

<p>RETURN BIDS TO : RETOURNER LES SOUMISSIONS À :</p> <p>Bid Receiving - Environment and Climate Change Canada / Réception des soumissions – Environnement et changement climatique Canada</p>	<p>Title – Titre Decarbonizing Ground Support Equipment at Airports in Canada Daylight Saving Time will begin on Sunday, March 13, 2022</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000069255</p>	
<p>Electronic Copy:</p> <p>soumissionsbids@ec.gc.ca</p>	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-12-19</p>	
<p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT AND CLIMATE CHANGE CANADA</p>	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 2:00 P.M. (2023-01-17</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time (EST)</p>
<p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p>	<p>F.O.B – F.A.B Destination</p> <p>Address Enquiries to - Adresser toutes questions à Jim Seguin Jim.seguin@ec.gc.ca</p>	
<p>SOUSSION À: ENVIRONNEMENT ET CHANGEMENT CLIMATIQUE CANADA</p>	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein</p>	
<p>Nous offrons d’effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Destination of Services / Destination des services See herein</p>	
	<p>Security / Sécurité <u>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT</u></p>	
	<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l’entrepreneur</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>



	<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p> <p>Signature Date</p>
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PART 1 – GENERAL INFORMATION

1.1 Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. PR5000069255

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED A, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

For additional information on security requirements, bidders should refer to the "<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>" **Canadian Industrial Security Directorate (CISD), Industrial Security Program** (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The Attachments include the Financial Bid Presentation Sheet, Mandatory Technical Criteria and Point Rated Technical Criteria

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

1.3 Summary

1.3.1 The Government of Canada is committed to leading the transformation towards a low-carbon economy. Under the Pan-Canadian Framework on Clean Growth and Climate Change, the Government of Canada committed to take action to reduce GHG emissions from the off-road sectors¹. In its updated *2030 Emissions Reduction Plan – Canada’s Next Steps for Clean Air and a Strong Economy* (ERP), the federal government committed to developing a whole-of-government approach on the long-term decarbonisation of aviation. This approach will be informed through ongoing engagement with industry and other stakeholders on a renewed action plan to reduce emissions from aviation, which could include efforts to decarbonize and electrify airport operations in Canada.

Off-road compression-ignition (CI) and small spark-ignition (SSI) engines, designed to be used for ground support operations at airports, emit greenhouse gases (GHGs) and air pollutants such as nitrogen oxides (NOx) and volatile organic compounds (VOCs). These substances are released to the surrounding atmosphere through the combustion and evaporation of the fuel that is used to power these engines and contribute to climate change and air pollution that has adverse effects on human health.

ECCC is considering options to support the aviation industry in reducing GHGs and air pollutants, including through the electrification or alternate powering of ground support equipment. This sub-sector of off-road equipment includes refuelers, tugs, tractors, ground power units, buses, container loaders, transporters, air start units, water trucks, lavatory service vehicles, catering vehicles, belt loaders, passenger boarding stairs, de-icing vehicles, and aircraft rescue and firefighting equipment, among others.

To complete this work, ECCC needs to develop its knowledge regarding the ground support equipment in use at Canada’s airports, who owns and operates this equipment (e.g. airports, airlines, contractors), how it is powered (diesel, natural gas, gas, hybrid, electric, fuel cell, etc.) and the current and expected plans to renew this equipment through 2035 (in the absence of new government initiatives).

1.3.2 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

1.3.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

¹ <https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html>



1.3.4 The requirement is subject to the provisions of the Canada–Korea Free Trade Agreement.

1.4 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC [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 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

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

Delete: In its entirety

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

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

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

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

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

Delete: In their entirety

Insert: “Deleted”

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

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

Insert: “Deleted”

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

Delete: In its entirety



Insert: "Deleted"

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

Delete: "sixty (60) days"

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

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension



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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later **than three (3) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or



territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 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.

2.7 Basis for Canada's Ownership of Intellectual Property

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

6.4 where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

- 6.4.1 to generate knowledge and information for public dissemination;



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11-inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11-inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders; and
- (3) print on both sides of the paper.

Note for electronic submission of bids:

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

Email Address: soumissionsbids@ec.gc.ca

Attention: Jim Seguin

Solicitation Number: **5000069255**

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



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

Bids sent by fax will not be accepted.

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

Section I: Technical Bid

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

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

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

Section II: Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the "Financial Bid Presentation Sheet *in* Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 3.1.2 Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 3.1.3 Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for *phase* of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.



