

**Request for Proposal (RFP)**  
**Fixed Wing Aircraft Transportation Services**  
**For Matawa First Nations**



**MATAWA FIRST NATIONS**



## TABLE OF CONTENTS

SECTION I	INTRODUCTION	3
SECTION II	PROPOSED SCHEDULE	4
SECTION III	BACKGROUND	5
SECTION IV	PROJECT SPECIFICATIONS	6
SECTION V	WRITTEN PROPOSAL CONTENTS	8
SECTION VI	WRITTEN PROPOSAL EVALUATION	10

## SECTION I – INTRODUCTION

Matawa First Nations Management is a Tribal Council of nine Ojibway and Cree First Nations in Northern Ontario. The name 'Matawa' was originally chosen by the Chiefs in 1988 because in the Ojibway and Cree languages it is used to refer to the meeting of rivers. All of the Matawa communities inhabit areas on or near one of the major rivers that flow in the vast region. The Matawa First Nations consist of five remote communities (Eabametoong, Marten Falls, Neskantaga, Nibinamik, Webequie) and four road access communities (Aroland, Constance Lake, Ginoogaming, Long Lake #58).

Matawa First Nations Management works with the Native Camps Operators Alliance (NCOA) a group of remote, fly in fishing and hunting outpost camps owned and operated by First Nations People of Matawa First Nations in Northwestern Ontario. The camps are beautiful, rustic log cabins, handcrafted by the owners themselves who have been providing top notch wilderness vacations since early in the new millennium.

The objective of this RFP is to procure the services of aircraft operator(s) and fixed wing aircraft that meets the stated qualification requirements of the Native Camp Operators Alliance as outlined herein. The Air Operator shall provide the transportation service using fixed wing aircraft (floatplane) capable of providing service for the upcoming season. The Native Camp Operators Alliance are also interested with exploring potential partnerships for revenue sharing agreements if more business opportunities were to be promoted and secured, this could be mentioned in the proposal.

The Native Camp Operators Alliance current expectation is that the Selected Respondent(s) will begin to provide the Air Transportation Service from May 1, 2017 to September 30, 2017. The intention is to enter into the Agreement(s) for an initial term of (1) year upon commencement of the contract with an option in favour of Matawa to renew additional terms at the discretion of NCOA. Matawa also reserves the right to renegotiate the price at the renewal of each term to reflect fair market prices. Air transportation providers are invited to submit proposals for consideration as outlined in this packet. All inquiries concerning the RFP should be directed to:

Jason Paul Rasevych  
Economic Development Advisor  
Matawa First Nations Management  
233 Court Street South, 2<sup>nd</sup> Floor  
Thunder Bay, Ontario, Canada, P7B 2X9  
Phone: (807) 344-4575  
Fax: (807) 344-2977  
E-mail: [jrasevych@matawa.on.ca](mailto:jrasevych@matawa.on.ca)

## SECTION II – PROPOSED SCHEDULE

This proposed schedule is subject to change in case of unforeseen circumstances:

<u>DATE</u>	<u>EVENT</u>
FEBRUARY 10, 2017	RELEASE OF REQUEST FOR PROPOSAL
MARCH 10, 2017	PROPOSAL SUBMISSION DEADLINE
MARCH 10-25, 2017	PROPOSAL REVIEW
APRIL 1, 2017	FINAL SELECTIONS ANNOUNCED
MAY 1, 2017	PROPOSED CONTRACT START DATE
SEPTEMBER 30, 2017	CONTRACT END DATE (potential for annual renewals)

### **SECTION III – BACKGROUND**

The Native Camp Operators Alliance is a group of remote, fly in fishing and hunting outpost camps owned and operated by First Nations People of Matawa First Nations.

All seven of the camps within the group are located somewhere within three of the five main watersheds of Ontario: the Winisk River, the Attawapiskat River and the Albany River, all of which flow into James Bay or Hudson Bay. Most of the camps are located anywhere from 300 miles to 500 miles north, northwest or northeast of the city of Thunder Bay.

All camps are remote and accessible only by float plane. In the past guests have travelled from Thunder Bay International airport to one of the floatplane bases located in either Pickle Lake or Armstrong, then to the camps.

The scope of the work is to transport passengers, equipment, goods and supplies as required between established airstrips or any suitable landing places for the outpost camps in Northwestern Ontario or other areas of interest to the NCOA.

The float plane provided will be fully operated, meeting the requirements of this mandatory availability period and the specifications for operation.

