2(o) and subsection 4.3(1) of the Aeronautics Act.</p> |
| <b>TOTAL TECHNICAL EVALUATION SCORE:</b> |  |  | <b>30 Pts</b> |  |   |

---

**ANNEX “E” to PART 3 OF THE BID SOLICITATION****ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of 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)

**ANNEX "F"**

**SECURITY REQUIREMENTS CHECK LIST (SEE NEXT PAGE)**





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

## 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 /<br>Ministère ou organisme gouvernemental d'origine   |  | 2. Branch or Directorate / Direction générale ou Direction                                     |  |
| 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   |  |  |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |  | <input type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui                         |  |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>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 type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)                                |  | <input type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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.<br>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 type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui                         |  |
| 6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?   |  | <input type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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 type="checkbox"/>   | NATO / OTAN <input type="checkbox"/>                                   | Foreign / Étranger <input type="checkbox"/>  |  |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |  |  |  |
| No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/>  | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |  |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>  |  |  |  |
| Restricted to: / Limité à: <input type="checkbox"/>   | Restricted to: / Limité à: <input type="checkbox"/>                    | Restricted to: / Limité à: <input type="checkbox"/>  |  |
| Specify country(ies): / Préciser le(s) pays:  | Specify country(ies): / Préciser le(s) pays:                           | Specify country(ies): / Préciser le(s) pays:   |  |
| 7. c) Level of information / Niveau d'information   |  |  |  |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>   | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>       | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |  |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>   | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>  | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>        | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |  |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                    | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |  |
| SECRET<br>SECRET <input type="checkbox"/>   | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>       | SECRET<br>SECRET <input type="checkbox"/>  |  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |  | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |  |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |  | TOP SECRET (SIGINT)<br>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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ    | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET – SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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).**



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION****13. Organization Project Authority / Chargé de projet de l'organisme**

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

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

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

**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)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

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

## ANNEX "G"

**Task Authorization  
Autorisation de tâche**

Contract Number - Numéro du contrat

|  |   |
|--|---|
| Contractor's Name and Address - Nom et l'adresse de l'entrepreneur | Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)  |
|  | Title of the task, if applicable - Titre de la tâche, s'il y a lieu   |
|  | Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus)<br>\$ |

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐ No - Non ☐ Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

►

**For Revision only - Aux fins de révision seulement**

|   |  |   |
|---|--|---|
| TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (Applicable taxes extra) before the revision<br>Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision<br>\$ | Increase or Decrease (Applicable taxes extra), as applicable<br>Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu<br>\$ |
|---|--|---|

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

**1. Required Work: - Travaux requis :**

|  |  |
|--|--|
| A. Task Description of the Work required - Description de tâche des travaux requis | See Attached - Ci-joint <input type="checkbox"/> |
| B. Basis of Payment - Base de paiement   | See Attached - Ci-joint <input type="checkbox"/> |
| C. Cost of Task - Coût de la tâche   | See Attached - Ci-joint <input type="checkbox"/> |
| D. Method of Payment - Méthode de paiement   | See Attached - Ci-joint <input type="checkbox"/> |

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**ANNEX “H”**

**VENDOR SURVEY (SEE NEXT PAGE)**

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**Category of Services / Commercial Questions**

| Yes | No | Rmks |
|-----|----|------|
| √   | √  | √    |

|    |  |  |  |  |
|----|--|--|--|--|
| 1. | Type of business. - Check all appropriate. <ul style="list-style-type: none"> <li>• Air Operator</li> <li>• Aircraft Maintenance Organization</li> <li>• Manufacturer's Maintenance Facility</li> <li>• Part 121 Air Carrier</li> <li>• Part 145 Repair Station</li> <li>• Distributor (parts, fuel, liquids etc.)</li> <li>• Surplus Parts Dealer</li> <li>• Other (Specify) _____</li> </ul> |  |  |  |
| 2. | List any ratings or qualifications approved by a civil aviation airworthiness authority and provide copies of any approval certification and limitations from that authority, aircraft manufacturers or OEMs (i.e. AO, AMO, Distributor Approval etc.)<br>_____  |  |  |  |
| 3. | What is the scope of work carried out under this approval?<br>_____  |  |  |  |
| 4. | What type of audit was last carried out on your organization and what was the date of this audit?<br>_____   |  |  |  |
| 5. | Are you currently listed in the Transport Canada IDFS database and/or the US Federal Government CAGE register? (IDFS - vendor number issued for purchase order purposes. CAGE - commercial and government entity code) <ul style="list-style-type: none"> <li>• If yes, list your IDFS/ CAGE number. _____</li> </ul>  |  |  |  |
| 6. | Are any of the following services provided? Check all appropriate. <ul style="list-style-type: none"> <li>• Automated ordering system. (Type _____)</li> <li>• Price catalogues for inventoried products.</li> <li>• Subscription to online inventory system.</li> <li>• Twenty-four (24) hour expedite/ A.O.G. service.</li> <li>• Emergency contact numbers.</li> </ul>                      |  |  |  |
| 7. | Please provide a list of your product lines.   |  |  |  |

