



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-866-246-6893
 Bid E-mail Address:
soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Comments:

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Calgary, AB

Title: Helicopter Charter Services – Parks Canada National Fire Management Program – Wood Buffalo National Park	
Solicitation No.: 5P420-22-0202/A	Date: January 30, 2023
Client Reference No.: n/a	
GETS Reference No.: PW-23-01023931	

Solicitation Closes: At: 14:00 On: February 16, 2023	Time Zone: MST
---	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Andrea McGraw-Alcock	
Telephone No.: 587-436-5908	Fax No.: 1-866-246-6893
Email Address: andrea.mcgraw-alcock@pc.gc.ca	
Destination of Goods, Services, and Construction: See herein	

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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Amendment No.:
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Contracting Authority:
Andrea McGraw-Alcock

Client Reference No.:
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Title:
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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsouest-bidswest@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-866-246-6893**.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The requirement is detailed under **Article 6.2** of the resulting contract clauses.

1.3. Debriefings

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

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2022-03-29), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

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

Delete: 60 days
Insert: 90 days

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.1.1. SACC Manual Clauses

SACC Manual clause [B3000T](#) (2006-06-16), Equivalent Products

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is **1-866-246-6893**.

The only acceptable email address for responses to bid solicitations is soumissionsouest-bidswest@canada.ca.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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2.3. Enquiries – Bid Solicitation

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

2.4. Applicable Laws

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

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at **Annex B**.

3.1.1. Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

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 and T.A. Dixon and Company Inc. will evaluate the bids.

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex F to Part 4 of the Bid Solicitation**.

To assist with the evaluation, a Technical Compliance Matrix (Appendix F.1 to Annex F to Part 4 of the Bid Solicitation) is included to assist bidders in providing the information needed to meet the requested criteria.

4.1.1.2. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical evaluation criteria at **Annex F to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

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

4.1.3. Basis of Selection – Highest Combined Rating of Technical Merit (65%) and Price (35%)

4.1.3.1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria.

4.1.3.2. Bids not meeting (a) or (b) will be declared non-responsive.

4.1.3.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 65% for the technical merit (15% for safety record, 35% for pilot score, 15% for cargo configuration) and 35% for the price.

4.1.3.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: the sum of each total number of points obtained / maximum number of points available multiplied by the ratio for each section of the technical criteria. With the sum of items a, b, and c according to the following:

- a. Safety rating = score / maximum available x 15%
- b. Pilot rating = score / maximum available x 35%
- c. Available cargo configuration score = score / maximum available x 15%

4.1.3.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%.

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- 4.1.3.6.** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.1.3.7.** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an *example* where all three bids are responsive and the selection of the contractor is determined by a 65/35 ratio of technical merit and price, respectively. The total available points equals 20 (safety), 95 (pilot), 25 (cargo) and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (65%) and Price (35%)

	Bidder 1	Bidder 2	Bidder 3
Safety Rating Technical Score (Total Available = 15)	$(18/20) \times 15 = 13.50$	$(16/20) \times 15 = 12.00$	$(15/20) \times 15 = 11.25$
Pilot Package Score (Total Available = 35)	$(73/95) \times 35 = 26.89$	$(88/95) \times 35 = 32.42$	$(80/95) \times 35 = 29.47$
Cargo Package Score (Total Available = 15)	$(20/25) \times 15 = 12.00$	$(7.5/25) \times 15 = 4.50$	$(17.5/25) \times 15 = 10.50$
Total Technical Merit Score (Safety Rating + Pilot Package + Cargo Configuration) Total Available = 65)	$13.50 + 26.90 + 12.00 = 52.39$	$12.00 + 32.42 + 4.50 = 48.92$	$11.25 + 29.47 + 10.50 = 51.22$
Evaluated Bid Price	\$55,000	\$50,000	\$45,000
Pricing Score	$(45,000/55,000) \times 35 = 28.64$	$(45,000/50,000) \times 35 = 31.50$	$(45,000/45,000) \times 35 = 35.00$
Combined Rating	$52.39 + 28.64 = 81.03$	$48.92 + 31.50 = 80.42$	$51.22 + 35.00 = 86.22$
Overall Rating	2nd	3rd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex G to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex H to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. 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

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Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour'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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the information requested at **Annex I to Part 5 of the Bid Solicitation** prior to contract award. If the Bidder is a Joint Venture, the Bidder must provide the information requested for each member of the Joint Venture.

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.4.2. Education and Experience

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

Additional certifications required for evaluation of the technical bid (e.g. professional certifications, CVs, résumés, etc.) are to be included in Section I: Technical Bid.

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2. Statement of Work

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

6.2.1. Task Authorization Process

6.2.1.1. Task Authorization:

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

6.2.1.2. Task Authorization Process:

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

6.2.2. Canada's Obligation – Minimum Work Guarantee - All the Work - Task Authorizations

6.2.2.1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means:

2023: 3.0 hours per day for 80 days for a total of 240 hours, per helicopter, for the 2023 operating season in accordance with the Basis of Payment in **Annex B**.

2024: 3.0 hours per day for 80 days for a total of 240 hours, per helicopter, for the 2024 operating season in accordance with the Basis of Payment in **Annex B**.

If a Task Authorization is issued for operating season 2025: 3.0 hours per day for 80 days for a total of 240 hours, per helicopter, for the 2025 operating season in accordance with the Basis of Payment in **Annex B**.

- 6.2.2.2.** Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.3.2.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- 6.2.2.3.** In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- 6.2.2.4.** Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1. General Conditions

[2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.2. Supplemental General Conditions

6.3.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period from April 1, 2025 to March 31, 2026 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

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6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Andrea McGraw-Alcock
Contracting Officer, National Contracting Services
Parks Canada Agency
Calgary, AB

Telephone: (587) 436-5908
Facsimile: 1-866-246-6893
E-mail address: andrea.mcgraw-alcock@pc.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. Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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.

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

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**** to be completed by the Bidder ****

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** [SACC Manual clause A3025C](#) to be inserted at contract award, if applicable ***

6.7. Payment

6.7.1. Basis of Payment: Firm Unit Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in **Annex B**, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2. Basis of Payment: Individual Task Authorizations

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor

unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3. Limitation of Expenditure – Cumulative Total of All Task Authorizations

- 6.7.3.1.** Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs) must not exceed the sum of \$ ****to be inserted at contract award****. Customs duties are included and Applicable Taxes are extra.
- 6.7.3.2.** No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 6.7.3.3.** The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.
- 6.7.3.4.** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.5. SACC Manual Clauses

[C0711C](#) (2008-05-12) Time Verification

6.8. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses, if applicable; and
- c. a copy of the Task Authorization.

6.8.2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded electronically to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

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.

6.9.2. Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) – Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 ***** to be inserted at contract award *****.

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.

- (a) The Articles of Agreement;
- (b) The general conditions [2010B](#) (2022-12-01), General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) Annex E, Task Authorization Form; and
- (h) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

- [A0038C](#) (2006-06-16), Air Transportation
- [A1009C](#) (2008-05-12), Work Site Access
- [A7017C](#) (2008-05-12), Replacement of Specific Individuals
- [A9068C](#) (2010-01-11), Government Site Regulations
- [B4028C](#) (2008-05-12), Air Charter Conditions
- [B4032C](#) (2006-06-16), Safety Briefing
- [B6802C](#) (2007-11-30), Government Property
- [B9028C](#) (2007-05-25), Access to Facilities and Equipment

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Helicopter Charter Services – Parks Canada National Fire Management Program – Wood Buffalo National Park

6.13. Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex C**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.14. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

Two (2) Intermediate Class Helicopters – Parks Canada – 2023-2026 Parks Canada - Wildland Fire Management Wood Buffalo National Park

1. Scope of Requirement

Parks Canada Agency (PCA) is requesting exclusive services of two (2) intermediate class helicopters to support wildland fire management operations.

1. Safe, rapid and reliable water delivery for wildland fire management;
2. Transport of Parks Canada personnel and equipment in a safe and reliable manner;
3. Performance of other specialized fire management operations including vertical reference work, ignition operations, and fire mapping.

Support of other park management operations including, resource management, wildlife management, visitor safety, law enforcement, and asset management, may be required as directed by Parks Canada.

