



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

Title: Air Charter Services - Bison Survey – Wood Buffalo National Park	
Solicitation No.: 5P420-23-0223/A	Date: December 27, 2023
Client Reference No.: n/a	
GETS Reference No.: n/a	

Solicitation Closes: At: 14:00 On: January 23 2024	Time Zone: MST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Amy Barrett Lichter	
Telephone No.: 403-589-3402	Fax No.: 1-866-246-6893
Email Address: amy.barrettlichter@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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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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ANNEX F TO PART 5 OF THE BID SOLICITATION33
FORMER PUBLIC SERVANT 33

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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](#) (2023-06-08) , 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 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.

2.2. 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.

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.

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

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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 the 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.

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

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

4.1.2. Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.1.3. Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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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 E 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 F to Part 5 of the Bid Solicitation** prior to contract award.

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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 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.

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

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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**.

6.3. 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.

6.3.1.1. 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 15, 2024 inclusive.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Amy Barrett Lichter
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Calgary, AB

Telephone: 403-589-3402
Facsimile: 1-866-246-6893
E-mail address: amy.barrettlichter@pc.gc.ca

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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: *** 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: Limitation of Expenditure – Cost Reimbursable

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in **Annex B**, to a limitation of expenditure of \$ *** to be inserted at contract award ***. Customs duties are included and Applicable Taxes are extra.

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6.7.2. Limitation of Expenditure

- 6.7.2.1.** Canada's total liability to the Contractor under the Contract must not exceed \$ ***** to be inserted at contract award *****. Customs duties are included and Applicable Taxes are extra.
- 6.7.2.2.** No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- 6.7.2.3.** 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.

6.7.3. Single 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.

6.7.4. 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.
- 6.8.2.** Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** 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 Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) 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
[B4030C](#) (2006-06-16), Aircrew Requirements – Fixed Wing Aircraft
[B4032C](#) (2006-06-16), Safety Briefing
[B6802C](#) (2007-11-30), Government Property
[B9028C](#) (2007-05-25), Access to Facilities and Equipment

6.13. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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.

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6.15. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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ANNEX A

STATEMENT OF WORK

1.0. Title

Air Charter Services - 2024 Bison Survey

2.0. Objectives

Parks Canada requires fixed winged air transport and aerial reconnaissance in Wood Buffalo National Park between February and March 2024.

3.0. Background

Wood Buffalo National Park contains the largest free-roaming and self-sustaining herd of wood bison (*Bison bison athabasca*) in the world. Every five years, Parks Canada conducts a population survey to monitor changes in the spatial distribution, population size and population trend of wood bison throughout the park. To meet the objectives of this work, Wood Buffalo National Park requires aerial services.

4.0. Scope of Requirement

Parks Canada requires fixed winged air transport and aerial reconnaissance over Wood Buffalo National Park between February 19 and March 1, 2023. This will consist of two (2) aircraft for 10 day flights (6-7 hours each), in two separate regions of the park (see Section 11.0); **120-140 hours total over period**. If the team is unable to fly due to weather, any planned transects will be rescheduled for the next operable day, not skipped.

Primary duties of the required aircraft include:

1. Transport of Parks Canada personnel and equipment in a safe and reliable manner;
2. Low level aerial reconnaissance for up to 1,150 km per day

4.1. Lexicon:

The following terms are used throughout this Statement of Work:

Carrier = the Contractor

Charterer = Parks Canada Project Authority or Designate

4.2. Base of Operations

The principal base of operations for the aircraft will be *Fort Simpson, Northwest Territories and Fort Chipewyan Alberta*.