The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the "National Capital Region (NCR)": "The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/)")
- (ii) travel between the successful bidder's place of business and the "NCR" *or the applicable office in the region*); and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (d) Travel and Living Expenses (if applicable): The bidders should indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs without exceeding the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the "<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>" *National Joint Council Travel Directive* and with the other provisions of the directive referring to "traveler's", rather than those referring to "employees"
- (e) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (f) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long-distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
- (g) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

3.1.5 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT “1” TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.”.

Milestones Payment				
No	Deliverables		Delivery Dates	SUB Total not including taxes
1	4.3	Phase 1 Work Plan	A maximum of two (2) weeks after the contract is awarded	
	4.4	Contact survey list for airports and airlines	A maximum of two (2) weeks after the contract is awarded	
	4.5	Development of surveys for airports, airlines and ground support equipment operators	A maximum of four (4) weeks after the contract is awarded	
2	4.6	Complete survey of airports and airlines	A maximum of twelve (12) weeks after the contract is awarded	
	4.7	Contact survey list for ground support equipment operators	A maximum of twelve (12) weeks after the contract is awarded	
3	4.8	Complete survey of ground support equipment operators	A maximum of sixteen (16) weeks after the contract is awarded	
4	4.9	Inventory of ground support equipment in use at airports in Canada	A maximum of twenty (20) weeks after the after the contract is awarded	
	4.10	Phase 2 work plan	A maximum of twenty-two (22) weeks after the contract is awarded	
5	4.11	Draft Report	A maximum of thirty-two (32) weeks after the	



			contract is awarded	
6	4.12	Final Report	A maximum of thirty-four (34) weeks after the contract is awarded	
Total (excluding taxes)				\$



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. Introduction

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

4.1.2. Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages:

- i. Evaluation of compliance with the Mandatory Technical and Financial Evaluation Criteria
- ii. Evaluation of the Point-Rated Technical Evaluation Criteria
- iii. Evaluation of the Financial Bid
- iv. Basis of Selection of the winning bidder

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

4.2. Technical Bid Evaluation Criteria

Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work.

For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal cooperative program at a post-secondary institution. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start



date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

It's the bidder's responsibility to ensure that a sufficient level of information is included in the proposal to allow the evaluation team to make an accurate assessment of the bid.

4.3. Basis of Selection

Highest combination of technical merit (60%) and Price (40%)

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.

- (a) To be declared responsive, a bid must:
 - (i) comply with all the requirements of the bid solicitation;
 - (ii) meet all mandatory technical and financial evaluation criteria; and
 - (iii) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points;
- (b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- (c) 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.
- (d) 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%.
- (e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- (f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- (g) 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 sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

$$\text{Technical Score} = \frac{\text{Bidder's Points}}{100} \times 60\% = \text{XXX}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid}}{\text{Bidder's Cost}} \times 40\% = \text{XXX}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

Example of calculation

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		60/100	75/100	80/100
Bid Evaluated Price		\$100,000.00	\$150,000.00	\$120,000.00
Calculations	Technical Merit Score	$60/100 \times 60 = 36$	$75/100 \times 60 = 45$	$80/100 \times 60 = 48$
	Pricing Score	$100/100 \times 40 = 40$	$100/150 \times 40 = 26.67$	$100/120 \times 40 = 33.33$
Combined Rating		76	71.67	81.33
Overall Rating		2 nd	3 rd	1 st



ATTACHMENT “1” (TO PART 4)

MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA

4.4 Mandatory Technical Evaluation Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-compliant.

Criteria #	Mandatory Technical Evaluation Criteria	Proposal Page #	Compliant (Yes / No)
M1	<p>Identification of the Project Manager</p> <p>The Bidder must demonstrate that the proposed Project Manager possesses the qualifications by providing a detailed résumé, which includes a list of projects that they have led as Project Manager. The Bidder must include the following information for each project listed:</p> <ul style="list-style-type: none"> • the project name; • the client organization; • the project dates and duration; • a brief project description; • the name, title and telephone number and/or email address of the client’s project authority or authorized representative. 		
M2	<p>Identification of the Project Team</p> <p>The Bidder must propose a qualified project team which includes:</p> <ol style="list-style-type: none"> a) a list of team members (including subcontractors, as applicable) b) their roles and responsibilities on the project <p>Please note that the project manager may also be identified as a member of the project team and it may also include only a single member.</p>		
M3	<p>Technical Proposal</p> <p>The Bidder must submit a technical proposal which must at minimum include:</p> <ol style="list-style-type: none"> a) objectives and scope b) detailed work plan including milestones, timeline, and which tasks will be assigned to specific team members c) methodology for research and data collection 		

*A negative response to any of the mandatory requirements will result in the disqualification of



the bid without any other consideration.

