



**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](mailto: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:**

This bid solicitation cancels and supersedes previous bid solicitation number 5P420-23-0287/A dated January 31, 2024 with a closing of February 14, 2024 at 14:00 MST. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

**Issuing Office:**

Parks Canada Agency  
 National Contracting Services  
 Calgary, AB

<b>Title:</b> Air Charter Services - Community Consultations	
<b>Solicitation No.:</b> 5P420-23-0287/B	<b>Date:</b> February 15, 2024
<b>Client Reference No.:</b> N/A	
<b>GETS Reference No.:</b> N/A	

<b>Solicitation Closes:</b> <b>At:</b> 2:00pm <b>On:</b> February 22, 2024	<b>Time Zone:</b> MST
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
<b>Address Enquiries to:</b> Daniel Soucy	
<b>Telephone No.:</b> 343-574-2676	<b>Fax No.:</b> 1-866-246-6893
<b>Email Address:</b> <a href="mailto:Daniel.Soucy@pc.gc.ca">Daniel.Soucy@pc.gc.ca</a>	
<b>Destination of Goods, Services, and Construction:</b> See herein	

**TO BE COMPLETED BY THE BIDDER**

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

## IMPORTANT NOTICE TO BIDDERS

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

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

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

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

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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).

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

### Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number 5P420-23-0287/A dated January 31, 2024 with a closing of February 14, 2024 at 14:00 MST. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

### Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

### 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>

## TABLE OF CONTENTS

<b>PART 1 – INFORMATION AND INSTRUCTIONS</b> .....	<b>5</b>
1.1. STATEMENT OF WORK .....	5
1.2. COMPREHENSIVE LAND CLAIMS AGREEMENT(S) .....	5
1.3. DEBRIEFINGS .....	6
<b>PART 2 – BIDDER INSTRUCTIONS</b> .....	<b>7</b>
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	7
2.2. SUBMISSION OF BIDS .....	7
2.3. ENQUIRIES – BID SOLICITATION .....	7
2.4. APPLICABLE LAWS .....	8
2.5. BID CHALLENGE AND RECOURSE MECHANISMS .....	8
<b>PART 3 – BID PREPARATION INSTRUCTIONS</b> .....	<b>9</b>
3.1. BID PREPARATION INSTRUCTIONS .....	9
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....	<b>10</b>
4.1. EVALUATION PROCEDURES .....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....	<b>12</b>
5.1. CERTIFICATIONS REQUIRED WITH THE BID .....	12
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	12
<b>PART 6 – RESULTING CONTRACT CLAUSES</b> .....	<b>14</b>
6.1. SECURITY REQUIREMENTS .....	14
6.2. COMPREHENSIVE LAND CLAIMS AGREEMENT(S) .....	14
6.3. STATEMENT OF WORK .....	14
6.4. STANDARD CLAUSES AND CONDITIONS .....	14
6.5. TERM OF CONTRACT .....	16
6.6. AUTHORITIES .....	16
6.7. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	18
6.8. PAYMENT .....	18
6.9. INVOICING INSTRUCTIONS .....	19
6.10. CERTIFICATIONS AND ADDITIONAL INFORMATION .....	20
6.11. APPLICABLE LAWS .....	20
6.12. PRIORITY OF DOCUMENTS .....	20
6.13. SACC MANUAL CLAUSES .....	20
6.14. INSURANCE REQUIREMENTS .....	20
6.15. INSPECTION AND ACCEPTANCE .....	21
<b>ANNEX A</b> .....	<b>22</b>
STATEMENT OF WORK .....	22
<b>ANNEX B</b> .....	<b>26</b>
BASIS OF PAYMENT .....	26
<b>ANNEX C</b> .....	<b>30</b>
INSURANCE REQUIREMENTS .....	30
<b>ANNEX D</b> .....	<b>34</b>
INUIT BENEFITS PLAN .....	34

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

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**ANNEX E TO PART 4 OF THE BID SOLICITATION ..... 37**  
    INUIT BENEFITS PLAN..... 37

**ANNEX F TO PART 5 OF THE BID SOLICITATION..... 43**  
    LIST OF NAMES FOR INTEGRITY VERIFICATION FORM ..... 43

**ANNEX G TO PART 5 OF THE BID SOLICITATION ..... 45**  
    FORMER PUBLIC SERVANT ..... 45

## **PART 1 – INFORMATION AND INSTRUCTIONS**

### **1.1. Statement of Work**

The Work to be performed is detailed under Article 6.3 of the resulting contract clauses.

### **1.2. Comprehensive Land Claims Agreement(s)**

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

#### **1.2.1. Nunavut Directive**

This procurement is subject to the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area (the [Nunavut Directive](#)).

The Nunavut Directive has the following objectives:

- a. Increased participation by Inuit firms in business opportunities in the Nunavut Settlement Area economy;
- b. Improved capacity of Inuit firms to compete for government contracts and real property leases in the Nunavut Settlement Area; and
- c. Employment of Inuit at a representative level in the Nunavut Settlement Area workforce.

#### **1.2.2. Nunavut Directive: Inuit Benefits Plan (IBP)**

Bids will also be evaluated according to weighted-and-rated Inuit Benefits Criteria and Nunavut Benefits Criteria. Bidder submissions for both of these criteria are to be combined in an Inuit Benefits Plan (IBP), as described in Annex “E” (Inuit Benefits Plan), in which Bidders should detail how they will integrate the following elements in carrying out work under this requirement:

1. Inuit employment (either directly or through subcontractors);
2. Inuit ownership (Contractor and subcontractors); and
3. Location in the Nunavut Settlement Area.

