



**Canadian Council for Aviation & Aerospace
Request for Proposal
No. 20790671 - 01**

**Aviation and Aerospace Labour Market Data and
Forecasting Consulting Services for CCAA**

February 20, 2026

Canadian Council for **Aviation & Aerospace**



For a skilled workforce

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1. RFP Details

RFP Number: 20790671 - 01

Project Name: Aviation and Aerospace Labour Market Data and Forecasting Consulting Services for the CCAA Workforce Insights Project

RFP Closing Date: March 9, 2026, at 15:00 hours (EST)

Electronic Submission: tdaviswoodhouse@avaerocouncil.ca.

CCAA Contact: Theresa Davis-Woodhouse,
Executive Director
Mobile Telephone: 613-218-1316
Email: tdaviswoodhouse@avaerocouncil.ca



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).

THE CANADIAN COUNCIL FOR AVIATION & AEROSPACE (CCAA)

The Canadian Council for Aviation and Aerospace (CCAA) is the only national association in the country dedicated to attracting and developing workers with the skills the Canadian aviation and aerospace industry needs to meet the demands of the current and future workplace.

Incorporated in 1993, the Canadian Council for Aviation & Aerospace (CCAA) is a not-for-profit, national partnership 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.

CCAA has proudly dedicated itself to developing and administering a wide range of products and services which are used extensively by the industry. These include: Skills Development (32 occupational standards with a corresponding certification process, as well as national curricula); Labour Market Information (LMI); Human Factors Programs; Safety Management Systems; Career and aviation industry promotion; and Training programs which address new technology and regulatory compliance.

For additional information about CCAA please consult our website: www.avaerocouncil.ca

CCAA BOARD OF DIRECTORS

The CCAA Board of Directors is comprised of representatives from the following organizations:

- Aerospace Industry Association of Canada (AIAC)
- Air Transport Association of Canada (ATAC)
- Canadian Business Aviation Association (CBAA)
- Canadian Helicopters
- Fast Air Ltd.
- Helicopter Association of Canada (HAC)
- International Association of Machinists and Aerospace Workers (IAMAW)
- KF Aerospace
- Red River Polytech

THE INDUSTRY

As of late 2025, the Canadian aerospace industry is experiencing a strong recovery, with 2024



GDP contribution reaching approximately \$34B and employment supporting nearly 225,000 jobs, marking a return to pre-pandemic levels. The sector is highly export-driven, with roughly 70% of manufacturing revenues derived from international markets, supported by intense R&D investment.

The industry is facing significant growth, with the MRO market in Canada expected to reach \$9.0 billion by 2026.

<https://ised-isde.canada.ca/site/aerospace-defence/en/state-canadian-aerospace-industry>

2.1 CCAA Contact

If you require further information or have any questions regarding this RFP or its requirements, please contact the CCAA Contact identified in the RFP Details on page 4.

2.2 Requirements Background

The 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 business and economic analysis consulting services related to the CCAA Workforce Insights project. Services will include assisting CCAA in the identification of, acquisition of, collection of, analysis of and presentation of Labour Market Intelligence concerning the Canadian Aviation and Aerospace workforce (supply and demand).

CCAA will produce a major LMI report, with detailed analysis of the current workforce and future human resources needs for key trades and occupations for all segments of the aviation and aerospace sector. Our LMI report will present comprehensive, relevant, integrated national data to assist stakeholders in interpreting and leveraging the LMI to support alignments of skills development and the needs of industry.

Beneficiaries of up-to-date LMI include CCAA members, our partners and their members, industry associations, provincial and federal governments, industry, potential workers and students, local business associations, education providers, and apprenticeship associations.

CCAA has previous experience with LMI data sets and collection, online surveys and data dashboards, and report writing. For this project much of the work will be completed in-house, however, CCAA is seeking economic analysis consulting services to provide the following:

- Confirm the precise labour market data needs of aerospace and aviation stakeholders
- Design the survey questionnaire(s) (CCAA will perform data collection)
- Acquire the required Stats Canada and other data sets (Business Count Data, Labour Productivity data, etc.) and integrate CCAA survey work and interview results with this data
- Securing wage, immigration and supply side statistics
- Sector development and investment attraction analysis

- Designing forecast models
- Draft report writing services
- Data visualization concepts

2.3 RFP Closing Date

This RFP will close on March 9, 2026, 2026 at 15:00 hours (Eastern) - the RFP Closing Date.

