



**Canadian Council for Aviation & Aerospace**

**Request for Proposal No. 1341564 - 03**

Coordination of Development of Knowledge and Practical Examinations, for  
7 Aviation and Aerospace Occupations for the CCAA Accelerated  
Certification Project

**January 8, 2018**

Canadian Council for **Aviation & Aerospace**

*For a skilled workforce*



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## 1. RFP Details

<b>RFP Number:</b>	1341564 - 03
<b>Project Name:</b>	Coordination of Development of Knowledge and Practical Examinations, for 7 Aviation and Aerospace Occupations for the CCAA Accelerated Certification Project
<b>RFP Closing Date:</b>	January 22, 2018 at 15:00 hours (Eastern)
<b>Proposal Delivery Addresses:</b>	
[See section 3 for detailed submission requirements]	
<b>Electronic Submission:</b>	<a href="mailto:tdaviswoodhouse@avaerocouncil.ca">tdaviswoodhouse@avaerocouncil.ca</a> .
<b>Hard-Copy Submission:</b>	Theresa Davis-Woodhouse Director of Project Management Re: RFP No. 1341564 - 03 Canadian Council for Aviation & Aerospace 105-1785 Alta Vista, Ottawa ON K1G 3Y6
<b>CCAA Contact:</b>	Leslie Hogan Project Manager Telephone: 613-727-8272 extension 225 Email: lhogan@avaerocouncil.ca
<b>Detailed Requirements</b> (including required vendor services and evaluation criteria):	Attached as Appendix A
<b>Definitions:</b>	Attached as Appendix C
<b>Standard Contract Provisions:</b>	Attached as Appendix D
<b>Proposal Submission Letter:</b>	Attached as Appendix E

## **2. Request for Proposals**

Bidders are invited to submit a Proposal for the provision of the Services, Materials and Deliverables as specified in this Request for Proposals (RFP). This RFP will be conducted with the objective of maximizing the benefit to the CCAA, while offering Bidders a fair opportunity to participate. Bidders are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition of this RFP may result in an unaccepted Proposal.

### **2.1 Overview**

Canadian Council for Aviation & Aerospace (CCAA) has issued this Request for Proposals (RFP) to solicit proposals from interested and qualified persons and organizations to provide development of 7 knowledge exams for select aviation and aerospace occupations, and the materials for 7 practical exams.

The overall objective of the CCAA Accelerated Assessment project is to create a process for skilled foreign workers, and underemployed or unemployed Canadians, to fill the shortages in the Canadian aviation and aerospace industry. This project will provide tools and a process to help individuals obtain employment which is aligned with their skills, to reduce “skills-mismatch”. CCAA will use a number of its existing tools to create the program to do this. This project will create a process for assessing foreign, and Canadian, workers against industry occupational standards. It will also provide an accelerated certification process for those not yet qualified for certain occupations, and a job matching process. This will be an industry-based recognition program, for non-regulated aviation and aerospace occupations only.

This RFP is related to the development/customization of examinations tools that can be accessed abroad and in Canada. By using this Assessment site, candidates will be able to assess their skills against 17 of the occupational standards CCAA has developed. Candidates, will be able to read job profiles for the 17 occupations and self-declare which one most closely matches their skills set. Candidates will be able to fill in an on-line questionnaire that will determine how close a match their skill set is compared to the National occupational standard. The assessment site will also provide career path information and referrals to jobs which are related to aviation occupations, but would be used as an alternative to build experience while a candidate acquires the necessary training, skills, or licensing to enter an aviation occupation. And the site will house the knowledge and practical exams for 7 occupations. Successful candidates will become eligible for certification according to Canadian National Occupational Standards.

Capitalized terms used in this RFP are defined in the attached Appendix C.

### **2.2 The Canadian Council for Aviation & Aerospace**

CCAA is a not-for-profit, national organization that brings together business, industry associations, educators, labour and governments. CCAA is focused on implementing solutions to the specific skills and demographic needs of the industry, to help ensure industry has sufficient workers with the necessary skills to meet the projected growth of the industry.

Please see our website at [www.avaerocouncil.ca/](http://www.avaerocouncil.ca/) for more information about CCAA.