4.4.1. Point-Rated Technical Evaluation criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

For the bid to be valid, the bidder must obtain a minimum pass mark of **60 points** score within the technical evaluation based on the following grid. Bids that obtain less than **60 points** will be considered non-responsive.

Criteria #	Point-Rated Criteria	Maximum Points	Points awarded	Reference (Page # & Project # of bid confirming that the criteria has been met)
R1	<p>Qualifications of Project Manager</p> <p><u>(A) Surveys</u> The Bidder should demonstrate that the proposed project manager has led projects that involved managing the development and implementation of surveys. The Bidder should demonstrate this leadership experience by providing a list of survey projects for which the project manager has led.</p> <p>For each project in the list, the Bidder should provide a summary not exceeding one page in length that includes the following:</p> <ul style="list-style-type: none"> • the contract value of the project • a description of the surveys • the roles and responsibilities of the project manager • the survey’s response rates <p>Each of these project summaries will be evaluated to demonstrate the project manager’s leadership experience. <u>Maximum of 5 projects for a total of 5 points (1 point per project).</u></p> <p>The Bidder has provided no leadership experience in either the development or implementation of surveys demonstrated by the project manager for the identified project (0 points).</p> <p>The Bidder has provided leadership experience in either the development or implementation of surveys demonstrated by the project manager for the identified project. (1 point)</p>	15 points		



(B) Equipment Inventory

The Bidder should demonstrate that the proposed project manager has led projects that involved developing an inventory of equipment that is currently in use. The Bidder should demonstrate this leadership experience by providing a list of projects for which the project manager has led.

For each project in the list, the Bidder should provide a summary not exceeding one page in length that includes the following:

- the contract value of the project
- a description of the equipment inventory developed
- the roles and responsibilities of the project manager

Each of these project summaries will be evaluated to demonstrate the project manager's leadership experience. Maximum of 5 projects for a total of 5 points (1 point per project).

The Bidder has provided no leadership experience in either the development or implementation of equipment inventories demonstrated by the project manager for the identified project (0 points).

The Bidder has provided leadership experience in either the development or implementation of equipment inventories demonstrated by the project manager for the identified project. (1 point).

(C) Zero-Emission Equipment

The Bidder should also demonstrate that the project manager has led projects that involved the technical, economic or market analysis of zero-emission equipment. The Bidder should demonstrate this leadership experience by providing a list of projects for which the project manager has led that involve analysis of zero-emission equipment.

For each project in the list, the Bidder should provide a summary not exceeding one page in length that includes the following:

- the contract value of the project
- a description of the project
- the roles and responsibilities of the project manager
- the technical, economic or market analysis of zero-emission equipment conducted during the project



	<p>Each of these project summaries will be evaluated to demonstrate the project manager’s leadership experience. <u>Maximum of 5 projects for a total of 5 points (1 point per project).</u></p> <p>The Bidder has provided no leadership experience in the technical, economic or market analysis of zero-emission equipment demonstrated by the project manager for the identified project (0 points).</p> <p>The Bidder has provided leadership experience in either the technical, economic or market analysis of zero-emission equipment demonstrated by the project manager for the identified project. (1 point).</p>			
R2	<p>Qualification of the Project Team</p> <p>The Bidder should demonstrate that the proposed project team has at least two (2) years of experience within the last five (5) years in the following five (5) areas:</p> <p>Area 1: Developing and conducting surveys Area 2: Developing equipment inventories Area 3: Identifying decarbonisation pathways Area 4: Conducting cost and GHG emission analyses Area 5: Market research</p> <p>The Bidder should demonstrate the experience of their proposed project team by providing summaries of each project that proposed team members have worked on that include work in the five (5) areas listed above.</p> <p>Each project summary must not exceed one page in length and should include the following:</p> <ul style="list-style-type: none"> • a description of the project • the contract value of the project • the list of team members who were involved with the project • a description of each team member’s contribution to the project and how this contribution connects to the five target subject areas listed above <p>No experience from team members in any of these five subject areas (0 points)</p> <p>A minimum of 2 years of experience combined within the team in one of these five subject areas (4 points)</p> <p>A minimum of 2 years of experience combined within the team in two of these five subject areas (8 points)</p>	20 points		