The aircraft will be on call, NCOA will place request a week prior to flight. Once requested if the flight is cancelled for reasons other than weather the NCOA guarantees a minimum payment equal to one flight hour. The respondent may propose a single aircraft type or combination of types.

**MANDATORY AVAILABILITY PERIOD: May 1 through September 30, 2017**

## **SECTION IV – PROJECT SPECIFICATIONS**

The service provider will agree to act as the "Approved Vendor" for the **MATAWA FIRST NATIONS** (Matawa). The following is a detail description of the services that the vendor will provide to Matawa.

### **A. SCOPE OF CONTRACT**

(1) The intent of this solicitation and any resultant contract is to obtain services of aircraft fully operated by qualified personnel and equipped to meet specifications for use during the Mandatory Availability Period and any extensions thereof. The aircraft will be made available for the exclusive use of the NCOA.

The types of service which the aircraft will generally be required to perform include but are not restricted to: transportation of passengers, equipment, and supplies.

(2) Aircraft will be required to operate out of remote areas and must be of a design and power to adequately perform over and from such areas.

(3) Matawa may designate alternate bases for temporary operation within the boundaries of the Native Camp Operators Alliance Region.

### **B. CERTIFICATIONS AND OPERATIONS**

(1) Contractors must be currently certified to provide services as Air Taxi Operators and Commercial Operators of Small Aircraft.

(2) Aircraft shall be maintained and operated in accordance with the requirements of the Aviation Regulations.

### **C. AIRCRAFT GENERAL REQUIREMENTS**

Aircraft shall be fixed-wing floatplane and must be furnished with seating for a minimum of six (6) passengers (Pilot plus 6).

Alternate aircraft may be supplied by the respondent when requested or agreed by Matawa. All alternate aircraft offered shall meet all contract specifications.

Exterior paint shall be in like new condition and be so maintained; likewise upholstery and glass must be in excellent condition and be so maintained. Military or other low visibility paint schemes are unacceptable. The Contracting Officer for Matawa may approve other variations.

### **D. PILOT REQUIREMENTS - GENERAL**

The Contractor shall furnish pilots and shall submit in writing to the Contracting Officer the name of each pilot assigned to the designated base(s). The Contractor shall identify each base to which the pilot is assigned under the Matawa contract and shall furnish a schedule of the pilot's utilization at each base.

(1) Each pilot shall display upon demand a Commercial or Airline Transport Pilot Certificate

#### **E. PAYMENT FOR FLIGHT**

Payments for flight time will be made only when properly ordered by persons designated to authorize such flights. Payment will be made for actual flight only.

#### **F. AVAILABILITY OF FUNDS FOR THE NEXT SEASON**

Funds are not presently available for performance under this contract beyond September 30th. Matawa's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of Matawa for any payment may arise for performance under this contract beyond September 30th, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

#### **G. OPTION TO EXTEND THE TERM OF THE CONTRACT**

(a) Matawa may extend the term of the contract by written notice to the Contractor within 30 days; provided that Matawa gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit Matawa to an extension.

(b) If Matawa exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of the contract, including the exercise of any options under this clause, shall not exceed beyond September 30, 2017.

#### **H. GENERAL CONDITIONS AND STIPULATIONS**

Matawa reserves the right to accept or reject any or all proposals and to waive formalities and select the service provider that best meets the needs of the NCOA. Matawa is not obligated to award the contract based on price alone or any other single factor. Matawa will not be liable nor reimburse any applicant for the costs they incur to prepare their proposals.

The selected service provider will be required to enter a professional services agreement with Matawa. Either party may cancel the contract in writing effective 90 days after noticed is received. If approved, the term of the contract will be from May 25, 2017 to September 30, 2017. The contract will include an option for two annual seasonal renewals.

## SECTION V – WRITTEN PROPOSAL CONTENTS

All proposals must be submitted in writing on letter size paper (8.5 by 11) with all of the requested information supplied in a proposal packet and received in the Matawa First Nations Office, 233 Court Street South, 2<sup>nd</sup> Floor, Thunder Bay, ON, P7B 2X9 by 4:30 p.m. on Friday, March 10, 2017. Incomplete proposals or proposals arriving after the deadline will be automatically disqualified from consideration. **No exceptions or extensions will be granted.**

### A. INSTRUCTIONS TO RESPONDENT

If you want to compete for this opportunity, you must:

- (1) Submit an offer for the amount for air transportation services for the scenario below.
- (2) Submit a Contractor organizational experience and past performance statement.