1.1 Lexicon:

The following terms are used throughout this Statement of Work:

Carrier = the Contractor

Charterer = Parks Canada Project Authority or Designate

2. Base of Operations and Geographical Operating Area

The principal base of operations for the aircraft will be **Fort Smith, Northwest Territories**. Other base locations throughout the National Parks may be used for day-basing or multi-day deployments. These locations may include:

- Banff National Park, AB
- Kootenay National Park, BC
- Revelstoke and Glacier National Parks, BC
- Waterton National Park, AB
- Jasper National Park, AB
- Prince Albert National Park, SK
- Riding Mountain National Park, MB
- Kluane National Park, YT

The Carrier may be requested to provide fire management support services to partners of Parks Canada through the Canadian Interagency Forest Fire Centre (CIFFC). The Carrier may be required to perform these services within the jurisdiction of any signatory to the CIFFC, Mutual Aid and Resource Sharing Agreement (MARS).

3. Contract Length, Exclusive Usage Dates and Terms

- 3.1 Parks Canada requires a 2-year contract with 1 potential additional option year (3-year maximum contract length)

3.2 Contract Dates and Minimum Usage

Table 1					
Helicopter	Primary Location of Service	Annual Exclusive use dates	Annual Exclusive use days	Outside of Contract dates	Minimum annual flight hours
Helicopter 1	Fort Smith, NWT	May 16 to Aug 3	Approx. 80	Early start and extension of contract dates possible.	240
Helicopter 2	Fort Smith, NWT	May 30 to Aug 17	Approx. 80	Early start and extension of contract dates possible.	240

- a. Parks Canada will guarantee a minimum of 3.0 hours per day for a total of 240 hours, per helicopter, per operating season;
- b. Minimum payments obligations are to be paid out at the end of each operating season;
- c. Unused annual minimums will not be carried forward to subsequent years of the contract;

3.3 Availability of Aircraft Outside of Exclusive Usage Dates

- a. Parks Canada requires the option to employ an early call-up of either one (1) or both aircraft, for situations where fire seasons may begin earlier than expected;
 - i. Early call-ups have historically been within 2 weeks prior to established exclusive use dates;
 - ii. Early call-ups are conditional of helicopter and pilot availability;
 - iii. If and when an early call-up is initiated, calculation of annual guaranteed payment will begin on the first day of the early call-up;
 - iv. If and when an early call-up is initiated, calculation of the annual exclusive use days of the helicopter (80) will begin on the first day of the early call-up.
- b. Parks Canada requires the option to extend annual contract dates beyond annual exclusive use days;
 - i. Extension periods of the contract will be in blocks of a minimum of seven (7) day periods with three (3.0) hour minimums per day;
 - ii. If and when an extension beyond the eighty (80) annual exclusive use days is initiated, any remaining unused minimum hours, for that operating season, will be carried forward until the end of any consecutive extension periods;
 - iii. If and when an extension beyond the eighty (80) annual exclusive use days is initiated and the minimum annual flight hours of 240 has been met or exceeded within the 80-day exclusive use period, flight hours beyond minimum annual guarantee during that period, will not be applied to meet minimum flight guarantees of consecutive extension periods;
 - iv. If and when multiple consecutive extension periods are initiated beyond the eighty (80) annual exclusive use days as per parameters described in 3.3b(ii), unused minimum hours accumulated within extension periods, will be carried forward until the end of any consecutive extension periods.

4. **Carrier Safety Record**

Due to the potential high risk of the work and the health and safety requirements of the services identified herein, Parks Canada requires a Carrier with a proven safety record. Parks Canada may request updated information from the Carrier to compare against The Canadian Aviation Daily Occurrence Reporting System (CADORS) and may evaluate this periodically throughout the Contract. This may include but is not limited to:

- a. Updated brief description of incidents, causes and contributing factors of any reportable incidents and accidents in the past 5 years;
- b. Details of valid corrective actions for any reportable incidents and accidents in the past 5 years;
- c. Description of any suspension or termination of contract due to security breaches over the past 5 years.

5. **Aircrew Requirements**

5.1 Pilot Experience

Pilots assigned to this contract must have:

- a. Appropriate license and endorsements for the proposed helicopter they are assigned to;
- b. Minimum 1500 hours as Pilot-in-Command (PIC) rotary wing aircraft;
- c. Minimum 500 hours (PIC) flight time on class;
- d. Minimum 50 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations;
- e. Minimum 150 hours (PIC) fire-fighting experience;
- f. Minimum of 200 hours (PIC) vertical reference operations (ie bucketing/longlining);

5.2 Pilot Competence – All Operations

All pilots assigned to this contract must meet the following competence criteria as described in the Helicopter Association of Canada, *Pilot Competencies for Helicopter Wildfire Operations*. Pilot competency will be tested by Parks Canada at contract start-up, and may be, at any time during the contract:

- a. General Wildfire Operations Knowledge
- b. External Load
- c. Aerial Ignition Device and Drip Torching
- d. Hover Exit
- e. Confined Area Operations
- f. Low Visibility Operations

5.3 Mountain Operations

- a. Although not a minimum mandatory requirement, pilots who possess the following qualifications may be eligible to be positioned to support national parks located in the Rocky Mountains:
 - i. Current mountain training as per the standards of the Helicopter Association of Canada;
 - ii. Minimum 75 hours PIC flight time in designated mountainous area 1 as per the AIM's handbook.
- b. In the event of a high priority incident located in the Rocky Mountains, the charterer may enquire if pilots with more mountain experience are available to operate the aircraft in those conditions.
 - i. The Charterer and Carrier agree that capacity to provide such a pilot as described in 5.3(b) will be dependent on availability of such pilots;

- ii. The Charterer maintains sole authority to determine if proposed pilots meet minimum qualifications for eligibility for deployment to mountainous terrain.

5.4 Engineer

- a. The Carrier must provide Aircraft Maintenance Engineer's with the appropriate license endorsed for the designated aircraft and engine type and minimum 2 (two) seasons' field experience.
- b. The Engineer is expected to be onsite while the aircrafts are with the Charterer onsite for a Task Authorization.

5.5 COVID-19 and Infectious Disease Mitigations

- a. The Carrier will meet or exceed Health Canada, Transport Canada and the Charterer mitigations against the spread of COVID-19 and other infection diseases;
- b. The Carrier will be expected to coordinate with the Charterer to ensure aircrew compliance to territorial and provincial guidelines pertaining to social distancing, isolation or quarantine for travelling personnel. The Charterer will work with the successful Carrier to manage operational impacts presented by mitigations against the spread of Covid-19;
- c. The Carrier will review North-West Territories and Alberta guidelines for mitigation of the spread of Covid-19 on a regular basis throughout the contract to ensure compliance. The Charterer will work with the Carrier to manage operational impacts presented by mitigations against the spread of Covid-19 as needed.

5.6 Pilot Approval and Replacement

- a. The Carrier must submit to the Charterer names, information sheets and resumes of 4 pilots, who will be considered *principal pilots* for this contract;
- b. The 4 principal pilots identified in the contract bid package are expected to be the 4 principal pilots for the first year of this contract;
- c. Pilots will be confirmed annually, as necessary, up to 30 days prior to annual contract start-date;
- d. *Principal pilots* must work a minimum of 75% of scheduled time during contract exclusive use dates, and any resulting annual extensions, unless approved otherwise by the Charterer;
- e. The Carrier may submit, names, pilot information sheets and resumes of as many as 2 additional qualified pilots who will be approved to work no more than 25% of regular scheduled contract time;
- f. Pilots are expected to perform their duties in a manner considered appropriate by Parks Canada fire management personnel. Immediate removal of Carrier personnel may be requested in cases where safety, poor performance or personal suitability is considered problematic for the Charterer. Pilot replacement will be requested by the Charterer if it is determined that performance is unsatisfactory.
- g. The Charterer will engage the Carriers' representative in effort to address performance issues prior to an immediate replacement request;
- h. If aircrew are to be replaced due to performance not meeting contract obligations and the aircraft is unavailable as a result, daily minimums of three (3.0) hours per day will be removed from the contract, or, the carrier will be responsible for cost incurred by the Charterer to backfill the helicopter requirement;

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- i. All personnel assigned to this contract must meet the mandatory aircrew requirements. In the event that it becomes necessary to activate replacement personnel, authorization must be obtained from the Parks Canada technical authority or designate;
- j. Any false pilot experience reporting by the Carrier, may result in any or all of the following:
 - a. Termination of the contract without payment of the guarantees;
 - b. Request for immediate pilot withdrawal;
 - c. Reduction of the minimum hour guarantee by the greater of 6 hours, or time lost due to pilot replacement;

5.7 Pilot Rotation Schedule

- a. The Carrier must ensure that a pilot rotation schedule is in place during the duration of the Contract and must be based on the following criteria:
 - i. Applicable Canadian Aviation Regulations requirements;
 - ii. Air Operator Certificate Specification;
 - iii. Insurance of pilot consistency as per 5.7b below.
- b. Principal pilots must be on shift a minimum of 75% of contract time unless otherwise approved by the Charterer;
- c. Any replacement pilots not identified as approved pilots prior to the operating season must be approved in writing by the Charterer.