### **2.3 CCAA Contact**

If you require further information or have any questions regarding this RFP or its requirements, please contact the CCAA Contact person identified in the RFP Details.

### **3. RFP Process**

#### **3.1 Closing Date**

CCAA must receive Proposals before 15:01 hours (Eastern) on the RFP Closing Date. The official time of receipt of Proposals will be determined by the time and date stamp marked on the Proposals upon receipt by CCAA. CCAA will not accept or consider Proposals received after that time.

CCAA reserves the right, in its sole discretion, to extend the deadline for receipt of Proposals. However, CCAA has no obligation to do so.

#### **3.2 Technical Clarifications**

Bidders may submit questions to CCAA to clarify various technical requirements of this RFP. All questions and CCAA responses will be transmitted to all participating Bidders who have made known their intent to participate in this RFP at the time the information is transmitted. Bidders who join the RFP after such transmissions have already taken place will receive a copy of all transmissions to date.

All such communications will be done by email.

All requests for information and questions related to this RFP's requirements should be sent to the CCAA Contact person specified in the RFP Details.

#### **3.3 Proposal Submissions**

Proposals may be delivered in either electronic or hardcopy formats, as described below. CCAA may reject ambiguous, unclear or unreadable Proposals.

##### **(a) Electronic Submission**

Proposals may be delivered by email to the address specified in the RFP Details, with the RFP number clearly set out in the subject field. Electronic submissions must contain an electronically-signed Proposal and proposal submission letter, both in PDF format.

##### **(b) Hard-Copy Submission**

Hard-copy Proposals may be delivered by hand or courier to the physical address specified in the RFP Details. CCAA will not accept postal or facsimile submissions. Each bidder must submit 2 bound copies of the Proposal. Proposals must be sealed and clearly marked with the RFP number.

#### **3.4 Proposal Content and Format**

##### **(a) Proposal Content**

The Bidder is encouraged to provide all relevant information it believes will demonstrate its competency in meeting this RFP's objectives and requirements. However, at a minimum, each Proposal shall include and/or account for the following:

##### **(i) Bidder Profile**

The Proposal should include:



- A brief introduction of the Bidder, identifying the members of the Consortium (if applicable) and the Prime Bidder who will be the Consortium's contact with CCAA.
- The Bidder's full legal name. In the case of Consortium Proposals, the full legal name of the Prime Bidder and each Consortium member must be provided.
- A Bidder (or, in the case of Consortium Proposals, the Prime Bidder) contact person for all questions and clarifications arising from the Proposal. The contact information should include the person's title, mailing address, e-mail, telephone, and facsimile number.
- A Bidder (or, in the case of Consortium Proposals, the Prime Bidder) contact person authorized to participate in Contract finalization. The contact information should include the person's title, mailing address, e-mail, telephone and facsimile number.
- A response (acceptance and descriptive response as appropriate) to each of the requirements identified in this RFP.
- Details of any and all subcontracting arrangements proposed by the Bidder.
- The Proposal submission letter included in this RFP as Appendix E, or a similar representation of the same information.

**(ii) Consultant Competencies**

The Proposal should include the competencies of the team or consultant as they relate to the project requirements and describe how they will guide each step.

The Bidder shall also identify the resources the Bidder will assign to the project and indicate their availability to this project and commitments to other ongoing jobs.

**(iii) Cost**

The Proposal should include a budget (in Canadian dollars) for all phases of the project, including travel cost but excluding applicable taxes. The cost is to be shown separately for each element of the RFP requirements.

All options, where requested, are to be costed and shown separately.

If the Bidder includes travel in the project plan it must be included in the costs set out in the Proposal.

**(iv) Appendices**

If the Bidder wishes to include any other material not specifically requested by this RFP, it may do so by including additional appendices in its Proposal.

**(v) Signature**

The Proposal should be signed by a person who is authorized to sign on behalf of the Bidder.

**(vi) Working Language**

CCAA's working language is English and all Proposals must include a copy in English.