The commitments contained in an IBP will form part of the resulting contract. Implementation of the Contractor’s IBP will be ensured through close monitoring and requiring, at a minimum, that each invoice be accompanied by an IBP Progress Report (See Annex “D” (IBP Progress Report)) which demonstrates that contractual obligations were fulfilled.

#### **1.2.3. Nunavut Directive: Reporting Inuit and Nunavut Benefits – General information**

- a. Canada expects that the Contractor will, through the life of the contract, maintain and compile records as to the delivery of Inuit and Nunavut Benefits, including but not limited to the following elements:
  1. Total hours and total dollars spent on Inuit Employment
  2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
  3. Location of Contractor and sub-contractors/suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of Inuit and Nunavut Benefits and make them available for audit purposes.

- c. Canada will expect that every invoice be accompanied by an IBP Progress Report, in accordance with Annex “D” (IBP Progress Report) of the Contract.
- d. If, for any reason, a bid does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting any unanticipated Inuit and Nunavut Benefits realized under the contract be provided with each invoice in accordance with paragraph c.

### **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.

## **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](mailto: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).

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 two (2) 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 Nunavut.

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.



## **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: Inuit Benefits Plan  
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: Inuit Benefits Plan**

As part of their IBP, Bidders should explain and demonstrate how they propose to incorporate Inuit Benefits and Nunavut Benefits in carrying 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 "Inuit Benefits Plan", and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1. Inuit Benefits Plan**

Inuit Benefits Plan will be evaluated against the criteria at **Annex E 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**

##### **4.1.3.1. Nunavut Directive: Highest combined rating of Inuit Benefits Plan commitment, and price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory criteria.
2. Bids not meeting the requirements specified in Section 1 will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of total Inuit Benefits Plan (IBP) merit, and price. The ratio will be 30% for the total IBP merit, and 70% for price.
4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 70% as follows: lowest evaluated price / bid price, multiplied by the ratio of 70%.
5. The IBP merit score for each criterion will be determined as follows: The total number of points obtained for that criterion / maximum number of points available for that criterion, multiplied by the percentage ratio applicable for that criterion.
6. The total IBP merit score is the combined sum total of all individual IBP merit scores.
  - i. Inuit Employment 10%
  - ii. Inuit Ownership (Contractor and subcontractors) 10%
  - iii. Location in the Nunavut Settlement Area (NSA) 10%
8. For each responsive bid, the total IBP merit score for each criterion, and the pricing score will be added to determine its combined rating.
9. Neither the responsive bid obtaining the highest Inuit benefits score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of total IBP merit score, and pricing score 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 30/70 ratio of total IBP merit score and pricing score, respectively. In this example, Inuit employment is weighted at 10%, Inuit Training and Skills Development is weighted at 10%, Inuit Ownership (Contractor and subcontractors) is weighted at 5%, and Location in the Nunavut Settlement Area (NSA) is 5%. Note that this is for illustrative purposes only and the values for the present solicitation may differ.

**Table 2: Example: Basis of Selection - Highest Combined Rating of Total IBP Merit (30%) and Price (70%).**

		Bidder 1	Bidder 2	Bidder 3
<b>Bid Evaluated Price</b>		\$16,000	\$17,000	\$20,000
<b>Inuit Benefits Plan</b>	<b>Inuit Employment Score</b>	31.75/40	32.75/40	33.75/40
	<b>Inuit Training Score</b>	5/15	10/15	15/15
	<b>Inuit Ownership Score</b>	15/40	35/40	25/40
	<b>Location in NSA Score</b>	10/10	10/10	10/10
<b>Calculations: Price</b>	<b>Pricing Score</b>	$16/16 \times 70 = 70$	$16/17 \times 70 = 65.90$	$16/20 \times 70 = 56$
<b>Calculations: Total IBP Merit Score</b>	<b>Inuit Employment Merit Score</b>	$31.75/40 \times 10 = 7.94$	$32.75/40 \times 10 = 8.19$	$33.75/40 \times 10 = 8.44$
	<b>Inuit Training Merit Score</b>	$5/15 \times 10 = 3.33$	$10/15 \times 10 = 6.67$	$15/15 \times 10 = 10$
	<b>Inuit Ownership Merit Score</b>	$15/40 \times 5 = 1.88$	$35/40 \times 5 = 4.38$	$25/40 \times 5 = 3.13$
	<b>Location in NSA Merit Score</b>	$10/10 \times 5 = 5.0$	$10/10 \times 5 = 5.0$	$10/10 \times 5 = 5.0$
<b>Combined Rating</b>		88.15	90.14	82.57
<b>Overall Rating</b>		2nd	1st	3rd

## **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](#), must provide the information requested at **Annex F 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 G to Part 5 of the Bid Solicitation** prior to contract award.

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

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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.