If you require further information, please contact Theresa Davis-Woodhouse at tdaviswoodhouse@averaerocouncil.ca or 1-613-727-8272

CANADIAN COUNCIL FOR AVIATION & AEROSPACE
2 Gurdwara Rd., Suite 608
Ottawa, Ontario K2E 1A2
Tel: 613-727-8272 Toll free: 800-448-9715
Office Hours: Monday to Friday 08:30 to 16:30 (Eastern)

2.4 Deliverables / Requirements

Detailed information on the project deliverables is found in Appendix C.

2.5 Selection Criteria

CCAA will consider the following general criteria when evaluating the Proposal:

Criteria	Weighting
Proposal format/bid requirements met - ability to meet all “must” have requirements	mandatory
Cost (fair market value, good value)	25%
Knowledge of the aviation and aerospace industry in Canada	10%
Consultant knowledge of and experience with Labour Market Information as it is used to support the human capital necessary to drive economic sector development	35%
Ability to integrate qualitative and quantitative data to provide balanced reporting	10%
Ability to draft report and provide compelling analytic narrative based on data	10%
Ability to provide clear and impactful data visualization graphics to support the analysis and narrative	10%
All source data to be provided in a format which can be easily consulted and manipulated by CCAA non-specialists	mandatory
Schedule / delivery date	mandatory
References	mandatory

Value Add

The following activities would add value to your bid and would be assigned bonus points.

- Ability to provide complete text and graphical layout of report
- Consultant knowledge of and experience providing economic consulting services for labour market profiling, snapshots, and forecasting in support of decision-making for meeting industry demand

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 in writing to CCAA to clarify various technical requirements of this RFP and CCAA will respond in writing. All such communications will be done by email. All questions and CCAA responses will be posted to the CCAA website and Bidders are encouraged to check the website for such responses. All requests for information and questions related to this RFP's requirements should be sent to the CCAA Contact specified in the RFP Details.

3.3 Proposal Submissions

Proposals may be delivered in either electronic or hardcopy formats, as described below.

(i) 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 in PDF format.

(ii) Hard-Copy Submission

Hard-copy Proposals will not be accepted.

3.4 Proposal Content and Format

(i) Proposal Content

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

Bidder Profile

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, and telephone 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, and telephone 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.

Consultant Competencies

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

The Proposal should also include the competencies of the team and/or consultants as they relate to the project requirements and describe the roles of each.

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.

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

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

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.

Signature

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

Working Language

CCAA's working language is English and all Proposals must be in English.

(ii) 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:

- Table of Contents
- Executive Summary (maximum of 3 pages)
- Bidder Profile
- Sub-contracted Bidder profiles (if applicable)
- Acknowledgement of RFP Standard Contract Provisions (Appendix B)
- Requirements Response
- Pricing
- Bidder references (2 or more)
- Staff /Contractor Resumes
- 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 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.

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 any such presentation, Bidders shall demonstrate how their solution will address the requirements and expectations described in this RFP. 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 for 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. Contract

4.1 Contract Negotiations

The Contract negotiations may involve clarifications, non-material modifications or variations to the scope, duration, timing or pricing of the Materials and Services or to a Proposal generally. The Bidder, by submitted 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 Materials and Services into more than one Contract and enter into negotiations with a Bidder with respect to a portion of the Materials and Services, and award more than one Contract.

4.2 Contract Finalization

The Contract to be entered into between the Supplier and CCAA shall be finalized with the Supplier by CCAA and shall contain the terms and conditions in Appendix B.

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.

4.3 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

4.4 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.

5. General Terms

5.1 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 or 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.

5.2 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.

5.3 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 CCAA Contact identified in this RFP regarding any questions about collection of information pursuant to this RFP.

5.4 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.

5.5 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.

5.6 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.

5.7 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 5.7 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 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, documents, writings, programs, 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 B 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.

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.

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.

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.



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.

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.

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.

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.