**Personnel**

|     |   |  |  |  |
|-----|---|--|--|--|
| 8.  | Provide a copy of your company management organizational chart with corresponding names and contact numbers. Include your Quality Assurance/Control Department. |  |  |  |
| 9.  | Total number of employees. _____  |  |  |  |
| 10. | Are working conditions in compliance with current workplace and safety standards?   |  |  |  |



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**Facilities**

|     |  | Yes<br>√ | No<br>√ | Rmks<br>√ |
|-----|--|----------|---------|-----------|
| 11. | Is there sufficient heat, hydro, pneumatics, work stands, ladders, racks support equipment and dedicated work areas for the scope of work to be performed in clean conditions and protected from the environment?  |          |         |           |
| 12. | Do the facilities include... <ul style="list-style-type: none"> <li>• segregated work areas to prevent contamination?</li> <li>• climate controlled work areas and warehouse?</li> <li>• shipping/Receiving area?</li> <li>• a bonded stores area?</li> <li>• inspection area?</li> <li>• automatic Sprinklers?</li> <li>• fire Suppression System?</li> <li>• security clearance required to visit?</li> <li>• adequate serviceable jigs, tools, fixtures, inspection aids and measuring and test equipment as required by OEM?</li> <li>• locked quarantine area for uncertified parts?</li> </ul> |          |         |           |

**Quality System and Approved Manual Procedures**

|  |   | Yes<br>√ | No<br>√ | Rmks<br>√ |
|--|---|----------|---------|-----------|
| <b>Note:</b> Approved manual means Maintenance Policy Manual (MPM), Quality Program Manual (QPM), Production Control System Manual (PCSM) or other such appropriate document approved by a civil aviation authority. |   |          |         |           |
| 13.  | Is the organization ISO certified? <ul style="list-style-type: none"> <li>• If yes, list date of last audit and auditor.</li> </ul>   |          |         |           |
| 14.  | Does the organization have... <ul style="list-style-type: none"> <li>• a training program?</li> <li>• training records on file?</li> <li>• inspectors requiring TC/FAA licenses?</li> <li>• up to date signature roster?</li> <li>• a structured and controlled process of manufacture/repair/overhaul operations?</li> </ul>   |          |         |           |
| 15.  | Are quality and procedure manuals maintained and readily available for use by all personnel?  |          |         |           |
| 16.  | Does the approved manual... <ul style="list-style-type: none"> <li>• describe a QA program which incorporates an audit system to identify and action quality concerns?</li> <li>• describe an audit program to evaluate suppliers/vendors?</li> <li>• describe the method used to ensure only qualified and authorized personnel are eligible to sign release certifications?</li> <li>• include forms, tags and stamps used for certification?</li> <li>• document a shelf life item control system?</li> <li>• accurately describe facilities?</li> <li>• have continual revision procedure and status?</li> <li>• document systems, standards and procedures used to perform and record the performance of work?</li> <li>• document standards, procedures and frequencies for the calibration of new and</li> </ul> |          |         |           |

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|  |                                    |  |  |  |
|--|------------------------------------|--|--|--|
|  | used measuring and test equipment? |  |  |  |
|--|------------------------------------|--|--|--|

**Receiving Inspection**

|     |  | Yes<br>√ | No<br>√ | Rmks<br>√ |
|-----|--|----------|---------|-----------|
| 17. | Does the Receiving Inspector... <ul style="list-style-type: none"> <li>have qualifications as laid out in the approved company manual?</li> <li>have knowledge of approved company procedures and civil aviation/government regulations?</li> <li>follow procedures to ensure that parts, materials and components are properly identified with traceability back to originator?</li> <li>follow procedures to ensure that parts, materials and components conform to type design?</li> <li>report to the Quality Assurance department?</li> </ul> |          |         |           |
| 18. | Does the organization guarantee through receiving that unapproved parts are not accepted?  |          |         |           |
| 19. | Are unapproved parts reported through the Service Difficulty Report or Suspected Unapproved Parts programs?  |          |         |           |
| 20. | Are aeronautical products quarantined if... <ul style="list-style-type: none"> <li>they have not been inspected or certified?</li> <li>they are damaged or suspected of damage?</li> <li>lack proper certification?</li> <li>they do not meet type design?</li> </ul>  |          |         |           |