## **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. Comprehensive Land Claims Agreement(s)**

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Nunavut Land Claims Agreement

### **6.3. Statement of Work**

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

### **6.4. 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.

#### **6.4.1. 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.

#### **6.4.2. Supplemental General Conditions**

##### **6.4.2.1. 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.

#### **6.4.3. Disclosure of Information**

1. The Contractor agrees that Canada may at any time disclose the Inuit Benefits Plan (IBP) and the IBP Progress Reports to third parties, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees, and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. As the IBP and the IBP Progress Report could contain information regarding subcontractors and suppliers, the Contractor warrants that it has secured from its subcontractors and suppliers consents to such disclosure by Canada and will continue to obtain consent from additional subcontractors and suppliers throughout the period of the contract. The Contractor

further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information

2. The Contractor undertakes not to include in the IBP or in the IBP Progress Reports any information that cannot be shared publicly or that could constitute private information under the [Privacy Act](#) (R.S.C., 1985, c. P-21) (e.g., name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions

#### **6.4.4. Implementation of the Inuit Benefits Plan**

##### **6.4.4.1 Nunavut Directive: Inuit Benefits Plan Progress Report**

- a. The Contractor must compile records through the life of the contract as to its level of achievement in fulfilling the commitments made under the Inuit Benefits Plan (IBP), including but not limited to the following elements:
  1. Total hours and total dollars spent on Inuit Employment
  2. Total dollars spent on sub-contracting to firms on the Inuit Firm Registry
  3. Location of Contractor and sub-contractors / suppliers in the Nunavut Settlement Area
- b. As part of the obligation under the General Conditions to keep proper accounts and records, the Contractor must maintain all records related to the delivery of IBP commitments and make them available for audit purposes.
- c. The Contractor must accompany each invoice with an IBP Progress Report drafted in accordance with Annex "D" (IBP Progress Report) of the contract.
- d. If, for any reason, the contract does not include an Inuit Benefits Plan (IBP), Canada will still expect that records documenting the occurrence of any unanticipated Inuit and Nunavut benefits realized under the contract be provided with each invoice in accordance with paragraph c.

##### **6.4.4.2 Nunavut Directive: Third party independent professional**

1. If requested by Canada, the Contractor must engage a third party independent professional to confirm whether the Contractor has met its contractual obligations regarding the Inuit Benefits Plan (IBP) under the Contract. The third party independent professional must be approved in advance by the Contracting Authority.
2. If the Contractor has proposed two different third party independent professionals for this purpose, but the Contracting Authority has not approved either, or if the Contractor has not proposed a third party independent professional within 30 days of Canada's original request to engage a third party independent professional, the Contracting Authority will propose up to three third party independent professionals from which the Contractor must choose.
3. The Contractor must submit the third party independent professional's written report to the Contracting Authority and the Contracting Authority may contact the third party independent professional directly regarding the report.
4. If the independent professional confirms that the Contractor has met the requirements regarding activities specified in the IBP, Canada agrees to reimburse the Contractor the cost of the third party independent professional, including any applicable taxes, upon receiving a copy of the invoice paid by the Contractor.

5. If the independent professional confirms that the Contractor **has not** met the requirements regarding activities specified in the IBP:
  - a. Canada will not reimburse the Contractor any cost of the third party independent professional;
  - b. the Contractor must, at the discretion of Canada, repay Canada in the amount found to have been paid in excess by Canada to the Contractor related to IBP activities not performed in accordance with the IBP; and
  - c. Canada may retain any amount found to have been paid in excess by Canada including for activities not performed in accordance with the IBP, by way of deduction from any payment that may be due or payable to the Contractor.
6. Nothing in this section limits any other remedy or action available to Canada under this contract.

#### **6.4.4.3 Nunavut Directive: Inuit Benefit Plan deviations**

1. If at any time it becomes apparent to the Contractor that it may be unable to fulfill any of its Inuit Benefits Plan (IBP) obligations, the Contractor must inform the Contracting Authority without waiting for the submission of an IBP Progress Report to be required.
2. If requested by the Contracting Authority, the Contractor must provide a detailed explanation, within the timeframe specified by the Contracting Authority, regarding any actual or anticipated inability to fulfill any of its IBP obligations.
3. If requested by the Contracting Authority, the Contractor must propose, within the timeframe specified by the Contracting Authority, a written Corrective Action Plan to address the deviation(s). The Corrective Action Plan may involve an amendment to the IBP to provide alternative forms of benefits agreed upon by the Parties.
4. Any amendment to the IBP must be documented through a formal contract amendment, which will only be issued if the Parties agree to modify the IBP. Canada may, in its discretion, refuse to accept modifications to the IBP if, in Canada's opinion, the proposed amendments do not offer the same value of benefits.
5. Any reduction in benefits may be considered by Canada as any other failure to meet a contractual obligation.

### **6.5. Term of Contract**

#### **6.5.1. Period of the Contract**

The period of the Contract is from date of contract to May 3, 2024 inclusive.

### **6.6. Authorities**

#### **6.6.1. Contracting Authority**

The Contracting Authority for the Contract is:

Daniel Soucy  
Intern Officer  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate



**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

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Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

Telephone: (343) 574-2676  
Facsimile: 1-866-246-6893  
E-mail address: [daniel.soucy@pc.gc.ca](mailto:daniel.soucy@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.

### 6.6.2. 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.

### 6.6.3. Contractor's Representative

The Contractor's Representative for the Contract is:

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

## 6.7. Proactive Disclosure of Contracts with Former Public Servants

\*\*\* SACC Manual clause A3025C to be inserted at contract award, if applicable \*\*\*

## 6.8. Payment

### 6.8.1. Basis of Payment

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 \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

### 6.8.2. Limitation of Expenditure

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.
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.
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.

### 6.8.3. Single Payment

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

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

### 6.8.4. IBP Holdback

The Contractor agrees to the application of an Inuit Benefits Plan Holdback (IBP Holdback) when IBP obligations are not being achieved.

1. If Canada deems that IBP obligation(s) are not being delivered by the Contractor or not progressing in a way which will lead to the successful implementation of the IBP, Canada may apply an IBP Holdback.