4.3. Schedule

Each flight day will contain breaks while the plane is being refueled. Flights need to occur in the following timing windows, unless poor weather extends the survey period:

- February 19 – March 1, 2024 (Estimated 6-7 hours per day over 10 days)

To meet these objectives, the contractor must:

1. Supply two fixed wing aircraft sufficiently powered to do low level flying in the winter/spring with 3 passengers and gear onboard and pilots for the duration of the survey. Wood Buffalo National Park is approximately 44,741 km², therefore, the park will be divided into northern and southern regions (see Section 12.0 Reference Material). Pilots will fly three passengers for 6-7 hours each day over the course of 10 days, in each region. Flights in the southern region will begin on February 19th, whereas flights in the north will begin on February 20th.

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To maximize survey time, one aircraft will be stationed in Fort Smith, NT, (i.e. northern region) while the other will be based in Fort Chipewyan, AB (i.e. southern region).

5.0. Aircraft Requirements

5.1. General

The contractor must supply two fixed wing aircraft sufficiently powered to do low level flying in the winter/spring with 3 passengers and gear onboard. This minimum requirement may include a Cessna 206 and a Cessna 210 with the following specifications:

- a) Onboard navigation capable of uploading survey transects or other spatial files provided by the client (in .shp, .kmz, .kml, or .gpx format);
- b) Voice activated intercom headset for each passenger.
- c) Aircraft provided must have unobstructed windows and open sight lines to allow for wildlife observation from passenger seats.

5.1.1. Communication Equipment

- a. Unserviceable radio equipment and accessories will be considered rendering the aircraft unserviceable for operational use.

5.1.2. Aircraft Condition

- a. Aircraft must have low enough hours to permit completion of flying the entire contract 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.

5.1.3. 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 aircraft 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.

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6.0. Aircrew Requirements

6.1. Pilot Experience

Pilots assigned to this contract must have:

- a) Appropriate license and endorsements for the proposed aircraft they are assigned to;
- b) Minimum 400 hours as Pilot-in-Command (PIC) fixed wing aircraft;
- c) Minimum 100 hours (PIC) flight time on type;
- d) Minimum 20 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations.

6.2. Pilot Approval and Replacement

- a) The Carrier must submit to the Charterer names, information sheets and resumes of 2 pilots, who will be considered *principal pilots* for this contract;
- b) The Carrier may submit, names, pilot information sheets and resumes of additional qualified pilots no later than seven (7) calendar days before the scheduled flight, who will be approved to work by the Charterer;
- c) Immediate removal of Carrier personnel may be requested in cases where poor performance or personal suitability is considered problematic for the Charterer;
- d) The Charterer will engage the Carriers' representative in effort to address performance issues prior to an immediate replacement request;
- e) If aircrew are to be replaced due to performance not meeting contract obligations and the aircraft is unavailable as a result, the carrier will be responsible for cost incurred by the Charterer to backfill the aircraft requirement;
- f) 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;
- g) Any false pilot experience reporting by the Carrier, may result in any or all of the following:
 - i. Termination of the contract;
 - ii. Request for immediate pilot withdrawal.

7.0. Aircrew Support

All incidental expenses related to the contract including but not limited to gear, lodging and meals for the aircrew are the responsibility of the air carrier. All expenses related to travel will be reimbursed in accordance with Treasury Board Travel policy and actual receipts. See attached "Guidelines from Treasury Board Travel Directive".

8.0. Fuel, Oil and Lubricants

- a) Parks Canada will supply drums of fuel in Garden River. The Carrier will be responsible for arranging fuel in Fort Chipewyan and Fort Smith.
- b) Oil and lubricants are to be provided by the Carrier as part of the aircraft maintenance.

9.0. Additional Contractor Responsibilities

The contractor must:

- 9.1. Meet with the Project Authority prior to the flights to discuss survey methodology and flight transects.
- 9.2. Supply their own meals, including lunch on flight days.
- 9.3. Take breaks during fuel up.
- 9.4. Notify Parks staff when weather conditions are too poor to fly (i.e. temperature, fog, freezing rain, etc.).
- 9.5. Share online flight tracker data with Parks Canada staff at Wood Buffalo National Park and the local airport in Fort Smith, NT.