6. **Aircraft Requirement**

6.1 General

The Carrier must provide two (2) helicopters that meet the following minimum performance criteria:

- a. Class Intermediate
- b. Seating Capacity 1 pilot + 5 or more passengers
- c. Closed Baggage Compartment Volume 0.46 m³ (16 ft³) or more
- d. Fuel Range 515 km (278 nautical miles) or more
- e. External Load (Cargo Hook Limit) 1136kg (2500 lbs) or more
- f. Internal Useful Load 860kg (1896 lbs) or more
- g. Service Ceiling 14,000 ft (4267 m) or more

These specifications reflect acceptable aircraft including AS350B2, AS350B3, H125 or Bell 407.

6.2 Aircraft Supplemental Equipment

- a. Seating for 5 or more passengers. All seats to have high back support capability with shoulder restraint harnesses;
 - b. Two (2) fire-bombing buckets (i.e. Bambi collapsible type)
 - c. An hour meter activated by the collective;
 - d. Equipped for pilot to conduct vertical reference work;
 - e. One (1) 15 meter longline and one with remote release load hook;
 - f. One (1) 30 meter longline with remote electric release load hook;
-

- g. Two (2) cargo nets with lanyards and swivels;
- h. One (1) pilot removable, cargo basket for external transport of hazardous goods such as fuels, chainsaws, bear sprays etc;
- i. Dart extended high (or equivalent for machine) skid gear with bear paws and passenger steps on both left and right side of the aircraft;
- j. One (1) operational, 24-volt heli-torch capable of using AVGAS, Jet A and/or B fuel mixed with a gelling agent. One heli-torch between the 2 aircraft is acceptable;
- k. 24-volt DC internal electrical system suitable for *Red Dragon* and *Primo* Plastic Sphere Dispenser (PSD) ignition devices;
- l. Highly visible marking scheme on the main rotor and on the tail rotor;
- m. Medivac stretcher kit for each aircraft;
- n. Portable refueling pump which operates from aircraft electrical system and spill response kit appropriate for the helicopter.

6.3 Communication Equipment

- a. Two (2) VHF/AM radio transmitter-receivers with frequencies of 118 MHz to 135.97 MHz inclusive with 50 KHz spacing with guard feature. This will provide independent receive and transmit capability for the pilot and co-pilot position on any of the radio systems. The control arrangement will have dual switches, which can be operated independently in both the pilot and co-pilot positions. The co-pilot shall have an operational foot switch for radio transmission or a dash or panel mount ICS/TSX transmit switch;
- b. Two (2) FM transceivers with a frequency range of 150 to 174 Mhz capable of generating CTCSS tones of 103.5HZ, 114.8HZ, 127.3HZ and 141.3HZ with control head provision for 30 pilot-programmable, pre-set simplex and semi-duplex channels hosting a main and guard feature. Also must be capable of both wideband (25kHz) and narrowband (12.5 kHz) operations as required;
- c. Provision for operational capabilities of both radio and hot-mic intercom, through headset/boom microphones, by both pilot, copilot/front seat passenger;
- d. One (1) intercom, front and rear seats, with headsets and boom microphones, Davis Clark, Bose or equivalent;
- e. One (1) Transport Canada approved power supply for cockpit electronics accessible to copilot/front seat;
- f. One (1) hard-wired, or portable, satellite phone for phone communications in remote areas;
- g. Minimum one (1) programmable portable FM transceiver radio with capability of frequency range and CTCSS tones (as noted above);
- h. All aircrew, including engineers, to be equipped with smartphone;
- i. Unserviceable radio equipment and accessories will be considered rendering the aircraft unserviceable for operational use.

6.4 Directional, Safety and Emergency Equipment

- a. One (1) Emergency Locator Transmitter (ELT);
- b. One (1) Global Positioning System (GPS);
- c. One tablet equipped with the Avenza maps application and a QR code reader application, mounted in the cockpit, within reach of the pilot and able to be charged in this position;
- d. Equipped with all safety, communication, navigation and other equipment as required by Transport Canada for operations of the nature of the services;

- e. Automated Flight Following system (AFF) providing 2-minute ping locations during the annual operational period;
- f. AFF data must be made available to the Charterer during the annual operational period.

6.5 Aircraft Condition

- a. Entire helicopter must have low enough hours to permit completion of flying the entire contract season before being due for a major component change;
- b. Aircraft must be well presented and clean, airworthy and maintained according to the Transport Canada approved maintenance schedule.
- c. In the event that an aircraft needs to be replaced during the life of the contract, the replacement aircraft must meet the minimum specifications as identified to be similar in configuration to the original aircraft approved by the Charterer. If the aircraft proposed is different from that which is specified, the Carrier must provide sufficient technical information and specifications to allow Parks Canada to complete the evaluation of the replacement at their sole discretion as to the acceptability of the alternative aircraft proposed.

6.6 Maintenance

- a. The Carrier aircraft is to be disinfected against infectious diseases, such as COVID-19, on a regular, logical, schedule in line with amount and type of flight activity;
- b. Progressive maintenance will be carried out during flight crew rest periods;
- c. The Aircraft is to be kept in complete readiness in accordance with the Charterer's requirements;
- d. The aircraft will be considered unserviceable during any 24-hour period commencing at 12 o'clock midnight when the aircraft is requested to do a flight and is not in proper working order or is unavailable, with the exception due to "weather conditions", and/or if the Carrier's crew is not available to operate it for reasons of which the Carrier has no control;
- e. During any 24-hour period commencing at 12 o'clock midnight when an aircraft is unserviceable the minimum utilization (240 hours) may be reduced by three (3.0) hours;
- f. Notification by the Carrier that an aircraft will be unserviceable longer than an initial 24-hour period will require that the Carrier provide a back-up aircraft meeting contract specifications that shall be in service within 24 hours of notification, or;
- g. In the event the Carrier is unable to provide an identical aircraft, the Carrier will be responsible for costs incurred by the Charterer to charter a replacement aircraft meeting contract requirements.

6.7 Inspection

- a. All services provided by the Carrier will be subject to the approval of and acceptance by the authorized representative of the Charterer who shall have the right to inspect the aircraft, its equipment, and documents relating to the air worthiness of the aircraft, at any time during the contract;
- b. The aircraft will be inspected prior to the start-up of the contract at the Carriers base of operations.
 - i. Inspection shall include:
 - I. Presentation of certificate of registration or lease agreement,

II. Current certificate of airworthiness; and journey and technical log book,

III. Verification of helicopter configuration and equipment meeting requirements of contract;

- ii. A failure to meet final inspection criteria at the start-up date will result in the Carrier being responsible for any additional expenses incurred by the Charterer to provide the necessary services that the Carrier has been unable to comply with.

7. Oil and Lubricants (P.O.L.)

- a. The Charterer will supply all fuel requirements;
- b. If necessary for the Carrier to provide fuel during a deployment to another location, they will be reimbursed, through the invoicing process, at cost with no allowance for profit and overhead with presentation of fuel receipts;
- c. Oil and lubricants are to be provided by the Carrier as part of the helicopter maintenance.