2. An "IBP Holdback" is any amount retained or retainable, due to the failure to meet IBP obligations, from any payment(s) that would have otherwise been paid or payable to the Contractor.
3. In determining whether to apply an IBP Holdback, Canada may consider, among other things:
  - a. The delivery status of original IBP obligations, or those agreed to by Canada in a Corrective Action Plan;
  - b. evidence provided by the Contractor demonstrating that the failure to meet the IBP obligations was due to circumstances out of the Contractor's control; and
  - c. the sufficiency of the evidence provided by the Contractor in demonstrating the circumstances out of the Contractor's control.
4. In determining the value of an IBP Holdback, Canada may consider various elements, including:
  - a. the value of the Contractor's IBP obligations;
  - b. the weight of the IBP in the bid evaluation; or
  - c. the past and ongoing performance of the Contractor in delivering IBP obligations.
5. The total value of the IBP Holdback shall not exceed 10% of the total contract value.
6. Canada may release all or a portion of the IBP Holdback and proceed to payment(s) when Canada deems it appropriate. This includes when Canada is satisfied:
  - a. with new evidences submitted by the Contractor which demonstrate that the failure to meet the Contractor's obligations in the IBP was due to circumstances out of the Contractor's control;
  - b. that the Contractor has since delivered all or at least a portion of the IBP obligations;
7. Nothing in this section will be interpreted as limiting the rights or remedies which Canada may otherwise have under this contract.

#### **6.9. Invoicing Instructions**

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 time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report; and
  - e. a copy of the Inuit Benefits Plan Progress Report as specified in the Contract.
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.

## 6.10. Certifications and Additional Information

### 6.10.1. 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.

### 6.11. 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 \*\*\***.

### 6.12. 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, Inuit Benefits Plan;
- (g) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

### 6.13. 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
- [D5324C](#) (2007-11-30), Inspection

### 6.14. 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

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

---

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.

#### **6.15. 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

#### 1.0 Title

Tallurutiup Imanga Air Charter Services - Interim Management Plan Consultations

#### 2.0 Objective

To provide fixed wing transportation services in support of in-person consultations on the Tallurutiup Imanga interim management plan in the communities of Clyde River, Arctic Bay, Pond Inlet, Resolute Bay, and Grise Fiord. The trip will involve spending about 2 days in each community and is anticipated to take place over two consecutive weeks, returning to Iqaluit for the weekend in between. Exact itinerary and final dates may vary; date changes will be mutually agreed upon. Departing and returning to Iqaluit in late March 2024, there will be up to 8 people on the tour who will need transportation to and from each location specified. To accomplish all the necessary work in the specified timeframe, a flexible air charter service is needed.

#### 3.0 Scope of Work

Parks Canada requires fixed wing air transport to the communities of Iqaluit, Arctic Bay, Resolute Bay, Grise Fiord, Pond Inlet and Clyde River between March 17th and March 28th, 2024.

Primary duties of the required aircraft include:

1. Transport of Parks Canada personnel, guests and equipment in a safe and reliable manner;
2. Landing and disembarking passengers on small community runways throughout Nunavut during winter conditions.

#### 3.1 Lexicon:

The following terms are interchangeable throughout this Statement of Work:

Carrier = the Contractor.

Charterer = Parks Canada Project Authority or Designate.

Leg = a sequence of flights within the overall itinerary.

Trip = A single flight from a specific departure location to the designated destination.

#### 3.2 Dates, Location, and Regional Information

The Carrier will be available to fly the following itinerary, from a base of Iqaluit. Exact dates of one or both legs could vary due to weather conditions or other factors affecting scheduling.

Actual trip duration may be 1-2 days shorter or longer than the proposed itinerary, due to weather or other unforeseen factors.

The Carrier and Charterer acknowledge the possibility that alterations or adjustments to one or several trips or a complete leg in the itinerary may be required due to unforeseen circumstances. Both the Carrier and Charterer agree to maintain open communication and discuss any proposed changes to the legs, aiming to accommodate necessary adjustments, to meet the objectives of the contract. If dates different than those in the proposed itinerary are required, the Charterer and Carrier will mutually agree on when to reschedule, within a window of March 17 to May 3. If weather delays prevent scheduled flight departure, delayed or rescheduled flights will be agreed upon by both parties.

Leg	From	To	Flight Date(s)
1	Iqaluit	Clyde River	March 17, 2024
1	Clyde River	Resolute	March 19, 2024
1	Resolute	Grise Fiord	March 21, 2024
1	Grise Fiord	Iqaluit	March 23, 2024
2	Iqaluit	Pond Inlet	March 25, 2024
2	Pond Inlet	Arctic Bay	March 26, 2024
2	Arctic Bay	Iqaluit	March 28, 2024

### 3.3 Requirements

#### 3.3.1 Leg 1

The Carrier must transport passengers each with personal luggage plus approximately 5 Rubbermaid bins of small cargo (consultation materials, prizes, snacks etc.) weighing ~60 lbs total, from Iqaluit to Clyde River on the evening of March 17<sup>th</sup>, from Clyde River to Resolute on March 19, 2024, from Resolute to Grise Fiord the morning of March 21, and from Grise Fiord to Iqaluit on the afternoon of March 23<sup>rd</sup>.