	<p>A minimum of 2 of years of experience combined within the team in three of these five subject areas (12 points)</p> <p>A minimum of 2 of years of experience combined within the team in four of these five subject areas (16 points)</p> <p>A minimum of 2 years of experience combined within the team in five of these five subject areas (20 points)</p>			
R3	<p>Understanding of Objectives and Scope</p> <p>The proposal should clearly define the work that will be undertaken and demonstrate a clear understanding of the project and what is required.</p> <p>The bid does not contain an explanation of the Bidder's understanding of the Work. Does not clearly demonstrate that the Bidder understands the requirements well enough to complete the project. (0 points)</p> <p>The bid is adequately defined but missing minor element. Demonstrates an acceptable understanding of the project objectives and needs. (5 points)</p> <p>The bid is very well defined and comprehensive. Demonstrates a strong understanding of the project objectives and needs. (10 points)</p>	10 points		
R4	<p>Work Plan</p> <p>The Bidder should provide a work plan that meets project objectives and satisfies the Annex A - Statement of Work. This should include the following key components:</p> <ul style="list-style-type: none"> • Understanding of project; • Methodology; • Milestones; • Approach; and • Risks and potential mitigations. <p>The Bidder has provided a description of the work plan that will be used that lacks details in all of the key components. (0 point)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in four of the key components. (4 points)</p>	20 points		



	<p>The Bidder has provided a description of the work plan that will be used that lacks details in three of the key components. (8 points)</p> <p>The Bidder has provided a description of the work plan that will be used that lacks details in two of the key components. (12 points)</p> <p>The Bidder has provided a description of the work plan but that lacks details in one of the key components. (16 points)</p> <p>The Bidder has provided a detailed and clear description of its work plan and addresses each component. (20 points)</p>			
<p>R5</p>	<p>Methodological Approach</p> <p>The Bidder’s proposal should outline its detailed methodology describing how the deliverables identified in the Annex A - Statement of Work will be completed, including the following elements:</p> <ul style="list-style-type: none"> a) Data sources (5 points) b) Logical steps (5 points) c) Assigned resources (5 points) d) Research and data collection options (5 points) e) Coherence of proposed approaches (5 points) <p>Points will be awarded as follows for each of the five elements up to a maximum of five points:</p> <p>0 points: Not provided</p> <p>1 points: Not evident: insufficient or incorrect information provided</p> <p>2 points: Inadequate: incomplete, vague or lacking evidence of understanding</p> <p>3 points: Adequate: complete, realistic and achievable within the available time and resources</p> <p>4 points: Good: complete and realistic, logical and straightforward</p> <p>5 points: Excellent: comprehensive strategy that provides a logical pathway from start to finish. Thoughtful consideration of details that will achieve all objectives</p>	<p>25 points</p>		
<p>R6</p>	<p>Obstacles, Problems and Quality Control</p>	<p>10 points</p>		



	<p>The Bidder should address potential obstacles or problems that may arise during the project and articulate the Bidder's strategy for addressing these obstacles or problems and maintain quality control.</p> <p>The bid has not identified any possible problems. (0 point)</p> <p>The proposal has identified possible problems but does not include any proposed solutions. (4 points)</p> <p>The bid has identified possible problems and includes proposed solutions, but these are not feasible or efficient. (6 points)</p> <p>The bid has identified possible problems and includes proposed solutions which are feasible but are not efficient OR efficient but not feasible. (8 points)</p> <p>The bid has identified possible problems and includes proposed solutions that are feasible and efficient. (10 points)</p>			
<p style="text-align: center;">Total Score Minimum Required Points: 60 points</p>		<p>Maximum points available : 100 points</p>		

4.3. Financial Bid Evaluation

4.3.1. Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids, which fail to meet the mandatory financial criteria, will be declared non-responsive.

Item	Mandatory Financial Criteria	Compliant (Yes / No)
MF1	The total cost of the Bid must not exceed \$150,000.00 CAD plus, applicable taxes.	

Once the technical evaluation scores are established for all bids, the Financial Bid will be opened and evaluated by the Contracting Authority. The technical scores will not be changed once the financial bids are opened.



The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3. Bidders must complete all cells within Attachment 1 to Part 3 in order for their bid to be deemed responsive.

Note: a cell cannot remain blank. If an amount of \$0.00 or NIL is provided in the Bid for a portion of the Work, the Bidder must understand that all related work must be performed for the dollar value indicated in the Bid (i.e. \$0).

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

Failure to complete Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3, as per the instructions above, will render the bid non-responsive.

***In the event of a tie, the proposal receiving the highest score for the technical evaluation will be selected.**



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required 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

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

5.1.2 Additional Certifications Required with the Bid

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

5.2 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 provided 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](#), 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 from Employment and Social Development Canada (ESDC) - Labor's website.