## **(b) Proposal Format**

To facilitate ease of evaluation by the CCAA and to ensure that each Proposal receives full consideration, Proposals should be organized in the following format using the section titles and sequence listed below (a tab divider should separate each section when in paper format):

- Proposal submission letter (Appendix E)
- Table of Contents
- Executive Summary (maximum of 3 pages)
- Bidder Profile
- Sub-contracted Bidder profiles (if applicable)
- Staff /Contractor Resumes
- Acknowledgement of RFP Administration Terms and Conditions
- Standard Contract Provisions (Appendix A)
- Functional Requirements Response
- Pricing
- Bidder references
- Appendices

### **3.5 Consortium**

Bidders may team with other persons, entities or organizations for the purpose of providing the Services and Materials, but all such 'consortium' arrangements must be identified (name of entity, organization and persons involved in the completion of the work and what portion of the work for which each would be responsible). The Proposal must clearly identify who is the prime contractor and who is (are) the subcontractor(s). If the winning Bidder has a 'consortium' arrangement, the prime contractor shall be solely responsible for the performance of its subcontractors in all aspects of their work.

### **3.6 Bidder Expenses**

The Bidder is responsible for all costs of preparing and presenting its Proposal and for its own legal costs associated with finalization of the Contract.

### **3.7 Changing or Withdrawing Proposals**

A Bidder may amend or withdraw a Proposal prior to the RFP Closing Date by submitting a clear and detailed written notice to CCAA.

### **3.8 Period of Commitment**

All Proposals are irrevocable and binding on the Bidder for 90 days after the RFP Closing Date, and may not be altered by subsequent offerings, discussions, or commitments unless CCAA requests the Bidder to do so.

### **3.9 No Proposal Return**

Proposals and accompanying documentation submitted by Bidders are CCAA's property and will not be returned.

### **3.10 CCAA's Right not to Proceed**

CCAA reserves the right, in its sole discretion, to not accept any of the Proposals submitted and in such case the Bidder acknowledges and agrees that it shall have no claim whatsoever against CCAA.

### **3.11 Verification**

CCAA reserves the right to verify any statement or claim contained in any Proposal or made subsequently in any interview or negotiation. CCAA may make any such verification by whatever means it deems appropriate, including by contacting the references provided by the Bidder or by contacting other parties that are not provided as references by the Bidder.

By submitting a Proposal, the Bidder consents to CCAA verifying any information from third parties (including the Bidder's bank) and receiving additional information relating to the Bidder, its directors, officers, shareholders or owners and any other person associated with the Bidder as CCAA may require. CCAA will not enter into negotiations for a Contract with a Bidder whose references, whether provided by the Bidder or obtained otherwise by CCAA, are found, in CCAA's opinion, to be unsatisfactory.

### **3.12 Shortlist Presentations (may not be required)**

CCAA may establish a shortlist of Bidders and require short-listed Bidders to make formal presentations regarding their Proposal at the CCAA offices. At any such presentation, Bidders shall demonstrate how their solution will address the requirements and expectations described in the RFP documentation. These presentations will be made at no cost to CCAA.

### **3.13 Best and Final Offer Process**

CCAA reserves the right to undertake a "Best and Final Offer" process prior for the final selection of the preferred Bidder. The "Best and Final Offer" process, if employed, will be conducted as follows:

CCAA may select Bidders to prepare a "Best and Final Offer". The necessity, scope and timing of such a "Best and Final Offer" process will be at CCAA's sole discretion.

Details regarding the manner and form of the "Best and Final Offer" process and expected deliverables to be included therein, will be provided in advance to those Bidders selected to submit a "Best and Final Offer".

CCAA will provide Bidders with a set period of time in which Bidders to carry out activities regarding the "Best and Final Offer" process, including, but not limited to, confirming assumptions under which their Proposals were developed, conducting whatever due diligence is deemed reasonable and necessary under the circumstances, proposing revisions to their Proposals based on the results of those activities, and providing more specific and detailed responses in areas to be identified by CCAA.

Any modifications to approaches, prices or commitments contained in the Bidder's Proposal and/or shortlist presentation, if any, must be clearly presented and justified on the basis of the new or additional information or requirements secured during this process. CCAA reserves the right, in its sole discretion, to judge the acceptability of such proposed modifications.