Passengers: For the Iqaluit to Clyde River and Clyde River to Resolute flights, the Carrier must transport up to 8 passengers. When flying in and out of Grise Fiord, the Charterer understands fewer passengers may be transported due to runway limitations, so a lower passenger number from the Resolute to Grise Fiord and Grise Fiord to Iqaluit trips is permissible. The Carrier should specify the maximum number of passengers (each with personal luggage and 60 lbs of cargo) that can be transported in and out of Grise Fiord. The Carrier must be able to transport at least 4 passengers in and out of Grise Fiord.

#### 3.3.2 Leg 2

The Carrier must transport passengers each with personal luggage plus approximately 5 Rubbermaid bins of small cargo (consultation materials, prizes, snacks etc.) weighing ~60 lbs total, from Iqaluit to Pond Inlet on March 25<sup>th</sup>, from Pond Inlet to Arctic Bay the evening of March 26, and from Arctic Bay to Iqaluit the afternoon of March 28<sup>th</sup>, 2024.

Passengers: The Carrier must be able to transport up to 8 passengers to and between all communities.

#### 3.3.3 The Contractor is responsible for the following:

- a. Provision of fixed wing aircraft pilot(s) and all fuel requirements (petroleum, oil and lubricants)
- b. Providing accommodations, meals and incidentals for aircrew while staying in Nunavut communities with costs to be reimbursed upon presentation of receipts. Parks Canada will arrange hotel bookings for the pilots, but the Carrier must pay upfront for the room costs and will be reimbursed upon presentation of receipts.

- c. Provision of an aircraft suitable for 8 passengers (except from flights in/out of Grise Fiord, see section 2.3.1) and personal luggage
- d. The aircraft must be equipped with basic winter survival gear for the pilot and passengers in accordance with any and all applicable Laws and Regulations.
- e. Assisting personnel with loading and unloading materials and equipment including potentially dangerous goods (e.g., bear bangers, ammunition, bear spray, fuel, batteries, etc.).
- f. Transporting materials, equipment (including dangerous goods) and passengers
- g. Maintain flying altitudes as per National Park Regulations
- h. Maintaining all required licensing for the duration of the Contract, including but not limited to:
  - i. Pilot licenses
  - ii. Maintaining insurance coverage required for the services

**3.3.4 The Contractor must comply with the following acts and regulations. Where two or more acts or regulations apply, conform to the most stringent:**

- a. Canadian Aviation Regulations (CARs)
- b. Canadian Labour Code
- c. Canada Occupational Health and Safety Regulations
- d. Federal WHMIS legislation

**4 Planning Meeting 1 week before departure**

The Charterer and Carrier agree to meet to finalize trip details and confirm passenger list and trip itinerary at least one week before the scheduled departure date.

**5 Contractor Qualifications**

**5.1 Aircraft requirements**

The contractor must provide a fixed wing passenger aircraft that meets the following criteria:

- a. Number of passengers (excluding pilot): up to 8 passengers (except for flights in/out of Grise Fiord, see section 2.3.1)
- b. Cargo capacity: personal luggage plus approximately 5 Rubbermaid bins of small cargo (consultation materials, prizes, snacks etc.) weighing ~60 lbs total
- c. Landing gear types: wheels capable of landing on gravel runway

All aircraft provided for the work under the contract must meet the following requirements:

- a. Duly certified and maintained in accordance with all applicable Transport Canada Regulations
- b. Legal to operate in the Nunavut Territory
- c. Equipped with any and all other standard safety, survival gear and emergency equipment as required by Transport Canada Regulations and the Canadian Aircraft Regulations (CARS).

**5.2 Aircrew requirements**

Pilots assigned to this contract must:

- a. Hold the appropriate license and endorsements for the aircraft type that the Contractor will provide to meet the requirements of the Contract (including but not limited to a valid Transport Canada Air Operator Certificate (AOC) and valid Canadian Transportation Agency Air Operator Domestic License); and
- b. Meets the minimum required hours of flying experience as detailed in SACC Manual clause [B4030C](#) (2006-06-16) Aircrew Requirements, 500hour PIC time - Fixed Wing Aircraft.



**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

---

## **6.0 Aircrew Support**

The Charterer will make the arrangements for hotel rooms for the pilots while in communities, endeavouring to book a private room for each though this may not be possible in all communities. The Carrier is responsible for paying for the rooms and will be reimbursed upon presentation of receipts. The Charterer will supply information to support the contract, including provision of names, affiliation and emergency contact information for all passengers and detailed information on pay load and dangerous goods paperwork.

## 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) All prices are in Canadian dollars, FOB destination
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Total Evaluated Bid Price Calculation: For the purposes of evaluation, the evaluated bid price will be determined as set out below.

## 1. Terms and Conditions

### 1.1 Prices and Rates:

Prices and Rates: Prices and rates must remain firm for the duration of the contract. In all cases, prices and rates shall be in Canadian dollars, taxes and Air Transportation Tax (if applicable) excluded, all applicable Customs Duties and Excise taxes included. In all cases, prices and rates must be firm, exclude fuel, but include lubricants.

The Carrier will not be permitted to increase or decrease its hourly rate and mileage rate for the duration of the contract.

### 1.2 Positioning and De-positioning Fees:

All costs related to positioning and de-positioning of the aircraft must be included in the overall contract price. No additional fees for positioning and de-positioning shall be charged or paid for the duration of the contract unless due to unforeseen circumstances.

### 1.3 Fuel Charges:

Fuel charges are not included in the rates. Fuel charges shall be reimbursed at cost, supported by receipts, with no allowance for overhead or profit.

### 1.4 Crew Expenses:

When the nature of the Charter requires the Carrier's personnel to stay overnight away from the Carrier's Base of Operations (this includes weather conditions), the Carrier shall be reimbursed for actual expenses incurred, supported by receipts (receipts not required for meals or hotels), with no allowance for overhead or profit.