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10.0. Optional Services

Parks Canada Agency may require additional flight time on an as and when requested basis. The Project Authority will inform the Contractor of the requirements, and an agreement will be reached, in accordance with Annex "B", as to how and when the Work is to be performed. Any additional service must be approved in writing by the Project Authority and any changes to the Contract must be authorized in writing by the Contracting Authority.

11.0. Parks Canada Responsibilities

Parks Canada will;

- 11.1.** Co-ordinate with the contractor to arrange flight dates and times.
- 11.2.** Provide contractor with GPS routes for navigation prior to survey.
- 11.3.** Parks Canada will ensure the pilot has ground transportation or a way to and from the hotel/airport in Fort Chipewyan and Fort Smith
- 11.4.** Provide fuel at Garden River for the duration of the survey.

12.0. Reference Material

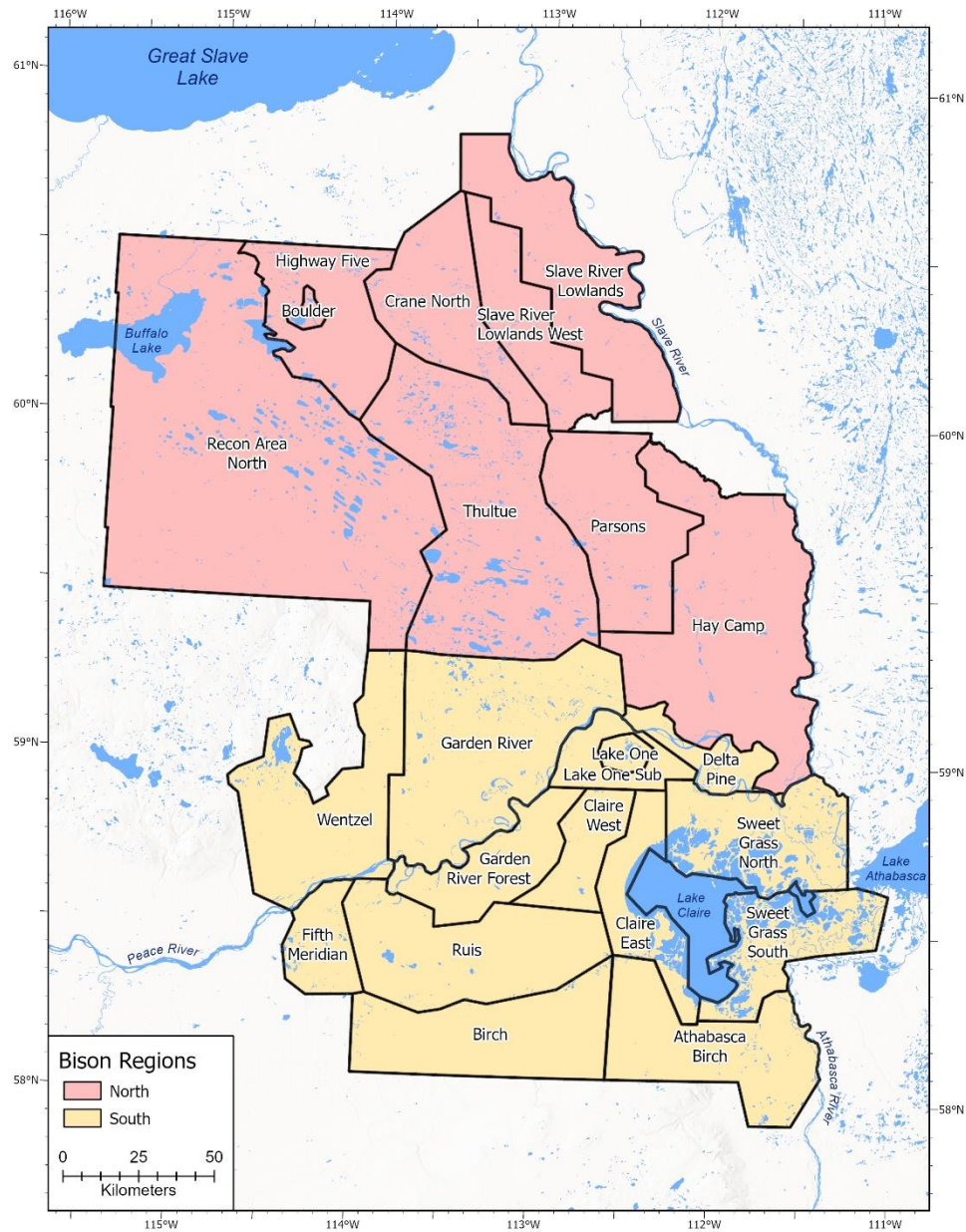


Figure 1. For the duration of the survey the park will be divided into northern and southern regions. Over the course of 10 days, each subpopulation (i.e. Hay Camp, Parsons, Thultue, Garden River) will be surveyed in each region.

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APPENDIX A

COMPLIANCE MATRIX

Prior to beginning a flight cluster the air carrier must provide the assigned pilot's information sheet which clearly outlines minimum qualifications is included. The qualification sheet must include the assigned pilot's record of training, including training dates and locations.

Item	Mandatory technical criteria	Met	Not Met	Comments if needed
2.1	Pilot Experience – The Bidder confirms all pilots for this work which meet the mandatory experience criteria outlined in 6.1(a) to 6.1(d) of the Statement of Work (listed below) will be provided:			
A	Pilot #1 (name):			
a.	Have appropriate license and endorsements for the proposed aircraft they are assigned to			
b.	Minimum 400 hours as Pilot-in-Command (PIC) fixed wing aircraft			
c.	Minimum 100 hours (PIC) flight time on type			
d.	Minimum 20 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations			