## 4. Selection Criteria

In addition to any specific evaluation criteria set out in the Detailed Requirements, CCAA will consider the following general criteria when evaluating the Proposal:

- Proposal format/bid requirements met
- Cost (fair market value)
- Consultant knowledge of and experience with application development for secure online delivery
- Consultant knowledge of and experience with the aviation and aerospace sector
- Ability to meet required vendor services
- Ability to meet weighted criteria
- Process (Details of how the Bidder would guide the project)
- Schedule
- Samples of past related work
- References
- Value added

## 5. Contract

### 5.1 Contract Negotiations

The basis of any Contract negotiations between CCAA and a Bidder will be the standard contract provisions set out in the attached Appendix D and any comments on these provided by the Bidder in its Proposal. The Contract negotiations may also involve clarifications, non-material modifications or variations to the scope, venue, duration, timing or pricing of the Services or to a Proposal generally. The Bidder, by submitting its Proposal, agrees to negotiate in good faith with a view to executing a Contract. Award of a Contract is in all cases conditional on the Bidder executing a Contract with terms and conditions acceptable to CCAA.

CCAA may elect to divide the Services into more than one Contract and enter into negotiations with a Bidder with respect to a portion of the Services, and award more than one Contract with respect to the Services.

### 5.2 Contract Finalization

CCAA will enter into a Contract with the Supplier for the provision of the Services, Materials and Deliverables. The Contract will be based on the standard contract provisions set out in the attached Appendix D.

If, in CCAA's opinion, it appears that the Contract will not be finalized with the Supplier within 30 days after the RFP Closing Date, CCAA may undertake negotiations with other Bidders submitting responsive Proposals.

### **5.3 Order of Precedence**

This RFP and the Proposal shall form part of the Contract. In the case of any conflict, discrepancy, error or omission between this RFP, the Proposal, and the Contract, the documents shall take precedence and govern in the following order:

1. The Contract
2. The Request for Proposal
3. The Proposal

### **5.4 Standards of Care**

The Bidder shall perform the Services with reasonable skill, care and diligence and in accordance with the standards of care practiced by leading national and international suppliers of services similar to, or the same as, the Services.

## **6. General Terms**

### **6.1 Consent to Use of Information**

The Bidder consents to, and has obtained the written consent from any individuals identified in its Proposal for, the use of their personal information in the Proposal by CCAA and its employees, subcontractors, professional advisors and agents to enable CCAA to evaluate the Proposal and to use this information for CCAA's other program purposes.

### **6.2 Confidentiality and Security of Information**

The Bidder shall, and shall ensure that its employees, directors, officers, contractors, subcontractors, and agents shall:

- Keep strictly confidential all information concerning CCAA or third parties, or any of the business or activities of CCAA or third parties, acquired as a result of participation in this RFP ("Confidential Information");
- only use and/or copy Confidential Information as necessary for the purpose of submitting a Proposal;
- only disclose Confidential Information upon CCAA's prior written authorization;
- maintain security standards regarding the Confidential Information, including control of access to data and other information, consistent with the highest standards of business practice in the industry; and
- not disclose to CCAA any confidential information of any third party in the Bidder's possession while such information remains the confidential property of any such third party.

The Bidder agrees that it shall be fully responsible to CCAA for any breach or violation of the requirements set out above regarding Confidential Information by any of its employees, directors, officers, contractors, subcontractors, and agents.

### **6.3 Access to Information and Privacy**

The Bidder acknowledges that:

The Access to Information and Privacy Act (ATIP) of the Government of Canada applies to all information and records relating to, or obtained, generated, created, collected or provided under this RFP or the Contract and which are in the custody or control of CCAA.

ATIP imposes an obligation on CCAA, through this RFP and the Contract on the Bidder, to protect the privacy of individuals to whom information relates. The Bidder shall protect the confidentiality and privacy of any individual's personal information accessible to the Bidder or collected by the Bidder pursuant to this RFP or the Contract.

For the records and information obtained or possessed by the Bidder in connection with or pursuant to this RFP or the Contract, and which are in the custody or control of CCAA, the conduct of the Bidder must be of a standard consistent with ATIP when providing the services or carrying out the duties or other obligations of the Bidder under this RFP or the Contract.