8. Accommodation, Meals and Ground Transportation

8.1 Accommodations

- a. The Charterer will provide accommodations for aircrew while the helicopters are based in Fort Smith, NWT;
- b. While aircraft is deployed away from the principal base of operations for multiple days (one or more nights), the Charterer will provide separate accommodations for each aircrew;
- c. While aircraft is assigned to a multi-day fire incident managed by a Parks Canada Incident Command Team, the Charterer will provide accommodations for aircrew;
- d. While aircraft is assigned to a multi-day fire incident managed by a Parks Canada, the Carrier may be requested to organize their own accommodations during challenging circumstances. The Carrier will be reimbursed, on a no profit basis, with the presentation of accommodation receipt, at a reasonable rate for the location;
- e. If it is necessary for aircrew to overnight while in transit to a multi-day deployment, the carrier will be reimbursed, on a no profit basis, with the presentation of accommodation receipt, at a reasonable rate for the location;

8.2 Aircrew Meals and Incidentals

- a. While aircraft is based at the principal base of operations, the carrier is responsible for all aircrew meals;
- b. While aircraft is day-based away from the principal base of operations (for day but returning in the evening), the Carrier is responsible for aircrew meals and incidentals unless provided by Parks Canada;
- c. While aircraft are deployed to a base away from the principal base of operations for one (1) or more nights, Parks Canada will provide meals for the aircrew;
- i. Meals may be catered if the fire incident has expanded to include such services. Meals may not be invoiced back to the Charterer if aircrew are provided meals under these circumstances;
- ii. When meals are not provided by the Charterer under these circumstances, aircrew may claim meals as per the Treasury Board Travel Directive rate for meals and incidentals;

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- d. If necessary for aircrew to overnight while in transit to a multi-day deployment, the carrier will be reimbursed for aircrew meals as per the Treasury Board Travel Directive rate for meals and incidentals. Reimbursement for such expenses may be submitted through the invoicing process of this contract.

8.3 Ground Transportation

- a. For duration of contract and all extensions, the carrier is responsible for all ground travel associated with all flight crew and support vehicle(s);
- b. While aircraft is day-based away from the principal base of operations (for day but returning in the evening), the Charterer will work with the carrier aircrew to provide any essential travel;
 - i. If the Charterer is unable to provide essential travel, the Charterer will pay ground taxi services for pilot on a receipt basis. Prior authorization from the designated representative of the Charterer will be required for this arrangement;
- c. While aircraft is on a multi-day deployment away from the principal base of operations, the Carrier is responsible for all ground transportation between aircraft and living quarters;
 - i. The Carrier may be requested to relocate their support vehicle to the deployment location if an extended deployment is anticipated. Mileage on vehicle is responsibility of the Carrier.

8.4 Fire Camps and COVID-19

- a. Pilots and engineers must be prepared to live in base camps or fire camps when required;
- b. Accommodations in fire camps will meet Transport Canada's specifications for pilots;
- c. Accommodations will adhere to local jurisdiction direction to mitigate the spread COVID-19.

9. Inter-agency Resource Sharing

The Charterer may assign the helicopters to support other fire management agencies in Canada. All services must be performed in accordance with the terms, conditions, specifications and provisions of this contract. Payment of these services will be in accordance with Annex B - Basis of Payment.

- a. For the purposes of dispatching controls, The Charterer may designate a qualified representative of the recipient organization as Usage Control during operations within that organization's jurisdiction.
- b. The cost of ferrying the aircraft to and from the location of the support work will be paid for at the firm all-inclusive rate per flying hour specified in Annex B - Basis of Payment.
- c. The Carrier is responsible for ensuring that insurance coverage as stipulated herein is valid for operations across Canada.

ANNEX B

BASIS OF PAYMENT

**** to be completed by the Bidder ****

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) The Bidder must submit prices for all items listed in the Basis of Payment.
- (d) All prices are in Canadian dollars, FOB destination
- (e) Customs duties are included and Applicable Taxes are extra.
- (f) Total Evaluated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be comprised of the **combined sums** of Table 1 through Table 8 set out below.

1. Firm Unit Price(s) - Contract

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including all costs of upkeep and maintenance to keep helicopter functional for duration of contract and as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

1.1. Estimated Flying Hours and Minimum Flying Hours

An estimated number of flying hours are included in each table below. The minimum work guarantee is 240 Flying Hours per helicopter (3.0 hours per day for 80 days exclusive use per helicopter). In regards to flying hours, the Contractor will invoice for actual flying hours, on a monthly basis. If applicable, minimum flying hour shortfalls will be identified on the last monthly invoice.

1.1.1. Determination of Hourly Rate:

The hours and minutes for which a charge is made must be computed from the time the aircraft leaves the surface of the earth and terminating when the aircraft touches the surface of the earth at the next point of landing. The term "Firm Hourly Rate" is an hourly charge or portion of an hourly charge of "Air Time" as defined in the [Canadian Aviation Regulations](#), Part VIII, Air Navigation Services, and will be the basis of calculating charges for air services.

1.1.2. In Determining the Duration of a Flight:

- (a) each fraction of an hour must be stated as a decimal, established on the basis of a six-minute period;
- (b) each period of less than three minutes must be rounded to zero; and
- (c) each period of between three and six minutes must be rounded to six minutes, except that no flight must be considered to have a duration of less than 0.1 hour.

1.1.3. Hourly Rate Exclusive Period vs. Extension:

- (a) The Contractor will be paid out for the rates as identified below at the rates listed per season:
 - i. All-inclusive hourly rate within 80-day exclusive use days (including early call-ups);
 - ii. All-inclusive hourly rate for extension periods beyond the 80-day exclusive use days.
- (b) The Contractor will be paid out minimum hourly obligations at the end of each operating season (to be included in the final invoice for that season). Unused annual minimums will not be carried forward to subsequent years.
- (c) Additional payment terms as identified under 3.3 of the Statement of Work are applicable.

1.1.4 Interagency Resource Sharing:

- a. As per section 9. of Annex A – Statement of Work, at times the helicopter may need to be deployed in support of other fire management locations or agencies. Hourly rates as identified below will apply if and when this is required and will count towards the minimum hours as identified.
-

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- b. The cost of ferrying the aircraft to and from the location of the support work will be paid for at the firm all-inclusive rates per flying hour specified in Annex B - Basis of Payment.

1.2. Oil/ Lubricants/ Fuel

The all-inclusive firm rate per flying hour includes oil and lubricants but not fuel. PCA will provide fuel after arrival at PCA base but will not cover the ferry of helicopter to/ from Contractor’s location to PCA base site. Fuel costs will be covered if the helicopter is to be deployed to a location away from the PCA base (see section 3. Deployment Expenses below).

1.3 Flight Time Hours – Contract Years 1 and 2

Table 1: Minimum Required Exclusive Flight Time Contract Year 1: Summer 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.1	Helicopter 1: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	240	\$	\$
1.3.2	Helicopter 2: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	240	\$	\$
(A)	Minimum Required Exclusive Flight Time Contract Year 1: Summer 2023: Combined Estimated Total Firm Unit Price(s) Sum of Items 1.3.1 and 1.3.2 (excluding applicable tax)				\$

Table 2: Optional Extension Periods Contract Year 1 Summer 2023

As per item 3.3 b. of Annex A – Statement of work, if required the annual 80-day minimum guarantee may be extended by increments of five (5) day periods with 3.0 hour daily minimums using the unit prices below:

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.3	Helicopter 1: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
1.3.4	Helicopter 2: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
(B)	Optional Extension Periods Contract Year 1 Summer 2023: Combined Estimated Total Firm Unit Price(s) Sum of Items 1.3.3 and 1.3.4 (excluding applicable tax)				\$

Table 3: Minimum Required Exclusive Flight Times Contract Year 2: Summer 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.5	Helicopter 1: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	200	\$	\$
1.3.6	Helicopter 2: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	200	\$	\$
(C)	Minimum Required Exclusive Flight Times Contract Year 2: Summer 2024: Combined Estimated Total Firm Unit Price(s) Sum of Items 1.3.5 and 1.3.6 (excluding applicable tax)				\$

