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| --- | --- |
| **Criteria #** | **Source List Application – Airlift Helicopter Charter Services (Annex C)** |
| HC1 | **Company Profile**Source List Applicants must provide profile information on the Company. This includes the Company’s origin, structure, services rendered, clients served, size and capacity. | MET | NOT MET |
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| **Company Name:** | **Year Established** | **Company Type** | *(X)* | **Company Structure** *(X)* |
|  |  | Broker |  | Sole Proprietorship |  | Corporation |  |
| Air Carrier |  | Partnership |  | Other (Specify) :  |  |
| Other (Specify):  |  | Limited Liability Company |  |
|  **Company Address (Head Office)**  |  **Other Office(s)**  City Only | **Phone #** |  | **Email** |  |
|  |  | **FAX #** |  | **URL** |  |
| **Description of Services Offered** | **Clients Served** | **Number of Employees** | **Annual Sales $** |
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| HC2 | **Key Personnel** Source List Applicants must identify key functions/individuals within the Company that support commercial helicopter charter contracts. Details must include their title, name, contact details, and a brief summary of their roles & responsibilities vis a vis an air charter service contracts. *Replicate delete table rows as needed.*  | MET | NOT MET |
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| --- | --- | --- |
| Position Title |  | Description of Duties (max 150 words) |
| Name |  |  |
| Email |  |
| Phone # |  |
| Position Title |  | Description of Duties (max 150 words) |
| Name |  |  |
| Email |  |
| Phone # |  |
| Position Title |  | Description of Duties (max 150 words) |
| Name |  |  |
| Email |  |
| Phone # |  |

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| HC3 | **Goods & Services Tax & Procurement Business Number**Source List applicants must provide the Company Goods and Services Tax Number and Procurement Business Number. | MET | NOT MET |
| Company Goods & Services Tax Number: | Procurement Business Number: |
| HC4D | **Domestic Experience – Airlift - Helicopter Charter Service** Source List Applicants must provide five (5) examples of Helicopter Charter Services provided within Canada in the last 3 years. Details should include the date of service, the services description (locations, size of the helicopter, clients, type of cargo transported, and the responsibilities of the Applicant such as the loading/unloading, permits and customs, etc.  | MET | NOT MET |
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| --- | --- | --- | --- | --- | --- |
| Date of Service | Location | Helicopter Type | Client | Type of Cargo / Number of Passengers (if applicable) | Responsibilities (max 150 words) |
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| HC4I  | **International Experience – Airlift - Helicopter Charter Service** Source List Applicants must provide three (3) examples of Helicopter Charter Services provided internationally within the last ten (10) years. Details should include the date of service, the services description (locations, size of the helicopter, clients, type of cargo transported, and the r3sponsibilities of the Applicant such as the loading/unloading, permits and customs, etc.  | MET | NOT MET |
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| --- | --- | --- | --- | --- | --- |
| Date of Service | Location | Helicopter Type | Client | Type of Cargo / Number of Passengers (if applicable) | Responsibilities (max 150 words) |
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| HC5 | **References**Source List Applicants must provide a minimum of three (3) references of cargo/ passenger charter clients (non DND clients). Applicants must provide the name of client, contact name and contact phone number and email. | MET | NOT MET |
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| --- | --- | --- | --- |
| Name of Client | Contact Person | Phone Number | Email |
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| HC6 | **Financial Reference**Source List Applicants must provide a letter of reference from a recognized financial institution. The letter must be issued within the last year from the time of the application and indicate the number of years the Applicants have been clients, demonstrate good standing order and also the company`s financial capacities. | MET | NOT MET |
| Attach the Letter as Appendix A to this Application. |
| HC7 | **Helicopter Charter Capacity**Source List Applicants must describe the helicopter the company can typically access, including in broad terms the number, size, and types of helicopter. *(Max 150 words)* | MET | NOT MET |
| Helicopter Charter Capacity:  |
| HC8 | **Responsiveness**Source List Applicants must describe the Company’s process for securing air charter services on an urgent basis, such as within 1 to 4 days. *(Max 150 words)* | MET | NOT MET |
| Responsiveness: |
| HC9 | **Service Delivery – 24/7 Oversight** Source List Applicants must describe the company’s process for overseeing air charter service delivery 24/7. *(Max 150 words)* | MET | NOT MET |
| 24/7 Oversight: |
| HC10 | **Sub-Contractor Performance**Source List Applicants must describe the Company’s process for managing sub-contractor performance and ensuring service delivery is conducted in accordance with the contract. *(Max 150 words)* | MET | NOT MET |
| Sub-Contractor Performance: |
| HC11 | **Dangerous Goods Management**Source List Applicants must describe the Company’s safety protocols for managing the transport of Dangerous Goods. *(Max 150 words)* | MET | NOT MET |
|  | Dangerous Goods Management: |  |  |
| HC12 | **ITT Responsiveness** | MET | NOT MET |
|  | Source List Applicants must describe the Company’s ability to respond in writing to an Invitation To Tender (ITT) within 24 hours. *(Max 150 words)* |  |  |
|  | ITT Responsiveness: |