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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



PART 6 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

Title: Decarbonizing Ground Support Equipment at Airports in Canada

6.1 Security Requirement

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

6.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2035 (2022-05-12), General Conditions - Professional Services (High Complexity), as modified below, apply to and form part of the Contract

6.3.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*

6.3.3 Specific Person(s)

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

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive *(fill in end date of the period)*.



6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jim Seguin

Environment and Climate Change Canada
Procurement and Contracting Division
E-mail address: jim.seguin@rc.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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Project Authority

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____



The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

Name: _____
Title: _____
(Legal & Operating Company Name): _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price – services

In consideration of the Contractor satisfactorily completing all its obligations under the Contract, the Contractor will be paid a firm price of \$_____, ([insert the amount at contract award](#)). Customs duties are included, " and Applicable Taxes are extra.

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

6.7.2 Limitation of Price

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

6.7.3 Discretionary Audit

C0705C (2010-01-11) Time Verification

6.8 Invoicing Instructions



6.8.1 Milestone Payment

6.8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 100 percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment and any other document 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) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

6.9. Certifications and Additional Information

6.9.1 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.



6.10. Applicable Laws

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

6.11. 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.

the Articles of Agreement;

the general conditions 2035 (2022-05-12);

- a) Annex A, Statement of Work;
- b) Annex B, Basis of Payment;
- c) Annex C, Security Requirements Check List ;
- d) Annex D, Milestones
- e) the Contractor's bid dated _____,

6.12. Insurance

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.13. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



ANNEX "A"

STATEMENT OF WORK

The objective of this project is to:

1. Build a comprehensive inventory of the ground support equipment in use at Canadian airports, how the ownership and operation of this equipment is managed, and gain an understanding of the technical and economic feasibility, and timelines, of converting this equipment to zero-emission.
2. Identify specific steps airports and airlines have taken and can take to convert traditional GSE powered by fossil fuels to electric-powered equipment (eGSE) or other zero-emission equipment (ZEE).
3. Project the infrastructure needs for a full transition to eGSE and ZEE equipment including an analysis of capital costs, electricity demand and capacity, carbon intensity of electricity sourced from utilities, and any necessary installation and maintenance of on-site power generation (i.e. solar, wind, hydrogen, etc.) and storage.
4. Provide a cost and GHG emission analysis of eGSE and ZEE.
5. Identify the market availability of eGSE and ZEE.
6. Identify challenges and market barriers to the adoption of eGSE and ZEE.

To meet these objectives, the study will survey representative airports throughout Canada, airlines, and key GSE contractors.

The project would focus on all ground support equipment in use at Canadian airports, including the following initial list of equipment groups:

- Air conditioners;
- Air starts;
- Tow/towbarless tractors;
- Baggage tractors;
- Belt loaders;
- Boom/scissor lifts;
- Catering hi-lifts;
- Catering vans;
- De-icing vehicles, and aircraft rescue and firefighting equipment;
- Floor scrubbers;
- Fork lifts;
- Golf carts;
- Ground power units (GPU);
- Heat carts;
- Lavatory trucks;
- Maintenance trucks;
- Maintenance lifts;
- Passenger board stairs;
- Pushbacks;
- Ramp utilities;



- Refuelers;
- Stair trucks;
- Shuttle buses (on tarmac)
- Sweeper tractors;
- Vehicles (cars and trucks);
- Service carts;
- Water trucks;
- Heavy and medium tractors; and
- Ventilator trailers;

During the development of the work plans, the Contractor and the Technical Authority may agree to remove some of the equipment groups listed above from the scope of this project. The inventory would include the following attributes, organized by the equipment groups listed above:

- The amount of equipment in use at Canadian airports;
- The range of engine displacement and rated engine power of the equipment in use;
- The duty cycles of the equipment during a typical day;
- Who owns and operates the equipment (e.g. airport authority, airline or contractor, further details such as the company name are not necessary);
- The age of the equipment;
- The expected lifespan of the equipment; and
- Any other attributes that the Contractor and Technical Authority agree to include.

The project would also focus on the infrastructure demands placed on airports by a widespread transition to eGSE and ZEE including but not exclusively:

- capital cost of charging and refueling infrastructure.
- electricity demand and capacity.
- carbon intensity of electricity sourced from utilities.
- installation and maintenance of any necessary on-site power generation (i.e. solar, wind, hydrogen, etc.) and storage.