Expenses for accommodations, meals and ground transportation between the aircraft and living quarters at the operating site, shall not exceed those listed in the [National Joint Council Travel Directive](#), in effect at the time the expenses are incurred.

In remote areas, accommodations (which may include lodging in semi-permanent buildings), meals and ground transportation may be provided by the Charterer, in which case, the Carrier will not claim for expenses incurred.

**1.5 Cancellation Conditions:**

Without restricting any other term and condition, any or all trips within either Leg 1 or Leg 2 may be terminated by the Charterer giving written notice at least forty-eight (48) hours prior to the requested air charter services start time. There shall be no charge to the Charterer for such termination. If the cancellation is made within less than forty-eight (48) hours prior to the requested trip start time and not rescheduled, excluding cancellations due to weather, a cancellation charge may apply and be based on unrecoverable costs incurred preparing for cancelled flights. Cancellation charges must be appropriately supported and demonstrated for acceptance by the Charterer.

**1.6 Itinerary Changes Due to unexpected events:**

In the event of unexpected circumstances requiring changes to the originally agreed upon itinerary, the Carrier will be compensated at the pre-agreed rates specified in section 3 “Payment for Changes and Revisions” incurred as a result of changes. These rates include, but are not limited to, Flight rate, Change order fee per trip, Landing Charge, and standby rates. The carrier must add any additional costs not addressed, if applicable, in the table at section 3. Any changes will be mutually agreed on by both parties and documented in writing.

**2. Air Charter Services for Leg 1 and Leg 2:**

**2.1 – 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 the fixed wing aircraft functional for duration of contract and as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measure	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
<b>Leg 1 (March 17, 2024 to March 22, 2024)</b>					
2.1.1	Leg 1 as described in Annex A – Statement of Work	Lump Sum	1	\$	\$
<b>Leg 2 (March 25, 2024 to March 28, 2024)</b>					
2.1.2	Leg 2 as described in Annex A – Statement of Work	Lump Sum	1	\$	\$
2.1	<b>Combined Estimated Total Firm Unit Price(s) Sum of Items 2.1.1 through 2.1.2 (excluding applicable tax)</b>				<b>\$</b>

**2.2 Cost Reimbursable Expenses**

**2.2.1 Crew Expenses**

**2.2.1.1 Travel and Living Expenses – National Joint Council Travel Directive**

When the Contractor is stationed at a location outside the Parks Canada principal base of operations, as per section 2. 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 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.

<b>LIMITATION OF EXPENDITURE: TRAVEL AND LIVING EXPENSES (excluding applicable tax)</b>	<b>\$ 15,000.00</b>
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**2.2.2 Fuel Expenses – Flights and Positioning**

When the Contractor is stationed at a location outside the Parks Canada principal base of operations, as per section 2. 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.

<b>LIMITATION OF EXPENDITURE: FUEL EXPENSES (excluding applicable tax)</b>	<b>\$ 20,000.00</b>
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**2.3 Total Evaluated Bid Price**

<b>TOTAL EVALUATED BID PRICE (SUM OF ITEMS 2.1 THROUGH 2.2) (excluding applicable tax)</b>	<b>\$</b>
--	-----------

**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.

**3. Payment for Changes and Revisions**

**The following will NOT form part of the evaluation process**

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

---

Should alterations or adjustments to the legs be required as described in Annex A – Statement of Work section 3.2, the following rates will govern. Payment for direct costs for any additional or reduced Services authorized by the Project Authority will be reimbursed at actual cost with no mark-up and no provision for profit.

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these rates.

## RATES

The following rates may be used for future contract amendments

### A) Rates

Name	Rate
Flight rate (cost per statute mile (SM))	
Change order fee per trip	
Landing Charge	
Hourly standby rate	
Daily standby rate	

Please fill out any additional cost(s) not addressed above

Name	Rate

## 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  
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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 Parks Canada Agency 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.

## **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.

## ANNEX D

### INUIT BENEFITS PLAN

The IBP Progress Report is comprised of (3) tables which the Contractor must fill in, as indicated in this Annex, and submit with every invoice *or no later than seven (7) calendar days upon written request*.

The tables will demonstrate the Contractor's compliance with its IBP, providing information, including the cost breakdown, on all IBP achievements in the Contract as well as the cumulative total of IBP obligations delivered since the beginning of the Contract.

If so requested by Canada, the Contractor must be able to provide a full description of all of the Work that has been completed in accordance with the IBP, and to present before Canada the supporting documentation (i.e. employees coordinates, time sheets, invoices, receipts, vouchers etc). The Contractor must also maintain such records for audit purposes in accordance with the General Conditions.

The Contractor is required to certify the information contained in every IBP Progress Report submitted. If Contractor Certification is not provided, the IBP Progress Report will be deemed incomplete and will not be accepted.

### Disclosure of Information

1. The Contractor agrees to the disclosure of the IBP and the IBP Progress Reports by Canada, including to Indigenous treaty rights-holders or their designated representatives, Parliamentary Committees and to any independent professional contracted to determine whether the Contractor has met its contractual obligations related to the IBP. The Contractor warrants to have secured from its subcontractors and suppliers similar consents to disclosure by Canada as the IBP and the IBP Progress Report could contain information regarding such subcontractors and suppliers. The Contractor further agrees that it will have no right to claim against Canada, its employees, agents or servants, in relation to such disclosures of information.
2. The Contractor undertakes **not to include** in the IBP or in the IBP Progress Reports **any information that cannot be shared publicly** or that could constitute **private information** under the *Privacy Act* (R.S.C., 1985, c. P-21) (e.g.name, home address, personal email, telephone number, social security number, driver license number, etc.). However, the Contractor, its subcontractors and its suppliers, must maintain such records for audit purposes in accordance with the General Conditions.