The purpose of collecting personal information for this RFP is to enable CCAA to ensure the accuracy and reliability of the information, to evaluate the Proposal, and for other related program purposes of CCAA. The Bidder may contact the Project Manager identified in this RFP regarding any questions about collection of information pursuant to this RFP.

### **6.4 Terms and Conditions**

The Supplier must prepare and submit a final work plan and project schedule and present it to CCAA no later than 10 days after Contract signing.

### **6.5 Disclosure**

Funding for this project is provided in part by the Sectoral Initiatives Program (SIP) and is subject to Public Works and Government Services Canada (PWGSC) procurement directives. Any conflicts of interest as described in those directives must be disclosed by the Bidder in its Proposal.

### **6.6 No Contractual or Legal Obligations**

This RFP is not intended to constitute, or be interpreted as, a call for tenders, and the submission of a Proposal is not intended to create any contractual or other legal obligations or duties whatsoever owed to any Bidder by CCAA, including any obligation or duty to accept or reject a Proposal, to enter into negotiations or decline to enter into or continue negotiations, or to award or not award a Contract. Without restricting the previous sentence, no contractual or legal obligations in relation to this RFP or the Services will exist between the Bidder and CCAA until the execution of a Contract with that Bidder, except for any waivers, releases, exclusions or limitations of liability, confidentiality and/or indemnity obligations made, given or accepted by the Bidder in this RFP or otherwise in connection with the RFP process.

### **6.7 Rejection of Proposals and Cancellation of RFP**

CCAA is not bound to select a preferred Bidder or accept any Proposal and reserves the right to postpone or cancel this RFP at any time for any reason whatsoever and to proceed with the Services in some other

manner separate from this RFP. CCAA reserves the right to accept or reject any Proposal in whole or in part for any reason. Without limiting the foregoing, CCAA will not be bound to accept the lowest-priced Proposal.

## **6.8 Waiver of Deficiencies**

If a Bidder submits a Proposal that does not satisfy every request or requirement by CCAA as described in this RFP, CCAA may waive that deficiency, may seek clarification or additional information from the Bidder, or may consider and treat the Proposal as compliant with the requirements of this RFP.

## **6.9 Media Releases, Public Disclosures and Public Announcements**

A Bidder shall not, and shall ensure that its team members and consultants do not, issue or disseminate any media release, public announcement or public disclosure (whether for publication in the press, on the radio, television, internet or any other medium) that relates to the RFP or any matters related thereto, without CCAA's prior written consent.

Neither the Bidder nor any of its team members or consultants shall make any public comment, respond to questions in a public forum, or carry out any activities to either criticize another Bidder or Proposal or to publicly promote or advertise their own qualifications, interest in or participation in the RFP without CCAA's prior written consent (which consent may be withheld at CCAA's discretion).

For the purpose of greater clarity, this section 6.9 does not prohibit disclosures necessary to permit the Bidder to discuss the RFP with prospective team members or subcontractors but such disclosure is permitted only to the extent necessary to solicit those team members' or subcontractors' participation in the RFP.

## **Appendix A Detailed Requirements**

The key objective of the overall Accelerated Assessment project is to provide a comprehensive online self-assessment site that represents and houses tools for CCAA's Accelerated Assessment Process. On the Assessment site, candidates will find job profiles, career path information, self-assessments for 17 occupations, and access to knowledge and practical exams, for individuals looking to enter the Canadian Aviation and Aerospace maintenance and manufacturing labour market.

### **General requirements for Exam development**

The consultant will establish examination development guidelines, and monitor, correct and assist the Subject Matter Expert's, SME's, who provide the content for examination materials. This comprises both the knowledge examination and the practical examination. This includes, for each of the 7 occupations, developing the examination question bank with multiple choice questions, any required weighting criteria, and models of administrative forms such as results summaries.

The consultant will work with CCAA and its information technology consultants to integrate the online knowledge exams and the materials for the practical exams, to the CCAA Assessment site.