In the development of the Phase 1 and Phase 2 work plans, the Contractor and the Technical Authority may agree to investigate other infrastructure demands in addition to the ones listed above.

1. WORK DESCRIPTION

The Contractor will complete the following tasks, split into two phases, to fulfill the objectives described above:

PHASE 1 – INVENTORY OF GROUND SUPPORT EQUIPMENT (TASKS 1-7)

TASK 1- DEVELOP PHASE 1 WORKPLAN

The Contractor will:

Develop a work plan on how it will complete Tasks 2-7 in the work description and have it approved by the Technical Authority.



TASK 2- DEVELOP CONTACT LISTS FOR AIRPORT AUTHORITIES AND AIRLINES

The Contractor will:

Work with the Technical Authority to develop the list of (1) airports and (2) airlines in Canada that will be contacted and surveyed as outlined in Tasks 4 and 5. The Contractor will receive a preliminary list of airports and airlines from the Technical Authority and will work with them to define the final list for contact. The final contact list must ensure that the Contractor will be able to receive survey responses from no less than ten airports that are broadly representative of airports across the country as defined by the Technical Authority. The contact list for (3) ground support equipment operators will be defined later in Task 6.

TASK 3- DEVELOP SEPARATE SURVEYS FOR AIRPORT AUTHORITIES, AIRLINES AND GROUND SUPPORT EQUIPMENT OPERATORS

The Contractor will:

Work with the Technical Authority to develop separate surveys that will be used to collect information on ground support equipment from (1) airport authorities, (2) airlines and (3) ground support equipment operators in Canada. The Contractor will receive a base list of survey questions from the Technical Authority and will work with them to expand the list of questions to meet the objectives listed in the Statement of Work.

TASK 4- SURVEY OF AIRPORT AUTHORITIES

The Contractor will:

Work with the Canadian Airports Council (CAC) to distribute a survey to the selected Canadian airports and to collect their responses. The Contractor must receive responses to the survey from no less than ten airports that are broadly representative of airports across the country as defined by the Technical Authority in Task 2.

TASK 5- SURVEY OF AIRLINES

The Contractor will:

Distribute a survey to each of the airlines defined in Task 1 in Canada and collect their responses.

TASK 6- SURVEY OF GROUND SUPPORT EQUIPMENT OPERATORS

The Contractor will:

Distribute a survey to each of the ground support equipment (GSE) operators in operation in Canada and collect their responses. The list of GSE operators will be developed by the Contractor, with input from the Technical Authority, based on the survey responses from Tasks 4 and 5.

TASK 7- INVENTORY OF GROUND SUPPORT EQUIPMENT

The Contractor will:

Use the responses to the surveys in Tasks 4, 5 and 6 to develop an estimated inventory of ground support equipment in current use across Canada (i.e. not only at surveyed airports or by surveyed entities) that includes information on the attributes of that equipment as listed in Section 2 and organized by equipment category as listed in Section 2.

PHASE 2 – DECARBONIZATION PATHWAYS (TASKS 8-13)

TASK 8- DEVELOP PHASE 2 WORKPLAN

The Contractor will:



Develop a work plan on how it will complete Tasks 9-13 in the work description and have it approved by the Technical Authority. This will include the method(s) for reaching cross-Canada conclusions based on surveys that do not include every airport, airline and ground support equipment operator.

TASK 9- CURRENT AND POSSIBLE PATHWAYS FOR DECARBONIZATION

The Contractor will:

From the survey responses and inventory from Phase 1 along with additional research, identify specific steps airports and airlines have taken and can take to convert traditional GSE powered by fossil fuels to electric-powered equipment (eGSE) or other zero-emission equipment (ZEE).

TASK 10- INFRASTRUCTURE NEEDS FOR EGSE AND ZEE AT AIRPORTS

The Contractor will:

From the survey responses from Phase 1 along with additional research, project the infrastructure needs for a full transition to eGSE and ZEE across Canada, including an analysis of the capital costs, electricity demand and capacity, carbon intensity of electricity sourced from utilities, and the installation and maintenance of any required on-site power generation (i.e. solar, wind, hydrogen, etc.) and storage.

TASK 11- COST AND GHG EMISSION ANALYSES OF EGSE AND ZEE FOR AIRPORTS

The Contractor will:

Conduct cost and GHG emission analyses of available eGSE and ZEE in comparison to current in-use ground support equipment, applicable to the range of airports, airlines and ground support equipment operators across Canada.