### Deviations

If the delivery of IBP obligations is below the IBP commitment, the Contractor must include a detailed explanation. In circumstances where the Contractor can clearly demonstrate that reasonable efforts were made to meet the IBP obligations but could not be met due to circumstances out of the Contractor's control, the Contractor will nevertheless be expected to have maximized IBP obligations to the level that was possible. See the Contract terms for further details regarding such situations.

The Contractor must **inform Contracting Authority immediately** without waiting for the submission of an IBP Progress Report if a deviation from the expected outcome may occur.

**Key Terms**

1. Eligible Inuit Employee (EIE) is:

- a) An individual who is working toward the performance of the Contract either as a permanent, part-time or casual employee of the Contractor or as an employee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement ( <https://nlca.tunnngavik.com/> ) at the time such work is performed, and
- c) is not an Eligible Inuit Trainee.

To confirm whether an employee is a beneficiary of the Nunavut Agreement, the Bidder may contact the Inuit Enrolment List Administrator with such employee’s beneficiary number, Toll Free: 1-888-236-5400.

Additional information on the Inuit Enrolment List is available at:  
[https://www.tunnngavik.com/initiative\\_pages/enrolment-program/enrol-in-the-nunavut-agreement/](https://www.tunnngavik.com/initiative_pages/enrolment-program/enrol-in-the-nunavut-agreement/)

2. Eligible Inuit Trainee (EIT) is:

- a) an individual who is working toward the performance of the Contract either as a trainee of the Contractor or as a trainee of a subcontractor, and
- b) a beneficiary of the Nunavut Agreement (<https://nlca.tunnngavik.com/>) at the time such work is performed, and
- c) is not an Eligible Inuit Employee (i.e. while this individual can be an employee, inclusion for IBP purposes can only count once, that is either as an “Eligible Inuit Employee” or as an “Eligible Inuit Trainee”, not both).

3. Inuit Firm Registry (IFR) Firm (contractor/supplier/subcontractor) is:

- a) A firm, the name of which appears on the most current list of Inuit firms of the Inuit Firm Registry(IFR). (<https://inuitfirm.tunnngavik.com/>) A registry maintained by the modern treaty rights holders in accordance with the Nunavut Agreement.

Return Reports to:

Contracting Authority Name: Daniel Soucy  
Email: [Daniel.Soucy@pc.gc.ca](mailto:Daniel.Soucy@pc.gc.ca)

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Achievement of onsite Inuit Labour Content**

Total No. Of onsite Inuit Person Hours for This Contract = \_\_\_\_\_ %

Total No. Of Employee Hours for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non – Inuit Employee Hours</b>
Contractor must include the # of hours worked		

Solicitation No.:  
5P420-23-0287/B

Amendment No.:  
00

Contracting Authority:  
Daniel Soucy

Ver.02.15.2023

Client Reference No.:  
N/A

Title:  
Air Charter Services – Community Consultations

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**TABLE 3 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract  
Final Contract Value = \_\_\_\_\_%

Company Name	Inuit Company	Non-Inuit Company
Contractor must include the value of Sub-Contracted work		

**CONTRACTOR CERTIFICATION**

**INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.*

## ANNEX E TO PART 4 OF THE BID SOLICITATION

### INUIT BENEFITS PLAN

#### **PART A - INUIT BENEFITS PLAN (IBP)**

##### **Evaluation and Assessment of IBP Guarantee**

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation.

**BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP guarantee and that unverifiable statements may result in the tender being declared non-responsive.

#### **INUIT BENEFIT PLAN CRITERIA**

Canada requests that Bidders maximize the participation of Inuit people and businesses, as well as businesses located in the Nunavut Settlement Area (NSA), in the performance of this procurement. The Bidder's Inuit Benefits Plan (IBP) will be the document containing the Bidders' commitments related to these objectives. In its IBP, the Bidder should detail and support the achievability of its commitments related to Nunavut Benefits and Inuit Benefits, for each of the IBP criteria, as described in ANNEX G TO PART 4 OF THE BID SOLICITATION – INUIT BENEFITS PLAN EVALUATION.

The Bidder acknowledges that the IBP evaluation criteria represents Canada's solemn efforts to uphold Canada's constitutional obligations to the Inuit of Nunavut, and that the true value of IBP commitments may not be entirely pecuniary and, as such, cannot be fully represented by a dollar value alone.

The Bidder also acknowledges that, if selected to be the Contractor, the commitments in its IBP will become contractual obligations, and that in future solicitations processes, Canada will retain per the Standard Instructions the right to review past performances and records of delivering IBP obligations to determine a Bidder's ability to do so in future projects.

For follow-up purposes, the leaders of the modern treaty rights holders impacted by this procurement may receive copies of the Contractor's IBP, IBP Progress Reports and periodically receive performance monitoring results.

The requirements of the Agreement Between the Inuit of the Nunavut Settlement Area and His Majesty the King in Right of Canada apply to this procurement. Canada reserves the right to confirm validity of all declarations / guarantees.