**Procurement Control**

|     |  | √ | √ | √ |
|-----|--|---|---|---|
| 21. | Are procurement sources and services evaluated and controlled to ensure compliance to TC, FAA, OEM, vendor and customer requirements and approved design data? (Type Certificate, STC, TSO, EO etc.)   |   |   |   |
| 22. | Does this evaluation include documentation of any corrective action and follow-up which has taken place?   |   |   |   |
| 23. | Is an approved suppliers list maintained through periodical audits for conformance and product quality?  |   |   |   |
| 24. | Are certified test results and or letters of conformance required from all suppliers?  |   |   |   |
| 25. | When substituting parts... <ul style="list-style-type: none"> <li>is approval obtained from the manufacturer of the aircraft or OEM as applicable?</li> <li>is this approval documented and kept on file as well as <b><u>provided to the customer?</u></b></li> </ul> |   |   |   |
| 26. | Does the organization contract work?   |   |   |   |

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**Procurement Control continued**

|     |   | Yes<br>√ | No<br>√ | Rmks<br>√ |
|-----|---|----------|---------|-----------|
| 27. | If the answer to question 26 was yes, do the subcontractors' qualifications meet acceptable standards with regards to... <ul style="list-style-type: none"> <li>• qualifications of organization?</li> <li>• facilities?</li> <li>• stores?</li> <li>• personnel?</li> <li>• quality control system?</li> <li>• use of approved processes and materials?</li> <li>• certification of work performed?</li> </ul> |          |         |           |
| 28. | As the prime contractor, does your organization realize that it is responsible for all work carried out by unapproved (non-AMO) subcontractors for final certification?   |          |         |           |

**Stores**

|     |  | √ | √ | √ |
|-----|--|---|---|---|
| 29. | Are aeronautical products... <ul style="list-style-type: none"> <li>• stored in an organized manner?</li> <li>• identified as to shelf life requirements?</li> <li>• separate from non-aeronautical products?</li> <li>• easily traceable back to origin?</li> </ul> |   |   |   |
| 30. | Are raw and bulk materials... <ul style="list-style-type: none"> <li>• easily identifiable?</li> <li>• traceable to source?</li> <li>• received accompanied by test certification proving conformity to material specifications?</li> </ul>                          |   |   |   |
| 31. | Are packaging, handling and Electrostatic Sensitive Device procedures in place and strictly adhered to?  |   |   |   |

**Records**

|     |  | √ | √ | √ |
|-----|--|---|---|---|
| 32. | Are the following records kept on file? For how long? <ul style="list-style-type: none"> <li>• Receiving Inspection _____</li> <li>• Production job cards _____</li> <li>• Sampling and special procedures _____</li> <li>• Certification of calibration equipment _____</li> <li>• Personnel certification and training records _____</li> <li>• Corrective actions _____</li> <li>• Customer work order or repair order _____</li> <li>• Record of serialized scrap _____</li> </ul> |   |   |   |
| 33. | Are inspection records maintained which display the following... <ul style="list-style-type: none"> <li>• Identification of item?</li> <li>• Date of manufacture?</li> <li>• Date received for repair?</li> <li>• Component teardown reports?</li> <li>• Replacement parts list?</li> <li>• ADs and SBs incorporated</li> <li>• Inspection certification?</li> </ul>   |   |   |   |

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| DATE: | COMPANY NAME:  | FILE: AAFBE-VENDOR- |
|       | <ul style="list-style-type: none"> <li>Repair or rework to EOs or engineering authorization?</li> <li>Shipping documents?</li> </ul> |                     |
| 34.   | Are copies of the above documents available for examination and inspection by ASD/government representatives?                        |                     |

**Tools, Measuring and Test Equipment**

√ √ √

**Note :** The following question applies to devices, equipment or instruments use for inspection, calibration, adjustment and repair activities.