Table 4: Optional Extension Periods Contract Year 2 Summer 2024

As per item 3.3 b. of Annex A – Statement of work, if required the annual 80-day minimum guarantee may be extended by increments of five (5) day periods with 3.0 hour daily minimums using the unit prices below:

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.7	Helicopter 1: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
1.3.8	Helicopter 2: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
(D)	Optional Extension Periods Contract Year 2 Summer 2024: Combined Estimated Total Firm Unit Price(s) Sum of Items 1.3.7 and 1.3.8 (excluding applicable tax)				\$

1.4 Option Year 1: Flight Time Hours

Table 5: Minimum Required Exclusive Flight Times Option Year 1: Summer 2025

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.4.1	Helicopter 1: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	240	\$	\$
1.4.2	Helicopter 2: Required Hourly Flight Time Rate (3.0 hours per day for 80 days)	Hour	240	\$	\$
(E)	Minimum Required Exclusive Flight Times Option Year 1: Summer 2025: Combined Estimated Total Firm Unit Bid Price(s) Sum of Items 1.4.1 and 1.4.2 (excluding applicable tax)				\$

Table 6: Optional Extension Periods Option Year 1 Summer 2025

As per item 3.3 b. of Annex A – Statement of work, if required the annual 80-day minimum guarantee may be extended by increments of five (5) day periods with 3.0 hour daily minimums using the unit prices below:

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.4.3	Helicopter 1: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
1.4.4	Helicopter 2: Extension Hourly Flight Time Rate (3.0 hours per day for 5 days)	Hour	15.0	\$	\$
(F)	Optional Extension Periods Option Year 1 Summer 2025: Combined Estimated Total Firm Unit Price(s) Sum of Items 1.4.3 and 1.4.4 (excluding applicable tax)				\$

2. Deployment Expenses

2.1. Travel and Living Expenses – National Joint Council Travel Directive

When the Contractor is stationed at a location outside the Parks Canada Agency principal base of operations, as per section 8. Accommodations, Meals, and Ground Transportation of Annex A – Statement of Work, and where Parks Canada is unable to provide these provisions, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and incidental expenses provided in Appendices C and

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D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel and living expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Table 7 Deployment Expenses: Travel and Living Expenses

(G)	LIMITATION OF EXPENDITURE: TRAVEL AND LIVING EXPENSES FOR DEPLOYMENTS ONLY (excluding applicable tax)	\$ 45,000.00
-----	--	---------------------

2.2. Fuel Expenses

When the Contractor is stationed at a location outside the Parks Canada Agency principal base of operations, as per section 8. Accommodations, Meals, and Ground Transportation of Annex A – Statement of Work, and where Parks Canada is unable to provide these provisions, the Contractor will be reimbursed its authorized fuel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead. All payments are subject to government audit.

Table 8 Deployment Expenses: Fuel

(H)	LIMITATION OF EXPENDITURE: FUEL FOR DEPLOYMENTS ONLY (excluding applicable tax)	\$ 40,000.00
-----	--	---------------------

3. Total Evaluated Bid Price

TOTAL EVALUATED BID PRICE (SUM OF ITEMS A THROUGH H) (excluding applicable tax)	\$
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Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

ANNEX C

INSURANCE REQUIREMENTS

1. AIRCRAFT CHARTER INSURANCE

- 1.1 The Contractor must not provide a domestic or international aircraft charter service to Canada unless, for every incident related to the Contractor's operation of that service, it has:
- a. liability insurance covering risks of injury to or death of passengers in an amount that is not less than the amount determined by multiplying \$300,000 by the number of passenger seats on board the aircraft engaged in the service, or in accordance with the applicable regulations, whichever is greater;
 - b. in addition to passenger liability limits in (a) above, insurance covering risks of public liability in an amount that is not less than:
 - i. \$1,000,000, where the maximum permissible take-off weight of the aircraft less than 3,402 kg (7,500 pounds);
 - ii. \$2,000,000, where the maximum permissible take-off weight of the aircraft is between 3,402 kg (7,500 pounds) and 8,165kg (18,000 pounds); and,
 - iii. \$2,000,000 plus an amount determined by multiplying \$68 by the number of kilograms by which the maximum permissible take-off weight of the aircraft exceeds 8,165 kg (18,000 pounds), where the maximum permissible take-off weight of the aircraft is over 8,165 kg.
- 1.2 The insurance coverage required by subsection 1.1(a) does not need to extend to any passenger who is an employee of the Contractor if workers' compensation legislation governing a claim for damages against that Contractor by the employee is applicable.
- 1.3 The Contractor's insurance must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Parks Canada Agency.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the contract, extend to assumed liabilities with respect to contractual obligations.
 - e. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario, K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2. AVIATION LIABILITY INSURANCE

- 2.1 The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
- 2.2 The Aviation Liability policy must include the following:
- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Parks Canada Agency.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - i. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
 - j. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
 - k. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,

Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

3. All Risk in Transit Insurance

- 3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$15,000.00 per shipment. Government Property must be insured on Agreed Value (appraisal) basis.
- 3.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 3.3 The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of Justice and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

4. All Risk Property Insurance

- 4.1 The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$15,000.00. The Government's Property must be insured on Agreed Value (appraisal) basis.
- 4.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 4.3 The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of Justice and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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5. Environmental Impairment Liability Insurance

- 5.1 The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
- 5.2 If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 5.3 The Contractors Pollution Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

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ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

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ANNEX E

TASK AUTHORIZATION FORM

Clear Data - Effacer les données



Parks
Canada

Parc
Canada

Instructions - Page 1

Instructions - Page 2

Annex D
Annexe

Task Authorization Autorisation de tâche

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
	Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

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

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Annex D
Annexe

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

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

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

Signature

Date

ANNEX F TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

Technical Bid Format

The technical bid must 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 strongly 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.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

Submission Requirements

The Bidder must submit one (1) electronic version of their technical bid. Adobe PDF format is the preferred format.

The Bidder is to submit a proposal that contains the following information:

- a) Pilot submission:
 - a. The Bidder must submit within their proposal package, the names and pilot information sheets of four (4) possible pilots for this contract, for verification of experience and competency.
 - b. To be evaluated against mandatory technical criteria 1.1, 1.2, and 1.3.
 - c. To be evaluated further against point rated criteria B.
- b) Helicopter submission:
 - a. The Bidder must submit sufficient technical information and specifications required to evaluate the two (2) helicopters proposed for the duration of the contract including but not limited to:
 1. Make & Model of each proposed helicopter
 2. Registration Numbers
 3. Certifications and Documentation Attached
 - b. The helicopter must meet the requirements as outlined in section 6. Aircraft Requirement of Annex A – Statement of Work.
 - c. To be evaluated against mandatory technical criterion 1.4 – 1.8.
- c) Safety Record:
 - a. In order to for Parks Canada to evaluate safety record of each bidder, the contract proposal package shall include the following information (Note: The Canadian Aviation Daily Occurrence Reporting System (CADORS) will be used to validate this information);
 - i. The Bidder is to provide a brief description of incidents, causes and contributing factors of any reportable incidents and accidents in the past five (5) years (January 1, 2018 to December 31, 2022);

- ii. The Bidder is to provide details of valid corrective actions for any reportable incidents and accidents in the past five (5) years (January 1, 2018 to December 31, 2022).
- b. To be evaluated against mandatory technical criterion 1.9 and further under Point Rated Technical Criteria A.
- d) Cargo configuration:
 - a. In addition to the Helicopter mandatory criteria, the Bidder is to submit additional information for both helicopters showing the current, or anticipated by the time of Contract start up April or May 2023, cargo configuration.
 - b. The configuration for each helicopter will be evaluated for potential additional points under Point Rated section 2.3 Criterion C.