The consultant will provide CCAA a detailed workplan with tasks, milestones, and deadlines.

The consultant will assist in the testing of the examination materials and provide constructive critiques to CCAA.

The consultant may be required to assist CCAA with the presentation of the Assessment process and examinations at focus groups across Canada, where activities may include the validation and critique of the materials and the assessment process by industry and education experts. Expenses and costs related to these presentations will be compensated by CCAA, therefore not to be calculated as part of this response.

### **Requirements for Developing 7 Online Knowledge Exams**

The consultant will assure that the knowledge exams will be developed in alignment with the consultant's examination development guidelines, the Accelerated Assessment process, and that they are written and critiqued by SME's, tested and then integrated to the existing CCAA Assessment Site.

The occupations which are the subjects of the knowledge exams are: aircraft maintenance technician, avionics technician, aircraft structure technician, gas turbine engine technician, composites fabricator, aircraft interiors technician, and aviation machinist.

The knowledge exams, based on CCAA Occupational Standards and logbooks, are intended to be accessible anywhere around the world. In addition to the question bank items, the scope of the knowledge exams includes models of instructions to the user, application forms, results

summary. It is important that users be able to perform knowledge gap analysis easily with the results of the exams.

The materials must be submitted in Excel format to be converted online as part the CCAA Assessment Website.

The scope of this project includes orientation, training and presentation materials for CCAA staff to use while demonstrating the assessment system to industry and educators, and at national focus groups, webinars and meetings.

The consultant will test the knowledge exams with appropriate educators, and employers to validate their efficacy, and to gather feedback to perform subsequent revision.

All final materials are to be delivered in English.

### **Requirements for Developing 7 Practical Exams**

The consultant will develop practical exams to accompany the 7 online knowledge exams for key aviation & aerospace occupations. These occupations are: aircraft maintenance technician, avionics technician, aircraft structure technician, gas turbine engine technician, composites fabricator, aircraft interiors technician, and aviation machinist.

These practical exams are part of a comprehensive skill testing process which includes a person's qualifications, work history and self-assessment results. The consultant will assure that the examination materials are appropriate to the CCAA Assessment process.

Working with SME's, the consultant will guide the development of practical examination guidelines for both the applicant and the examiner, occupation specific challenges with expected outcomes (the practical exam itself), correction and scoring criteria, and evaluation forms.

Materials that support the examination, such as tool lists, material lists, lists of reference materials, evaluation checklists, are required.

The consultant will work with CCAA to test and validate the examinations, and assist in the process of revision. It is important that users be able to perform skill gap analysis easily with the results of the exams.

The materials must be submitted in Excel format to be converted online as part the CCAA Assessment Website.

Working with CCAA the consultant will assure that the materials for the practical exams are integrated to the CCAA Assessment Site, and so, can be delivered in post-secondary institutions, or professional workplaces by authorized examiners.

### **Subject Matter Experts (SME's)**

The consultant will include in the proposal the number of SME's (assigned to each occupational standard) and how many work days will be required of each to complete the examination materials. CCAA will assist the consultant in contacting SME's if needed, and will arrange the work agreement directly with the SME based on the consultant's estimated number of work days.



## Summary

The CCAA Accelerated Assessment Process materials: the 7 knowledge exams, and materials for the practical exams, the job profiles, the candidate job matching and career information will all be made available through the CCAA Accelerated Assessment site which already houses the self-assessments for 17 occupations. Users of the site will also be directed to CCAA's Magnet job-matching database for students, job seekers and employers, and to the Canada job bank.

These tools are being developed as part of a two-year project funded by ESDC. During the course of the project there will be no charge for users to use them; however, this may change once the funding ends. There may be some cost recovery from users of the system, but this cost/recovery cannot be prohibitive on a per user basis.