### SCENARIO

**Please provide the TOTAL cost proposal for you to provide Fixed Wing Aircraft Transportation services for the following scenario.**

Four (4) fishing groups traveling to Kanuchuan Outpost camp and four (4) fishing groups traveling to Wapikopa Outpost camp, (5) fishing groups traveling to Chipai Outpost camp, near Webequie First Nation, and (2) fishing groups to Ozhiski Outpost Camp near Eabametoong First Nation. The coordinates and dates for each trip are found below. Make the assumption that each group is traveling with 6 passengers.

**Note:** Some of the groups are booked back to back and some are not. We are looking for the total cost and details on this scenario for all thirteen groups.

#### **Kanuchuan Outpost Camp - 52° 58' 43" N x 87° 43' 55" W**

Group	Date in	Date out
1	July 21, 2017	July 28, 2017
2	July 28, 2017	August 3, 2017
3	August 3, 2017	August 10, 2017
4	August 10, 2017	August 16, 2017

#### **Wapikopa Outpost Camp - 52° 57' 22" N x 88° 0' 59" W**

Group	Date in	Date out
1	May 28, 2017	June 2, 2017
2	June 2, 2017	June 9, 2017
3	June 9, 2017	June 16, 2017
4	July 14, 2017	July 21, 2017

(8)

**Chipai Outpost Camp - 52° 53' 01" N x 87° 51' 16"W**

Group	Date in	Date out
1	June 1, 2017	June 8, 2017
2	June 8, 2017	June 15, 2017
3	June 15, 2017	June 20, 2017
4	June 24, 2017	June 30, 2017
5	June 30, 2017	July 6, 2017

**Ozhiski Outpost Camp - 51° 55' 57" N x 88° 35' 34" W**

Group	Date in	Date out
1	July 6, 2017	July 12, 2017
2	July 12, 2017	July 18, 2017

**General Instructions.** Quotes submitted in response to this solicitation shall be furnished in the following format.

**Cost Proposal.** Each price quote shall be evaluated to determine its reasonableness and to determine the demonstrated understanding of the level of effort (involved costs) needed to successfully perform the services. Results of reasonable price quotes along with the results of the technical evaluation will be the basis for the award decision.

**Technical Proposal.** Technical offers will be evaluated to arrive at a determination as to whether the offer will meet the requirements of the NCOA. Therefore, the technical offer must present sufficient information to reflect a thorough understanding of the requirements and a detailed, description of the techniques, procedures and program for achieving the objective of the specifications/statement of work.

**Period for Acceptance of Offers.** The respondent agrees to hold the prices in its offer firm.

**Contract Award.** Matawa intends to evaluate offers and award a contract without discussions. Therefore, your initial offer should contain your best terms from a price and technical standpoint. However, we reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary. We may reject any or all offers if such action is in Matawa's interest, accept other than the lowest priced offer; and waive informalities and minor irregularities in offers received.

**Selection Decision.** Matawa will award a contract for each bid item to the respondent whose proposal represents the best value when considering flight safety, support capability, aircraft,

flight staff, business practices, past performance and price. The non-price factors are equally important. Price is not expected to be the controlling factor. However, should non price factors between respondents be relatively equal, then price could become the controlling factor in the best value decision.

**References** - Provide three client references (with current phone numbers, email addresses and the name of an appropriate contact person) for which the respondent has provided similar fixed wing aircraft services for.

## SECTION VI - PROPOSAL EVALUATION

An evaluation will review and score the written proposals. The following factors shall be used to evaluate offers:

- 1. Accident / Flight Safety.** Matawa will assess the respondent's ability to perform the services safely within the scope of the project.
- 2. Support Capability.** Matawa will evaluate the respondent's ability to perform maintenance and inspections within the scope of the project.
- 3. Aircraft.** Matawa will evaluate the respondent's fleet proposed for use within the scope of the project.
- 4. Flight Crews.** Matawa will evaluate the respondent's flight crews proposed for use within the scope of the project requirement including flight knowledge and working in remote locations.
- 5. Business Practices.** Matawa will evaluate the respondent's business practices as they relate to the project requirement including past performance.
- 6. Price.** Matawa will assess the reasonableness of the respondent's proposed price.
- 7. Partnership / Revenue Sharing.** Matawa will assess the respondent's approach to new business and the potential for partnerships or revenue sharing.

Weight has not been assigned to the individual non-cost factors; the importance of the non-cost factors, when combined, is significantly more important than the cost factor. The non-cost factors are of equal importance among themselves.

The selected service provider will be notified by telephone and in writing of project award and will be requested to submit a signed contract and proof of insurance within the specified time period.