1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Note: Any dates provided should indicate months and years (e.g. November 2008 – July 2015).

a) Pilot submission:				
1.1	Pilot submission: The Bidder must provide four (4) <i>primary pilots</i> and must include the following with their proposal: <ol style="list-style-type: none"> 1. The respective pilot information sheets which clearly outlines minimum qualifications <ul style="list-style-type: none"> • to be used to confirm qualifications for mandatory criterion 1.2 2. The pilot record of training, including training dates and locations, that clearly indicates that the pilots meet the Helicopter Association of Canada, <i>Pilot Competencies for Helicopter Wildfire Operations</i>: <ul style="list-style-type: none"> • to be used to confirm qualifications for mandatory criterion 1.3. 			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.1.1	Bidder has provided the names, qualifications, pilot information sheets, and training records of a minimum of four (4) primary pilots.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria			
1.2	Pilot Experience: The Bidder must submit at least four (4) primary pilots which meet the mandatory experience criteria outlined in 5.1 (a) to 5.1 (f) of the Statement of Work (listed below) that will be provided annually. Bidders must show how the proposed pilots meet, or will meet by expected season start date, the following criteria: <ol style="list-style-type: none"> a. Appropriate license and endorsements for the proposed helicopter they are assigned to; b. Minimum 1,500 hours as Pilot-in-Command (PIC) rotary wing aircraft; c. Minimum 500 hours (PIC) flight time on class; d. Minimum 50 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations; e. Minimum total of 150 hours (PIC) fire-fighting experience; f. Minimum of 200 hours (PIC) vertical reference operations (i.e. bucketing/longlining). g. Provide pilots' Mountain experience, if applicable. 			

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a) Pilot submission continued				
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.2.1	Bidder has provided names and qualifications of a minimum of four (4) primary pilots which meet experience criteria (5.1 (a) through 5.1 (f) of Annex A – Statement of Work).	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
Item No.	Evaluation Criteria			
1.3	<p>Pilot Competence:</p> <p>The Bidder must submit at least two (2) primary pilots which meet the mandatory experience criteria outlined in 5.2 (a) to 5.2 (f) of the Statement of Work (listed below) that will be provided annually. Bidders must show how the proposed pilots meet, or will meet by expected season start date, the following criteria:</p> <p>All pilots assigned to this contract must meet the following competence criteria as described in the Helicopter Association of Canada, Pilot Competencies for Helicopter Wildfire Operations:</p> <ul style="list-style-type: none"> a. General Wildfire Operations Knowledge b. External Load c. Aerial Ignition Device and Drip Torching d. Hover Exit e. Confined Area Operations f. Low Visibility Operations 			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.3.1	Bidder has provided names and qualifications of two (2) primary pilots which meet competence criteria above (5.2 (a) through 5.2 (f) of Annex A – Statement of Work).	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

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b) Helicopter Submission:																		
Proposed Helicopters:																		
The Bidder must identify two (2) proposed helicopters and clearly indicate they will meet the mandatory criteria listed in sections 6. Aircraft Requirement of the Statement of Work, as outlined below in Mandatory Criteria 1.4 through 1.5.																		
Item No.	Evaluation Criteria																	
1.4	Helicopter Identification: The Bidder must identify the type and call sign of two (2) helicopters proposed for the work and provide the minimum identifiers: <ol style="list-style-type: none"> a. Makes and Models of each proposed helicopter b. Registration Numbers c. Certifications and Documentation Attached 																	
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes														
		To Be Completed by Evaluation Team																
1.4.1	Information provided shows all identifiers for the proposed helicopter as per item 1.4.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met															
Item No.	Evaluation Criteria																	
1.5	General Helicopter Requirements: Bidder has listed how each proposed helicopter meets criteria from 6.1(a) to 6.1(g) of the Statement of Work (listed below). <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. Class</td> <td>Intermediate</td> </tr> <tr> <td>b. Seating Capacity</td> <td>1 pilot + 5 passengers</td> </tr> <tr> <td>c. Closed Baggage Compartment Volume</td> <td>0.46 m3 (16 ft3) or more</td> </tr> <tr> <td>d. Fuel Range</td> <td>515 km (278 nautical miles) or more</td> </tr> <tr> <td>e. External Load (Cargo Hook Limit)</td> <td>1,136kg (2,500 lbs) or more</td> </tr> <tr> <td>f. Internal Useful Load</td> <td>860 kg (1,896 lbs) or more</td> </tr> <tr> <td>g. Service Ceiling</td> <td>14,000 ft (4,267 m) or more</td> </tr> </table>				a. Class	Intermediate	b. Seating Capacity	1 pilot + 5 passengers	c. Closed Baggage Compartment Volume	0.46 m3 (16 ft3) or more	d. Fuel Range	515 km (278 nautical miles) or more	e. External Load (Cargo Hook Limit)	1,136kg (2,500 lbs) or more	f. Internal Useful Load	860 kg (1,896 lbs) or more	g. Service Ceiling	14,000 ft (4,267 m) or more
a. Class	Intermediate																	
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f. Internal Useful Load	860 kg (1,896 lbs) or more																	
g. Service Ceiling	14,000 ft (4,267 m) or more																	
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes														
		To Be Completed by Evaluation Team																
1.5.1	Bidder has submitted two (2) helicopters that meet or exceed Criteria 6.1 (a) through 6.1 (g) of Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met															

b) Helicopter Submission continued				
Item No.	Evaluation Criteria			
1.6	<p>Aircraft Supplemental Equipment: Bidder has confirmed the two (2) proposed helicopters meet, or will meet, criteria 6.2 (a) to 6.2 (n) of the Statement of Work, listed below:</p> <ul style="list-style-type: none"> a. Seating for 5 or more passengers. All seats to have high back support capability with shoulder restraint harnesses; b. Two (2) fire-bombing buckets i.e. Bambi collapsible type; c. An hour meter activated by the collective; d. Equipped for pilot to conduct vertical reference work; e. One (1) 15 meter longline with remote release load hook; f. One (1) 30 meter longline with remote release load hook; g. Two (2) cargo nets with lanyards and swivels; h. One (1) pilot removable, cargo basket for external transport of hazardous good such as fuels, chainsaws, bear sprays etc; i. Dart extended high (or equivalent for machine) skid gear with bear paws and passenger steps on both left and right side of the aircraft; j. One (1) operational, 24-volt heli-torch capable of using AVGAS, Jet A and/or B fuel mixed with a gelling agent (one heli-torch between the 2 aircraft is acceptable); k. 24-volt DC internal electrical system suitable for <i>Red Dragon</i> and <i>Primo</i> Plastic Sphere Dispenser (PSD) ignition devices; l. Highly visible marking scheme on the main rotor and on the tail rotor; m. Medivac stretcher kit for each aircraft; n. Portable refueling pump which operates from aircraft electrical system and spill response kit appropriate for the helicopter. 			
b) Helicopter Submission continued				
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.6.1	Supplemental Equipment for both helicopters meet or exceed criteria 6.2 (a) through 6.2 (n) of Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

b) Helicopter Submission continued				
Item No.	Evaluation Criteria			
1.7	<p>Communication Equipment: Bidder has confirmed the two (2) proposed helicopters meet, or will meet, criteria 6.3 (a) to 6.3 (h) of the Statement of Work (listed below)</p> <ul style="list-style-type: none"> a. Two (2) VHF/AM radio transmitter-receivers with frequencies of 118 MHz to 135.97 MHz inclusive with 50 KHz spacing with guard feature. This will provide independent receive and transmit capability for the pilot and co-pilot position on any of the radio systems. The control arrangement will have dual switches, which can be operated independently in both the pilot and co-pilot positions. The co-pilot shall have an operational foot switch for radio transmission or a dash or panel mount ICS/TSX transmit switch; b. Two (2) FM transceiver with a frequency range of 150 to 174 MHz capable of generating CTCSS tones of 103.5HZ, 114.8HZ, 127.3HZ and 141.3HZ with control head provision for 30 pilot-programmable, pre-set simplex and semi-duplex channels hosting a main and guard feature. Also must be capable of both wideband (25kHz) and narrowband (12.5 kHz) operations as required; c. Provision for operational capabilities of both radio and hot-mic intercom, through headset/boom microphones, by both pilot, copilot/front seat passenger; d. One (1) intercom, for all front and rear seats, with headsets and boom microphones, Davis Clark, Bose or equivalent; e. One (1) Transport Canada approved power supply for cockpit electronics accessible to copilot/front seat; f. One (1) hard-wired or portable, satellite phone for phone communications in remote areas; g. Minimum one (1) programmable portable FM transceiver radio with capability of frequency range and CTCSS tones (as noted above); h. All aircrew, including engineers, to be equipped with smartphone. 			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
To Be Completed by Evaluation Team				
1.7.1	Submitted Communication Equipment meets criteria 6.3 (a) through 6.3 (h) of Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