TASK 12- MARKET AVAILABILITY OF EGSE AND ZEE FOR AIRPORTS

The Contractor will:

Conduct research to identify the market availability of eGSE and ZEE for airports and the current obstacles that airports, airlines or GSE operators face in procuring this technology.

TASK 13- PROJECTION OF DECARBONIZATION PATHWAYS FOR 2035 AND 2050

The Contractor will:

From the survey responses from Phase 1 along with additional research, (a) determine the projected numbers of eGSE and ZEE across Canada in each category for 2035 and 2050, absent new government initiatives, (b) evaluate key challenges and barriers (technical, practical and economic) to consider in the decarbonization of GSE, and (c) estimate timelines by which a full cross-country transition to eGSE and ZEE could be feasible.

2. DELIVERABLES AND SCHEDULE

The Contractor shall deliver the result of their work in a report and an equipment inventory. The report shall include a table of contents, an executive summary, and a section that describes the project methodology. The report will also have a section that highlights the quality and significance of the data collected and raises any issues or concerns that should be known for those who will use the data. The equipment inventory will contain estimated ground support equipment currently in use at Canadian airports.

The report shall be provided in Microsoft Word format. All graphics and tables presented in the report shall also be provided in Microsoft Excel spreadsheets.



#	Milestones	Deliverable	Time
4.1	Kick Off Meeting	The Contractor must schedule a kick off meeting with the Technical Authority	A maximum of one (1) week after the contract is awarded
4.2	Progress Updates	The Contractor will provide an update on progress made on all deliverables to the Technical Authority. This can be done through teleconference of Teams video call.	Every two (2) weeks after the contract is awarded
4.3	Phase 1 Work Plan	The Contractor will provide a work plan to complete Phase 1 (Tasks 2 to 7) of the work description to the Technical Authority.	A maximum of two (2) weeks after the contract is awarded
4.4	Contact survey list for airports and airlines	The Contractor will submit a contact list to the Technical Authority for the distribution of the surveys to airports and airlines.	A maximum of two (2) weeks after the contract is awarded
4.5	Development of surveys for airports, airlines and ground support equipment operators	The Contractors will submit two draft surveys (for airports and airlines) to the Technical Authority for approval.	A maximum of four (4) weeks after the contract is awarded
4.6	Complete survey of airports and airlines	The Contractor will submit the responses from the surveys for airports and airlines to the Technical Authority.	A maximum of twelve (12) weeks after the contract is awarded
4.7	Contact survey list for ground support equipment operators	The Contractor will submit a contact list to the Technical Authority for the distribution of the surveys to ground support equipment operators.	A maximum of twelve (12) weeks after the contract is awarded
4.8	Complete survey of ground support equipment operators	The Contractor will submit the responses from the survey for ground support equipment operators to the Technical Authority.	A maximum of sixteen (16) weeks after the contract is awarded.
4.9	Inventory of ground support equipment in use at airports in Canada	The Contractor will provide an inventory of ground support equipment in use at airports in Canada based on the results of the survey data collected in Tasks 1-5 to the Technical Authority.	A maximum of twenty (20) weeks after the contract is awarded
4.10	Phase 2 work plan	The Contractor will provide a work plan outline how it will complete Tasks 9-13 in the work description to the Technical Authority.	A maximum twenty-two (22) weeks after the contract is awarded
4.11	Draft Report	The Contractor will provide a draft report to be reviewed by the Technical	A maximum of thirty-two (32) weeks after the



		Authority. The Technical Authority will be allotted 2 weeks to review.	contract is awarded
4.12	Final Report	The Contractor will provide a final report for review and approval to the Technical Authority. The Technical Authority will be allotted 2 weeks to review and make final comments.	A maximum of thirty-four (34) weeks after the contract is awarded

To assist with coordination of this project, the Contractor must communicate by email and teleconference or videoconference with the Technical Authority with updates on the project, at least once every two weeks. The Contractor must describe the status of tasks and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines. Updates must include issues that the Contractor is facing that may delay the schedule or jeopardize the expected quality of the final product.



ANNEX " B "

BASIS OF PAYMENT

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid."

