



Procurement Hub – Ottawa Office,
200 Kent Street,
Ottawa, Ontario K1A 0E6

July 20, 2022

ADDENDUM N° 2

Subject : **Request for Proposal n° 30002732/A**

Title : **Joint Review of Transport Canada’s Aircraft Services**

Closing Date : **July 28, 2022 at 14 h EDT (Eastern Daylight Time)**

Dear Sir/Madam:

Further to the above-mentioned Request for Proposal, this **Addendum #2** is issued to provide clarifications and to make changes to the Technical Criteria and Statement of Work.

1. Clarifications

AT Annex “C” Evaluation Criteria – Point Rated Criteria:

- PRC2: Section **3.1.4** of the Statement of Work (SoW) is referring to the **Funding/Cost Recovery Model** section of the SoW (p. 29&30/54 of the RFP).
- PRC4: Section **3.1.3** of the SoW is referring to the **Governance** section of the SoW (p. 28&29/54 of the RFP).
- PRC6: Section **3.1.2** of the SoW is referring to the **Mandate** section of the SoW (p. 27&28/54 of the RFP).
- PRC8: Section **3.1.6** of the SoW is referring to the **Service Performance/Standards** section of the SoW (p. 30&31/54 of the RFP).

2. Changes to Technical Criteria

AT Annex “C” Evaluation Criteria – Mandatory Technical Criteria:

Delete: M2, M4 and M5 in their entirety and **Replace** with:

Criteria No.	Mandatory Technical Criterion	Cross Reference to Proposal with Page number
M2	At least one of the Bidder’s resources MUST demonstrate, by providing a copy of the Professional Designation, that it holds a	Page # _____



Criteria No.	Mandatory Technical Criterion	Cross Reference to Proposal with Page number
	<p>Professional designation in any one of the following:</p> <p>Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP).</p>	
M4	<p>At least one of the Bidder’s resources MUST demonstrate that it has experience with, acquired or recently utilized (within the past 5 years) a proven Life Cycle Cost software program and database pertaining to fixed or rotary wing aircraft to be used in the conduct of this work, which provides detailed analysis of the long term cost of operation and maintenance.</p> <p>The Bidder’s Life Cycle Cost software program and database MUST:</p> <ul style="list-style-type: none"> • Provide operation and maintenance budget cost data for all applicable fixed or rotary wing aircraft. • Calculate when specific maintenance actions are due based on hours, cycles and/or calendar time as specified by the maintenance program for that make and model of aircraft and the accompanying database provides the required cost data. • Present the data as an annual budget and includes detailed breakouts for all major maintenance cost items. • This MUST be demonstrated by providing a detailed description of previously completed project(s) with references. Examples of the core Life Cycle Cost variables and output tables/graphics are to be presented. 	<p>Page # _____</p>



Criteria No.	Mandatory Technical Criterion	Cross Reference to Proposal with Page number
	<p>Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meets the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	
<p>M5</p>	<p>At least one of the Bidder's resources MUST have consulting or management experience where they have used their Life Cycle Cost software program and database to support a variety of government or commercial or private business aircraft operators and service providers to analyze and compare the operation and maintenance, and MUST demonstrate experience by providing a detailed description of previously completed projects on two (2) separate occasions together with references.</p> <p>Each project MUST have the following information:</p> <ol style="list-style-type: none"> 1. The name of the client organization (to whom the services were provided); 2. The name, title, telephone number and email address of Project Authority; (for validation purposes) 3. Description of the type and scope of services that meets the identified criteria by the resource. 4. Dates and duration of the project (indicating the years and months of engagement and the start and end dates of the work). 	<p>Page # _____</p>



AT Annex “A” Statement of Work: Minimum Essential Requirements

Delete: b) in its entirety and **Replace with:**

- b. At least one of the Contactor’s resources **MUST** hold a Professional designation in any one of the following:
 - i. Chartered Professional Accountant (CPA);
 - ii. Chartered Accountant (CA)
 - iii. Certified Management Accountant (CMA)
 - iv. Certified General Accountant (CGA)
 - v. Certified Internal Auditor (CIA); or
 - vi. Certified Government Auditing Professional (CGAP).

Delete d) in its entirety and **Replace with:**

- d. At least one of the Contactor’s resources **MUST** have experience with, acquired or recently utilized (within the past 5 years) a proven Life Cycle Cost software program and database pertaining to fixed or rotary wing aircraft to be used in the conduct of this work, which provides detailed analysis of the long term cost of operation and maintenance. The Bidder’s Life Cycle Cost software program and database **MUST**:
 - i. Provide operation and maintenance budget cost data for all applicable fixed or rotary wing aircraft;
 - ii. Calculate when specific maintenance actions are due based on hours, cycles and/or calendar time as specified by the maintenance program for that make and model of aircraft and the accompanying database provides the required cost data;
 - iii. Present the data as an annual budget and includes detailed breakouts for all major maintenance cost items; and

Delete e) in its entirety and **Replace with:**

- e.) At least one of the Contactor’s resources **MUST** have consulting or management experience where they have used their Life Cycle Cost software program and database to support a variety of government or commercial or private business aircraft operators and service providers to analyze and compare the operation and maintenance

All other terms and conditions remain the same.

Regards,

Mazen Obeid

Senior Contracting Officer

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