B	Pilot #2 (name):			
a.	Have appropriate license and endorsements for the proposed aircraft they are assigned to			
b.	Minimum 400 hours as Pilot-in-Command (PIC) fixed wing aircraft			
c.	Minimum 100 hours (PIC) flight time on type			
d.	Minimum 20 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations			
Item	Mandatory technical criteria			
2.2	Aircraft: The Bidder must identify the type and call sign of the aircraft proposed for the work and provide the minimum identifiers: <ul style="list-style-type: none"> a. Make & Model of the proposed aircraft b. Registration Number c. Certifications and Documentation Attached Verifying: <ul style="list-style-type: none"> a. a fixed wing aircraft sufficiently powered to do low level flying the winter/spring with 3 passengers and gear onboard. This minimum requirement may include but is not limited to: Cessna 206 / 210 with the following; <ul style="list-style-type: none"> i. Onboard navigation capable of uploading survey transects or other spatial files provided by the client (in .shp, .kmz, .kml, or .gpx format); ii. Voice activated intercom headset for each passenger 			
Item	Mandatory technical criteria			
A	Aircraft #1 (call sign):			
a.	Make & Model of the proposed aircraft			
b.	Registration Numbers			
c.	Certifications and Documentation Attached			

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B	Aircraft #2 (call sign):			
a.	Make & Model of the proposed aircraft			
b.	Registration Numbers			
c.	Certifications and Documentation Attached			

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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 bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (d) Total Evaluated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be comprised of the **combined sums** of Table 1, 2 and 3.

1. Firm Unit Price(s)

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 aircraft 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

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.

1.2. Fuel/Oil/ Lubricants

The all-inclusive firm rate per flying hour includes oil and lubricants.