|     |  |  |
|-----|--|--|
| 35. | Tools Measuring and Test Equipment comply with the following... <ul style="list-style-type: none"> <li>Clearly identifiable by part number/serial number?</li> <li>Legibly marked to indicate certification and next due dates?</li> <li>Calibrated to a traceable national standard?</li> <li>Controlled and recorded through a tracking system which indicates status?</li> <li>Stored so as to prevent damage?</li> <li>Employee's personal equipment is controlled to the same degree as company owned equipment?</li> </ul> |  |
|-----|--|--|

**Packaging and Shipping**

√ √ √

|     |  |  |
|-----|--|--|
| 36. | Do shipping documents include... <ul style="list-style-type: none"> <li>Vendor name?</li> <li>Date of shipment?</li> <li>Customer purchase order?</li> <li>Nomenclature</li> <li>Part / model number and serial number?</li> <li>Authorized work accomplished?</li> <li>EOs and ADs carried out (mod status)?</li> <li>Teardown report?</li> <li>TC 24-0078, FAA 8130-3 or JAA FORM ONE form for export as applicable?</li> <li>Conformity certificate for major modifications and non-standard repairs?(337 or Major Modification / Repair Report)</li> <li>Maintenance release for repairs?</li> <li>TSN and TSO of unit as required?</li> </ul> |  |
|-----|--|--|

**Traceability/Certificate of Conformance**

|     |  |       |                            |
|-----|--|-------|----------------------------|
| 37. | All material sold to Transport Canada, Aircraft Services Directorate will include complete traceability to certified sources named in suppliers material certification/ certificate of conformance. Included also, must be complete disclosure regarding accident, incident, heat stress and/or any abnormal occurrences to which the article was exposed. | Agree | Disagree<br>(With remarks) |
|-----|--|-------|----------------------------|

**Warranty**

|     |  |
|-----|--|
| 38. | Please enclose a copy of your current Warranty Statement.      |
| 39. | Please enclose a copy of your current Certification Statement. |

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**Subcontracting Statement**

|     |   |       |                            |
|-----|---|-------|----------------------------|
| 40. | No work performed will be subcontracted without written permission from Transport Canada, Aircraft Services Directorate.  | Agree | Disagree<br>(With remarks) |
|     | <b><u>FAA Repair Stations</u></b>   |       |                            |
| 41. | Work performed on aeronautical products will be accomplished in accordance with the requirements of section 3.1 of the Maintenance Implementation Procedures between the Government of the United States of America and the Government of Canada. |       |                            |
| 42. | "On aircraft" work will be performed in accordance with the requirements of section 3.2 of the Maintenance Implementation Procedures between the Government of the United States of America and the Government of Canada.                         |       |                            |
| 43. | Our Repair Station manual has an FAA approved supplement in accordance with section 3.2.2 of the Maintenance Implementation Procedures between the Government of the United States of America and the Government of Canada.                       |       |                            |

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**Information Certification Statement**

I hearby certify that the information given in this survey is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Position/Title

| ITEM | OBSERVATIONS / REMARKS |
|------|------------------------|
|      |                        |
|      |                        |
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ANNEX "I"**COVID-19 MANDATORY CONTRACTOR VACCINATION CERTIFICATION FORM**

***Please complete the required information in the document hereunder.***

Please check one of the following two options:

- ☐ This is a new submission; or
- ☐ This is an update or correction that replaces a form that was previously submitted.

I, \_\_\_\_\_, as the representative of \_\_\_\_\_, pursuant to Contract no. **T8080-210655** with Transport Canada, warrant and certify that all personnel, including any subcontracted personnel, that \_\_\_\_\_ will provide on this Contract who access federal government workplaces within Canada will be:

- ☐ fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- ☐ subject to accommodation and mitigation measures as of November 15, 2021, that have been presented to and approved by Canada. This applies to personnel that are unable to be vaccinated due to a medical contraindication, religion, or other prohibited grounds of discrimination under the *Canadian Human Right Act*;

until such time that Canada indicates that the mandatory vaccination requirements of the Government of Canada are no longer in effect.

Alternatively, I warrant and certify that:

- ☐ no personnel, including subcontractors and their personnel, will require any access to federal government workplaces for the performance of this Contract. This includes temporary access, such as the access required for in-office delivery, installation or repair of goods, equipment or supplies.

I further certify that all personnel provided by \_\_\_\_\_ have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada reserves the right to declare the Contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada may constitute a default under the Contract.

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** While Canada reserves the right to ask for additional information at a later date to verify the certifications, please **do not submit any personal information** pertaining to your resources or employees, including proofs of vaccination, the name of an affected personnel, or any specifics about an individual's medical contraindications, disability or religious grounds through this certification request.

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.