**a) Required Vendor Services**

Services for Knowledge Exams	Desired
Attend a kick off meeting to discuss the development of the knowledge exams	Yes
Review the occupational standards which serve as the basis of the knowledge exams	Yes
Provide a preliminary test blueprint for the knowledge exams	Yes
Develop a small sample of questions (20) based on one occupation for CCAA's review	Yes
Identify tasks or knowledge which is common to all 7 occupational standards	Yes
Assist CCAA identify and engage SME's for each occupation (as necessary)	Yes
Develop a guidance document for the SME's on the development of examination items, and the use of the occupational standards	Yes
Working with the SME's, develop and submit a pool of 120 official test questions and multiple-choice answers, written in plain and straightforward language for each of the 7 occupations, based on CCAA standards: aircraft maintenance technician, avionics technician, aircraft structure technician, gas turbine engine technician, composites fabricator, aircraft interiors technician, and aviation machinist	Yes
Provide a final test blueprint from which future knowledge tests can be made, and list of reference and study materials (if applicable) Provide any instructions to the applicant, any required references, and a model of the evaluation report and summary to the applicant	Yes
Submit 3 versions of the knowledge exam, each with 40 questions and multiple-choice answers, and the accompanying guidance and administrative models.	Yes
Conduct field testing on sample tests	Yes
Assist CCAA's information technology consultants with the integration of the knowledge exam to the CCAA Assessment site	Yes

Services for Practical Exams	Desired
Attend a kick off meeting to discuss the development of the practical exams	Yes
Review the occupational standards which serve as the basis of the exams	Yes
Provide a preliminary test blueprint for the practical exams	Yes
Develop a small sample of practical “activities” (20) based on one occupation for CCAA’s review. This includes instructions to the examiner, and required tools and materials, and a model of the evaluator’s report and summary to the applicant	Yes
Working with CCAA and SME’s, develop a pool of official test “activities” and matching evaluation criteria, written in plain and straightforward language for each of the 7 occupations, based on CCAA standards: aircraft maintenance technician, avionics technician, aircraft structure technician, gas turbine engine technician, composites fabricator, aircraft interiors technician, and aviation machinist	Yes
Submit the pool of activities and evaluation criteria for each occupation in Excel format	Yes
Provide a final practical examination blueprint from which future exams can be made	Yes
Drawing on the examination question bank, submit 2 versions of the practical exam, with the evaluation criteria and the accompanying guidance and administrative models.	Yes
Conduct field testing on sample tests	Yes
Assist CCAA’s information technology consultants with the integration of the practical examination materials to the CCAA Assessment site	Yes
Ongoing support costs if any	Yes

### Appendix B Evaluation Criteria

The following table shows the weighted criteria used to assess bids for this RFP.

Criteria	Weighting
Vendor capability to provide services	40%
Vendor experience	20%
Workplan	15%
Price	25%

## Appendix C Definitions

In this RFP, the following terms have the following meanings:

**Bidder:** Person or entity submitting a Proposal in response to this RFP.

**CCAA:** Canadian Council for Aviation & Aerospace

**Consortium:** Two or more Bidders who partner together to submit a single Proposal.

**Contract:** The written agreement between the Supplier and CCAA under which the Supplier will provide the Services, Materials and Deliverables set out in this RFP.

**Deliverables:** The deliverables specified in this RFP to be provided by the Supplier to CCAA.

**Materials:** All working papers, surveys, notes, plans, designs, reports, records, studies, drawings, examinations, assessments, procedures, specifications, evaluations, results, conclusions, interpretations, calculations, analyses, systems, software, source code, documents, writings, programs, hardware, devices, data or any components of these, regardless of how they are represented, stored, produced, or acquired.

**Prime Bidder:** The Bidder in a Consortium who is responsible for the provision of all Services, Materials and Deliverables and who is accountable for all terms and conditions of the Contract.

**Proposal:** The Bidder's response to this RFP, and includes all of the Bidder's attachments and presentation materials.

**Request for Proposals (RFP):** This solicitation for the Services, Materials and Deliverables, including attached appendices.

**RFP Details:** The specific information set out in section 1 of this RFP.

**Services:** The functions, duties, tasks, and responsibilities to be provided by the Supplier as described in this RFP.

**Supplier:** The Bidder that is awarded the Contract to fulfill the requirements of this RFP (i.e. the winning Bidder).

Section headings are used for convenience only, and they do not affect the meaning or interpretation of the clauses. Words in the singular include the plural and vice versa.