1.3 Flight Time Hours

Table 1: Estimated Flight Time Hours

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.1	Aircraft 1 (206 / 210 or equivalent) Hourly Flight Time Rate	Per hour	70	\$	\$
1.3.2	Aircraft 2 (206 / 210 or equivalent) Hourly Flight Time Rate	Per hour	70	\$	\$
1.3.3	Ferry Fees Aircraft 1	Lump Sum			

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1.3.4	Ferry Fees Aircraft 2	Lump Sum	
1.3.5	Fuel (at cost up to a value of)		
A	Estimated Total Firm Unit Price(s) (excluding applicable tax)		\$

2. Travel & Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Table 2: Estimated Travel & Living Expenses

Item	Description	Estimated Cost
B	TOTAL ESTIMATED TRAVEL & LIVING EXPENSES	\$ 7,500.00

3. Firm Unit Price(s) – Optional Services

For item 10. Optional Services of Annex A – Statement of Work/Requirement:

If exercised, in consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

3.1. Estimated Flying Hours

3.1.1. 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.

3.1.2. 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.

3.2. Oil/ Lubricants

The all-inclusive firm rate per flying hour includes oil and lubricants.

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3.3 Flight Time Hours

Table 3: Estimated Optional Flight Time Hours

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.3.1	Aircraft 1 (206/210 or equivalent) Optional hourly Flight Time Rate	Per hour	5	\$	\$
3.3.2	Aircraft 2 (206/210 or equivalent) Optional hourly Flight Time Rate	Per hour	5	\$	\$
C	Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

4. Total Evaluated Bid Price

D	TOTAL EVALUATED BID PRICE (SUM OF ITEMS A + B + C) (excluding applicable tax)				\$
---	---	--	--	--	----

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.

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ANNEX C

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 D TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

1. 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.).

2. 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.

Mandatory Proposal Requirements:

The Bidder must submit a proposal that includes all of the following information:

- 2.1 Pilot Experience
- 2.2 Aircraft Requirements

Item No.	Evaluation Criteria
2.1	<p>Pilot Experience: The Bidder must submit two (2) pilots which meet the mandatory experience criteria outlined in 6.1(a) to 6.1(d) of the Statement of Work (listed below)</p> <ul style="list-style-type: none">a) Appropriate license and endorsements for the proposed aircraft they are assigned to;b) Minimum 400 hours as Pilot-in-Command (PIC) fixed wing aircraft;c) Minimum 100 hours (PIC) flight time on type;d) Minimum 20 hours (PIC) on type in the last twelve (12) months prior to the reporting date at the base of operations; <p><i>The Evaluation Team will only evaluate a maximum of two (2) pilots in order of appearance in the Bidder's proposal.</i></p>

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Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		To Be Completed by Evaluation Team		
2.1.1	Bidder has provided names and qualifications of two (2) pilots which meet experience criteria (6.1 (a) through 6.1 (d) of Annex A – Statement of Work).	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.2	<p>Proposed Aircraft</p> <p>The Bidder must identify the proposed aircraft and clearly indicate they will meet the mandatory criteria listed in sections 5. Aircraft Requirement of the Statement of Work and as outlined below in Mandatory Criteria 2.2.1.</p>			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
2.2.1	<p>Aircraft Identification:</p> <p>The Bidder must identify the type and call sign of the two aircraft proposed for the work and provide the minimum identifiers:</p> <ul style="list-style-type: none"> a. Make & Model of the proposed aircraft b. Registration Number c. Certifications and Documentation Attached Verifying: <ul style="list-style-type: none"> a. a fixed wing aircraft sufficiently powered to do low level flying the winter/spring with 3 passengers and gear onboard. This minimum requirement may include but is not limited to: Cessna 206 / 210 with the following; <ul style="list-style-type: none"> i. Onboard navigation capable of uploading survey transects or other spatial files provided by the client (in .shp, .kmz, .kml, or .gpx format); ii. Voice activated intercom headset for each passenger 			
Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
2.2.1.1	**To Be Completed by Evaluation Team**			
2.2.1.1	Bidder has provided the information for two aircraft which show all identifiers for the proposed aircraft as per item 2.2.1. The proposed aircraft/s meet aircraft requirements (5.1 of ANNEX A- Statement of Work)	<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.

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ANNEX E TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

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: _____

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ANNEX F TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (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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Title:
Air Charter Services - Bison Survey – Wood Buffalo National Park

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.