Criteria No.	Point Rated Criteria	Point Ratings	Points
<b>Inuit Benefits Criteria (IBC)</b>			
<b>INUIT EMPLOYMENT:</b>			
<b>IB1</b>	<p><b>Bidders are requested to demonstrate their commitment to use on-site Inuit from the Nunavut Settlement Area, in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or subcontractor staff.</b></p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by on-site Inuit. On-site Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative, if applicable.</p> <p>An individual who is performing services related to the project for a contractor, sub-contractor, or supplier who has work related to the project; and an individual registered on the Nunavut Inuit Enrolment list</p> <p><b>NOTE:</b> Bidder must demonstrate how they will meet their Labour %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p><b>*This criterion is worth 10% of the bid evaluation points available.</b></p> <p>*** Holdback Conditions will apply to this criterion.</p>	<p><b>Points will be assigned based on a percentage % of the total points available:</b> ____% (Labour Commitment) x total points Available</p> <p><b>Example:</b></p> <p><b><i>Bidder commitments 25% of labour hours will be Inuit 25% of total points (10) 25 % x 10 = 2.5 points</i></b></p>	/10

<b>INUIT OWNERSHIP (OF PRIME AND SUB-CONTRACTORS):</b>			
<b>IB2</b>	<p>Bidders are requested to demonstrate the use of IFR contractor/sub-contractors / suppliers in carrying out the contract.</p> <p>Bidders will be evaluated on their firm commitment to use IFR sub-contractors for services or the procurement of supplies and equipment from IFR businesses.</p> <p>An IFR contractor/sub-contractors / suppliers must meet the following criteria:</p> <p>An IFR Firm shall be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and His Majesty the King in Right of Canada.</p> <p><b>*This criterion is worth 10% of the bid evaluation points available.</b></p> <p><b>*** Holdback Conditions will apply to this criterion.</b></p>	<p><b>Commitment to 0-3 IFR registered companies = 0 - 10 points.</b></p> <p><b>1 Company Registered with IFR = 6 points</b></p> <p><b>2 Companies Registered with IFR = 8 points</b></p> <p><b>3 Companies Registered with IFR = 10 points</b></p>	/10
Verification of Inuit businesses will be made through: The Inuit Firm Registry Database <a href="http://inuitfirm.tunnngavik.com/">http://inuitfirm.tunnngavik.com/</a>			

<b>Nunavut Benefits Criteria (NBC)</b>			
<b>LOCATION OF BUSINESS IN THE NSA</b>			
<b>NBC1</b>	<p>Bidders are requested to demonstrate the existence of the vendor or sub-contractors performing work under the government contract have new or existing head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.</p> <p><b>*This criterion is worth 10% of the bid evaluation points available.</b></p> <p>Holdback Conditions will apply to this criterion.</p>	<p><b>Contractor and/or Sub-Contractor:</b></p> <p><b>Head Office = 5 points</b> <b>Staffed Administrative Office = 3 points</b> <b>Other Staffed Facility = 2 points</b></p> <p><i>Points are awarded for any combination of contractor or sub-contractor offices located in NSA to a maximum of 10 points</i></p>	/10

	Verification of Inuit businesses will be made through: The Inuit Firm Registry Database <a href="http://inuitfirm.tunngavik.com/">http://inuitfirm.tunngavik.com/</a>	
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**IBP SCORE SUMMARY**

Criteria	Total Points Available	IBP Score	Weight of Total Score
Inuit employment:	10	/10	10%
Inuit ownership / Sub-contractors / suppliers:	10	/10	10%
Location in the NSA	10	/10	10%
<b>Grand Total</b>		<b>/30</b>	<b>30%</b>

**QUALIFICATIONS - TOTAL SCORE**

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Inuit Benefits Plan rating	0 - 30	30	0 – 30
Price Rating	0 - 70	70	0 – 70
Total Score		100	0 - 100



**PART B - BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

**TABLE 1 – LOCATION OF BUSINESS IN THE NSA**

<b>Provide Current Business address</b>		
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.		
<b>Provide Current Business Address</b>		
<b>Vendor Name</b>	<b>Vendor Address in the NSA</b>	<b>Nature of Presence in the NSA</b> 1. Head Office 2. Staffed Administrative Office 3. Other Staffed Facility

**TABLE 2 – INUIT EMPLOYMENT**

Total No. Of Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
Total Employee Hours for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non – Inuit Employee Hours</b>
Bidders to include the # of hours to be worked.		

**TABLE 3 – INUIT OWNERSHIP (OF PRIME AND SUB-CONTRACTORS):**

Total Est. Cost For Supplies/Materials, Equip and Services Procured From Inuit Companies for this Contract Total Bid Price = \_\_\_\_\_ %

<b>Company Name</b>	<b>Inuit Company</b>	<b>Non – Inuit Company</b>

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

Bidder to include the value of work to be Sub-Contracted.		
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NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations.		
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**Bidder Certification**

The Bidder must submit the following certification if an IBP guarantee is being provided, either at time of bid submission, or prior to contract award.

**INUIT BENEFITS PLAN CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The bidder certifies it's IBP guarantee for contracting submitted with its bid is accurate and complete.**

**ANNEX F 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**

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

**List of Names**

Name	Title

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

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Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

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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 G 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? <b>Yes</b> ( <input type="checkbox"/> ) <b>No</b> ( <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

**Solicitation No.:**  
5P420-23-0287/B

**Amendment No.:**  
00

**Contracting Authority:**  
Daniel Soucy

Ver.02.15.2023

**Client Reference No.:**  
N/A

**Title:**  
Air Charter Services – Community Consultations

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? <b>Yes ( ) No ( )</b>
---

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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