b) Helicopter Submission continued				
Item No.	Evaluation Criteria			
1.8	<p>Directional, Safety and Emergency Equipment Bidder has confirmed the two (2) proposed helicopters meet, or will meet, criteria 6.4 (a) to 6.4 (e) of the Statement of Work (listed below)</p> <ul style="list-style-type: none"> a. One (1) Emergency Locator Transmitter (ELT); b. One (1) Global Positioning System (GPS); c. One tablet equipped with the Avenza maps application and a QR code reader application, mounted in the cockpit, within reach of the pilot, and able to be charged in this position; d. Equipped with all safety, communication, navigation and other equipment as required by Transport Canada for operations of the nature of the services; e. Automated Flight Following system (AFF) providing 2-minute ping locations during the annual operational period. 			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.8.1	Helicopter submitted meets Criteria 6.4 (a) through 6.4 (e) of Annex A – Statement of Work.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
c) Safety Record				
<p>1.9 Safety Record</p> <p>The Bidder must submit a record including reportable incidents and accidents defined by the Canadian Aviation Daily Occurrence Reporting System (CADORS) requirement encompassing the past five (5) years (January 1, 2018 to December 31, 2022). To be evaluated further under Point Rated Technical Criteria A.</p> <p>Note: Where a bidder is submitting as a joint venture, the safety record is to list the incidents of the main flight operator.</p>				
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
1.9.1	The Bidder submitted a safety record with CADORS information.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

2. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria below.

For a bid to be declared responsive to the solicitation requirements Bidders must provide the information listed in section 4 of the Statement of Work and as identified in the criteria below. Bids that do not provide this information will be given no further evaluation.

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Each section below will form part of the Bidder's overall technical score for a total of 65% of their evaluated package:

2.1	Company Safety Record	15%
2.2	Pilot Package	35%
2.3	Helicopter – External Closed Cargo	15%

2.1 Company Safety Record

The Bidder's score from this section will form 15% of their overall evaluation package score and the point score awarded will be multiplied by 15% for their score (e.g. if a Bidder scores 15/20 points their score for this section will be 11.25%).

The Canadian Aviation Daily Occurrence Reporting System (CADORS) is used to assess this part of the contract bid package. CADORS is a mandatory incident / accident reporting system which includes all operators, Transport Canada, NAV Canada and the public. An un-biased helicopter safety consultant is tasked with evaluating operator RFP submissions and operator reports within CADORS over the past five (5) years (January 1st, 2018 to December 31st, 2022).

1.1 Safety Record Point Rating Process:

- a. Bidders are requested to submit a list of reportable safety occurrences and corrective actions, which apply to PCA fire management type operations, during the past 5 years.
- b. Safety consultant reviews operator reports to:
 - i. Determine if reported occurrences are relevant to the type of flight operations as per the statement of work. These include:
 - Mechanical failure
 - Loss of power
 - Rotor blade strikes
 - Settling with Power
 - Hard landings
 - Loss of tail rotor effectiveness
 - Flight into terrain
 - Dynamic roll-over
 - Dropped loads
 - Pilot error
 - Other incidents not listed may be included if determined relevant

Occurrences during flight profiles not similar to Parks Canada operations will not be considered. These may include:

- Pilot training
 - Off shore operations
 - Skiing incidents directly attributed to skiing operations
 - Acts of God (lightning, bird strikes, etc)
 - Miscellaneous occurrences such as flight plans, inadvertent, ELT activations, airspace issues
- ii. Determine if operator has sufficiently implemented corrective actions;
 - iii. Determine if there are unreported incidents in the RFP, yet, reported within CADORS or elsewhere.

Item No.	Evaluation Criteria	Maximum Weighted Points	
A.	Carrier Safety Record	20	
Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
A.1.	The Bidder is to list <u>all</u> reportable incidents and accidents defined by the CADORS requirement (to be cross checked against CADORS) in the past five (5) years (January 1st, 2018 to December 31st, 2022). Each operator begins with 20 points: i. 2 points removed for each relevant incident / accident; ii. 1 point credited for each appropriate corrective action; iii. 2 points removed for each relevant unreported incident or accident; iv. For dropped loads, 0.5 points are simply removed. No points are reinstated. These are considered less severe incidents than major incidents such as dynamic rollover.	1.0	/20
A.1. <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		
Total Points Score Criteria A <i>**To Be Completed by Evaluation Team**</i>			/20
Percentage Earned = (Score/20) x 15			%

2.2 Pilot Package

The Pilot Package will be evaluated against the point rated criteria below and will form 35% of the bidder's overall package score. The overall point score below from items B.1 and B.2 will be multiplied by the 35% available to give the Bidder's final score for the Pilot Package (rounded to the nearest 2 decimal places).

For example: A bid scores 83 points in B.1 and 5 points in B.2:

Overall Pilot Package Score (B.1+B.2) $88/95 = 0.93$

Amount of percentage received for Pilot section (Maximum % available = 35%) $0.93 \times 35 = 32.42$

The Bidder is to submit a minimum of four (4) pilots who will be the *principal pilots* for this contract. The four (4) principal pilots will be clearly identified in the bid package if more than four (4) pilots are submitted.

- Principal pilots identified in the bid package must fly a minimum of 75% of contracted time during the first contract year.
- Principal pilots identified in subsequent contract years (if different than those identified in the bid package) must fly a minimum of 75% of contract time during subsequent contract years and must possess comparable experience and competencies as those identified in the original bid package. Principal pilot qualifications must be reviewed and approved by Parks Canada on an annual basis if principal pilots change year over year.

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The Bidder *may* submit up to two (2) *supplementary pilots* meeting minimum experience and qualifications to be evaluated against point rated criteria B.2 for additional points.

All pilot experience listed in the bid package must be clearly reported on pilot resumes and pilot information sheets so that it may be confirmed by the evaluation committee.