Milestones Payment				
No	Deliverables		Delivery Dates	SUB Total not including taxes
1	4.3	Phase 1 Work Plan	A maximum of two (2) weeks after the contract is awarded	
	4.4	Contact survey list for airports and airlines	A maximum of two (2) weeks after the contract is awarded	
	4.5	Development of surveys for airports, airlines and ground support equipment operators	A maximum of four (4) weeks after the contract is awarded	
2	4.6	Complete survey of airports and airlines	A maximum of twelve (12) weeks after the contract is awarded	
	4.7	Contact survey list for ground support equipment operators	A maximum of twelve (12) weeks after the contract is awarded	
3	4.8	Complete survey of ground support equipment operators	A maximum of sixteen (16) weeks after the contract is awarded	
4	4.9	Inventory of ground support equipment in use at airports in Canada	A maximum of twenty (20) weeks after the after the contract is awarded	
	4.10	Phase 2 work plan	A maximum of twenty-two (22) weeks after the contract is awarded	
5	4.11	Draft Report	A maximum of thirty-two (32) weeks after the contract is awarded	
6	4.12	Final Report	A maximum of thirty-four (34) weeks after the contract is awarded	
Total (excluding taxes)				\$



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

SEE ATTACHMENT



**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		ECCC	2. Branch or Directorate / Direction générale ou Direction		EPB
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					
Decarbonizing Ground Support Equipment at Airports in Canada					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <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 PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat PR5000069255
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 / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	X															
IT Media / Support TI	X															
IT Link / 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 / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat PR5000069255
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) Scott Blurton		Title - Titre Economic Advisor	Signature <i>Scott Blurton</i>
Telephone No. - N° de téléphone 819-307-6787	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Scott.Blurton@ec.gc.ca	Date October 21, 2022
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sofia Manicheva		Title - Titre Administrative Officer, Security	Signature <i>Sofia Manicheva</i>
Telephone No. - N° de téléphone 416-739-4143	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sofia.manicheva@ec.gc.ca	Date October 24, 2022
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?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jim Seguin		Title - Titre Procurement Manager	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) Stephanie Tompkins Contract Security Officer Stephanie.Tompkins@tpsgc-pwgsc.gc.ca		Title - Titre	Signature
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	



ANNEX “D”

SCHEDULE OF MILESTONES

#	Milestones	Deliverable	Time
4.1	Kick Off Meeting	The Contractor must schedule a kick off meeting with the Technical Authority	A maximum of one (1) week after the contract is awarded
4.2	Progress Updates	The Contractor will provide an update on progress made on all deliverables to the Technical Authority. This can be done through teleconference of Teams video call.	Every two (2) weeks after the contract is awarded
4.3	Phase 1 Work Plan	The Contractor will provide a work plan to complete Phase 1 (Tasks 2 to 7) of the work description to the Technical Authority.	A maximum of two (2) weeks after the contract is awarded
4.4	Contact survey list for airports and airlines	The Contractor will submit a contact list to the Technical Authority for the distribution of the surveys to airports and airlines.	A maximum of two (2) weeks after the contract is awarded
4.5	Development of surveys for airports, airlines and ground support equipment operators	The Contractors will submit two draft surveys (for airports and airlines) to the Technical Authority for approval.	A maximum of four (4) weeks after the contract is awarded
4.6	Complete survey of airports and airlines	The Contractor will submit the responses from the surveys for airports and airlines to the Technical Authority.	A maximum of twelve (12) weeks after the contract is awarded
4.7	Contact survey list for ground support equipment operators	The Contractor will submit a contact list to the Technical Authority for the distribution of the surveys to ground support equipment operators.	A maximum of twelve (12) weeks after the contract is awarded
4.8	Complete survey of ground support equipment operators	The Contractor will submit the responses from the survey for ground support equipment operators to the Technical Authority.	A maximum of sixteen (16) weeks after the contract is awarded.
4.9	Inventory of ground support equipment in use at airports in Canada	The Contractor will provide an inventory of ground support equipment in use at airports in Canada based on the results of the survey data collected in Tasks 1-5 to the Technical Authority.	A maximum of four (4) weeks after the Phase 2 start date
4.10	Phase 2 work plan	The Contractor will provide a work plan outline how it will complete Tasks 9-13 in the work description to the Technical Authority.	A maximum of six (6) weeks after the Phase 2 start date
4.11	Draft Report	The Contractor will provide a draft report to be reviewed by the Technical	A maximum of sixteen (16) weeks



		Authority. The Technical Authority will be allotted 2 weeks to review.	after the Phase 2 start date
4.12	Final Report	The Contractor will provide a final report for review and approval to the Technical Authority. The Technical Authority will be allotted 2 weeks to review and make final comments.	A maximum of eighteen (20) weeks after the Phase 2 start date

To assist with coordination of this project, the Contractor must communicate by email and teleconference or videoconference with the Technical Authority with updates on the project, at least once every two weeks. The Contractor must describe the status of tasks and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines. Updates must include issues that the Contractor is facing that may delay the schedule or jeopardize the expected quality of the final product.