## **Appendix D Standard Contract Provisions**

CCAA considers each of the provisions below as highly desirable. The Bidder's response to each of such provisions will be considered in the evaluation of its Proposal. The balance of the Contract will be finalized between the preferred Bidder and the CCAA.

The Bidder's Proposal must include a written response to each of the following provisions by indicating either:

**"Met"** means that the Bidder accepts the provision exactly as drafted, without qualification; or,

**"Not Met"** means that the Bidder does not accept the provision exactly as drafted, without qualification. If the Bidder does not accept a provision exactly as drafted without qualification, the appropriate response is "Not Met" and the Bidder must provide in their Proposal the alternative wording that the Bidder desires.

If the bidder responds, **"Not Met"** to any of the following provisions, the Bidder should explain how the proposed alternative wording is balanced in terms of the rights and obligations of the parties.

### **6.1 Governing Laws**

The Contract, the RFP and the Proposal will be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein. CCAA and the Bidder hereby attorn to the courts of the Province of Ontario and agree that any action commenced in respect of the Contract, the RFP or the Proposal will be initiated and brought before the courts in the City of Ottawa, Ontario, Canada.

### **6.2 Third Party Claims**

The Bidder agrees to hold harmless CCAA, its employees, subcontractors and agents from any and all third party claims, demands, or actions: (i) for which the Bidder is legally responsible, including those rising out of negligence or willful acts of the Bidder, its employees, subcontractors or agents; and (ii) based upon the infringement or violation of any patent, copyright, trade secret, industrial design, trade mark or any other proprietary right.

### **6.3 Responsibility and Liability**

The Bidder shall be responsible for all losses, costs and damages to the real or tangible personal property of CCAA where the Bidder is legally responsible, including negligence, or willful harm of the Bidder, its employees, subcontractors or agents.



## **6.4 Safety and Security**

The Bidder, its employees, subcontractors, and agents when using any CCAA buildings, premises, hardware and software shall comply with all safety and security policies, regulations and directives relating to those buildings, premises, hardware and software.

## **6.5 Insurance**

The Bidder shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with the *Insurance Act* (Ontario) (or equivalent), in an amount not less than \$1,000,000.00. Canadian inclusive per occurrence insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability. The Bidder shall, upon request of CCAA, provide copies of insurance documents in a form acceptable to CCAA.

All required insurance shall be endorsed to provide CCAA with 30 days advance written notice of cancellation or material change.

The Bidder shall comply with the *Workplace Safety and Insurance Act* (Ontario), when such Act applies, and shall upon request by CCAA; deliver to CCAA a certificate from the Workplace Safety and Insurance Board showing that the Bidder is registered and in good standing with the Board.

## **6.6 Assignment**

The Bidder shall not assign, subcontract or transfer of any of its rights, obligations or interests, other than identified in the Contract, without the written consent of the CCAA. Should CCAA consent to such an assignment, subcontracting or transfer of rights, obligations or interests to a third party, the Bidder shall remain responsible for performance by the Bidder and any such third party under the Contract.

## **6.7 Other Provisions**

As part of the Bidder's response to this section of the RFP, any proposed license, maintenance or lease agreement that the Bidder will require, must be included in the Proposal. In the case of conflicts, discrepancies, errors or omissions among the proposed license, maintenance or lease agreements and the Contract provisions listed under Appendix A of the RFP and listed as "Met" in the Proposal, the Contract provisions listed under Appendix A of the RFP and listed as "Met" in the Proposal shall take precedence and govern.

## Appendix E Proposal Submission Letter

(Date, 2018)

Attention: Theresa Davis-Woodhouse, Director of Project Management  
Canadian Council for Aviation & Aerospace  
105-1785 Alta Vista Drive  
Ottawa, Ontario  
K1G 3Y6

RE: REQUEST FOR PROPOSAL NO. 1341564 - 02  
Online Tool to House 7 Knowledge and 7 Practical Examinations, and  
Career Information Materials for Aviation and Aerospace Occupations for  
the CCAA Accelerated Certification Project

Enclosed is our Proposal submitted in response to this RFP.

Authorized Signature

Contact information including name, title, address, telephone and fax number.