Item No.	Evaluation Criteria	Maximum Weighted Points
B.	Pilot Package	95

Item No.	Evaluation Criteria																																																															
B.1	Principal Pilot Supplementary Experience (90 points max total):																																																															
B.1.1	<p>Pilot-in-Command (PIC) rotary wing aircraft (42 points max for four (4) pilots): 0.5 points will be awarded for <u>each</u> of the four (4) principal pilots which exceeds the 1,500-hour minimum experience in increments of 50 hours (up to 10.5 points awarded for each principal pilot):</p> <table border="0"> <tr><td>I.</td><td>1500.1 - 1550.0 hours</td><td>= 0.5 point</td></tr> <tr><td>II.</td><td>1550.1 - 1600.0 hours</td><td>= 1.0 point</td></tr> <tr><td>III.</td><td>1600.1 - 1650.0 hours</td><td>= 1.5 points</td></tr> <tr><td>IV.</td><td>1650.1 - 1700.0 hours</td><td>= 2.0 points</td></tr> <tr><td>V.</td><td>1700.1 - 1750.0 hours</td><td>= 2.5 points</td></tr> <tr><td>VI.</td><td>1750.1 - 1800.0 hours</td><td>= 3.0 points</td></tr> <tr><td>VII.</td><td>1800.1 - 1850.0 hours</td><td>= 3.5 points</td></tr> <tr><td>VIII.</td><td>1850.1 - 1900.0 hours</td><td>= 4.0 points</td></tr> <tr><td>IX.</td><td>1900.1 - 1950.0 hours</td><td>= 4.5 points</td></tr> <tr><td>X.</td><td>1950.1 - 2000.0 hours</td><td>= 5.0 points</td></tr> <tr><td>XI.</td><td>2000.1 - 2050.0 hours</td><td>= 5.5 points</td></tr> <tr><td>XII.</td><td>2050.1 - 2100.0 hours</td><td>= 6.0 points</td></tr> <tr><td>XIII.</td><td>2100.1 - 2150.0 hours</td><td>= 6.5 points</td></tr> <tr><td>XIV.</td><td>2150.1 - 2200.0 hours</td><td>= 7.0 points</td></tr> <tr><td>XV.</td><td>2200.1 - 2250.0 hours</td><td>= 7.5 points</td></tr> <tr><td>XVI.</td><td>2250.1 - 2300.0 hours</td><td>= 8.0 points</td></tr> <tr><td>XVII.</td><td>2300.1 - 2350.0 hours</td><td>= 8.5 points</td></tr> <tr><td>XVIII.</td><td>2350.1 - 2400.0 hours</td><td>= 9.0 points</td></tr> <tr><td>XIX.</td><td>2400.1 - 2450.0 hours</td><td>= 9.5 points</td></tr> <tr><td>XX.</td><td>2450.1 - 2500.0 hours</td><td>= 10.0 points</td></tr> <tr><td>XXI.</td><td>2500.1 + hours</td><td>= 10.5 points</td></tr> </table>	I.	1500.1 - 1550.0 hours	= 0.5 point	II.	1550.1 - 1600.0 hours	= 1.0 point	III.	1600.1 - 1650.0 hours	= 1.5 points	IV.	1650.1 - 1700.0 hours	= 2.0 points	V.	1700.1 - 1750.0 hours	= 2.5 points	VI.	1750.1 - 1800.0 hours	= 3.0 points	VII.	1800.1 - 1850.0 hours	= 3.5 points	VIII.	1850.1 - 1900.0 hours	= 4.0 points	IX.	1900.1 - 1950.0 hours	= 4.5 points	X.	1950.1 - 2000.0 hours	= 5.0 points	XI.	2000.1 - 2050.0 hours	= 5.5 points	XII.	2050.1 - 2100.0 hours	= 6.0 points	XIII.	2100.1 - 2150.0 hours	= 6.5 points	XIV.	2150.1 - 2200.0 hours	= 7.0 points	XV.	2200.1 - 2250.0 hours	= 7.5 points	XVI.	2250.1 - 2300.0 hours	= 8.0 points	XVII.	2300.1 - 2350.0 hours	= 8.5 points	XVIII.	2350.1 - 2400.0 hours	= 9.0 points	XIX.	2400.1 - 2450.0 hours	= 9.5 points	XX.	2450.1 - 2500.0 hours	= 10.0 points	XXI.	2500.1 + hours	= 10.5 points
I.	1500.1 - 1550.0 hours	= 0.5 point																																																														
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XXI.	2500.1 + hours	= 10.5 points																																																														

Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
B.1.1	Total Pilot-in-Command (PIC) rotary wing aircraft score	1.0	/42
B.1.1 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		

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B.		Pilot Package (continued)	
Item No.	Evaluation Criteria		
B.1.2	<p>Fire Experience (24 points max for four (4) pilots): Additional point(s) to be awarded for <u>each</u> of the four (4) <i>principal</i> pilots which exceeds the minimum 150-hour minimum fire experience, in increments of 50 hours as per the following:</p> <ul style="list-style-type: none"> I. 150.1 - 200.0 hours = 1 point II. 200.1 - 250.0 hours = 2 points III. 250.1 - 300.0 hours = 3 points IV. 300.1 - 350.0 hours = 4 points V. 350.1 - 400.0 hours = 5 points VI. 400.1 +hours = 6 points 		
Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
B.1.2	Pilot Total Fire Operations Experience score	1.0	/24
B.1.2 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		
Item No.	Evaluation Criteria		
B.1.3	<p>PIC vertical reference operations (i.e. bucketing/longlining) (24 points max for four (4) pilots) Additional point(s) to be awarded for <u>each</u> of the four (4) <i>principal</i> pilots which exceeds the 200-hour minimum experience in increments of 50 hours as per the following:</p> <ul style="list-style-type: none"> I. 200.1 - 250.0 hours = 1 point II. 250.1 - 300.0 hours = 2 points III. 300.1 - 350.0 hours = 3 points IV. 350.1 - 400.0 hours = 4 points V. 400.1 - 450.0 hours = 5 points VI. 450.1+ hours = 6 points 		
Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
B.1.3	PIC vertical reference operations (i.e. bucketing/longlining) score	1.0	/24
B.1.3 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		

B.		Pilot Package (continued)	
Item No.	Evaluation Criteria		
B.2	<p>Supplementary Pilots (5 points max for 2 pilots)</p> <p><i>Reminder:</i> Supplementary pilots may only fly up to a maximum of 25% of contracted flight time.</p> <p>2.5 points awarded each for a maximum of 2 <i>supplementary pilots</i> meeting minimum experience, see 1.1 and 1.2 of Mandatory Criteria, who may be approved for work on this contract.</p> <ul style="list-style-type: none"> Supplementary pilots are not evaluated against points under 2.1(a) <i>Principal Pilot Supplementary Experience</i> of the evaluation process. Supplementary pilots may fly a combined maximum of 25% of contracted flight time. 		
Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
B.2.1	Supplementary Pilots score	1.0	/5
B.2.1 <small>**To Be Completed by Evaluation Team**</small>	Reference(s):		
	Strengths:		
	Weaknesses:		
Total Points Score Criteria B (B.1.1 + B.1.2 + B.1.3 + B.2.1) <small>**To Be Completed by Evaluation Team**</small>			/95
Overall Portion of 35% received for Pilot Section: (Overall Pilot Score) divided by (Total Points Available for B) x 35 <small>**To Be Completed by Evaluation Team**</small>			%

2.3 Cargo Configuration

The Helicopter's Cargo Configuration will be evaluated against the point rated criteria below and will form 15% of the bidder's overall package score. The overall point score below from items C.1.1 and C.1.2 will be multiplied by the 15% available to give the Bidder's final score for the Cargo Configuration (rounded to the nearest 2 decimal places).

C.	Helicopter External Closed Cargo
C.1	<p>Helicopter External Closed Cargo Score (25 points max total): Up to 12.5 extra points awarded for <u>each</u> helicopter based on supplemental external closed cargo volume. If the proposed helicopter is a different make or configuration than one of those listed below, the evaluation team will compare external closed cargo volume to the list of options below to determine appropriate point rating.</p>

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Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
C.1.1	Helicopter 1: <ul style="list-style-type: none"> Bell 407 or AS350 with no supplemental external closed cargo configuration = 0.0 Bell 407 with rear <i>Spacemaker</i> (or equivalent) or AS350 with rear locker extender = 2.5 AS350 with 1 external cargo pod (cheek) = 5.0 AS350 with 1 cargo pod and rear locker extender = 7.5 AS350 with 2 external cargo pods = 10.0 AS350 with 2 external cargo pods and rear locker extender = 12.5 	1.0	/12.5
C.1.1 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		
C.1.2	Helicopter 2: <ul style="list-style-type: none"> Bell 407 or AS350 with no supplemental external closed cargo configuration = 0.0 Bell 407 with rear <i>Spacemaker</i> (or equivalent) or AS350 with rear locker extender = 2.5 AS350 with 1 external cargo pod (cheek) = 5.0 AS350 with 1 cargo pod and rear locker extender = 7.5 AS350 with 2 external cargo pods = 10.0 AS350 with 2 external cargo pods and rear locker extender = 12.5 	1.0	/12.5
C.1.2 <i>**To Be Completed by Evaluation Team**</i>	Reference(s):		
	Strengths:		
	Weaknesses:		
Total Points Score Criteria C (C.1.1 + C.1.2) <i>**To Be Completed by Evaluation Team**</i>			/25
Overall Portion of 15% received for Cargo Section: (Overall Cargo Score) divided by (Total Points Available for C) x 15 <i>**To Be Completed by Evaluation Team**</i>			%
Overall Technical Points Percentage Criteria A (Safety Record) + B (Pilot Score) + Criteria C (Cargo Score) Maximum Percentage Available = 65% <i>**To Be Completed by Evaluation Team**</i>			%

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ANNEX G TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

**** to be completed by the Bidder ****

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder’s or Offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier’s Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier’s Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier’s Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

ANNEX H TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

**** to be completed by the Bidder ****

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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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.

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ANNEX I TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

**** to be completed by the Bidder ****

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- () A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC – Labour.
- OR**
- () A5.2 The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC – Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC – Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.
- OR**
- () B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity – Certification. (Refer to the Joint Venture section of the Standard Instructions)