Intellectual Property

CCAA shall own all Materials, discoveries, inventions, and other intellectual property developed during the course of the Work, whether developed by CCAA or the Supplier. The Supplier shall assign to CCAA all intellectual property and proprietary rights it may otherwise have in any such Materials, discoveries, inventions, intellectual property and proprietary rights developed by the Supplier in the course of providing the Services and completing the Work.

The Supplier shall not be required to assign to CCAA, or to limit its use of any ideas, data processing concepts or techniques developed by the Supplier prior to providing the Services, or information general in nature and which does not include any proprietary or confidential information about CCAA, its affiliates, or contractors or any items which CCAA owns or shall own pursuant to the paragraph immediately above.

All Materials, data specifications, methods and Intellectual Property owned by the Supplier or in the possession of the Supplier prior to the execution of the Contract and used by the Supplier to provide the Services to CCAA, shall continue to belong exclusively to the Supplier, whether or not they are specifically adapted by the Supplier to render the Services to CCAA. The CCAA shall have a perpetual irrevocable, non-exclusive, world-wide, paid-up right to use, execute, reproduce, display, perform, distribute copies of and prepare derivative works based on all Pre-existing Work and such Materials, data specifications and methods which are incorporated into the Pre-existing Work, Work or Deliverables provided to CCAA and the right to authorize or sub-license third parties to do any of the former.

Appendix C Deliverables

General Requirements

The CCAA Labour Market Information project require professional services to refine project methodology, acquire relevant data, draft the LMI questionnaire and to produce analysis and reporting on the data collected. By the end of 2026 (9 months), CCAA plans to produce a robust LMI report that services all segments of the sector.

In addition to standard sources of data such as Stats Can and the Business Count, this LMI project will incorporate data from supply sources such as training organizations and IRCC; and from employers including, but not limited to, Maintenance, Repair & Overhaul, Transport Operations, Aerospace Manufacturing, Original Equipment Manufacturers, and Airports.

The reports will address a wide variety of labour market and economic indicators for the aviation and aerospace industry. The consultant will:

- Provide overall guidance on the data to collect and where to obtain or purchase it
- Provide the data listed below in the “Minimum Specific Data Requirements” for current date, 5-year forecast and 10-year forecast that can be broken down by province and territory
- Provide source data to CCAA in a format that can be manipulated
- Provide assistance with writing survey(s) questions and interview questions for employers and key stakeholders
- Provide assistance in analysing survey and interview data
- Integrate qualitative and quantitative data into report narrative
- Provide graphics and charts to support the data
- Provide National data and data for each province and territory, including Northern Canada

All deliverables will be in English only

CCAA would like to, where possible, include information to the analysis and report such as intelligence concerning sector development, investment attraction programs and strategies, and business data such as percentages of international vs domestic sales, and defence vs civil business activities.

Minimum Specific Data Requirements

Current State of the Industry

- Number of total workers (national)
- Number of workers by Provinces and Territories and by regions
- Number of workers by industry sub-sector, national, by provinces/territories and by regions
- Number of workers by key occupation, national, by provinces/territories and by regions
- Breakdown of total number of workers by gender, national, by provinces/territories and by regions
- Breakdown of total number of workers by age, national, by provinces/territories and by regions
- Breakdown of total number of workers by equity-seeking group, national, by provinces/territories and by regions
- Breakdown of total number of workers by education level, national, by provinces/territories and by regions
- Breakdown of employers by firm size (large, medium, small, micro), national, by provinces/territories and by regions
- Breakdown of total number of workers by job type (admin, technical, sales, etc.), national, by provinces/territories and by regions
- Recent decrease in employment level (jobs lost) national, by provinces/territories and by regions
- Recent increase in employment level (jobs created) national, by provinces/territories and by regions
- Share of total workforce that is unionised (%), national, by provinces/territories and by regions
- Number of current job vacancies by key occupation, national, by provinces/territories and by regions
- Most in demand occupations, national, by provinces/territories and by regions
- Occupations hardest to fill, national, by provinces/territories and by regions
- Percentage of jobs currently affected by AI, by occupation, by industry sub-sector, national, by provinces/territories and by regions
- Percentage of jobs currently affected by trade tariffs, by occupation, by industry sub-sector, national, by provinces/territories and by regions

Forecast of Future Needs (5-year, 10-year)

- Forecasted overall industry outlook – growth, stable, decline, national, by provinces/territories and by regions
- Forecasted sub-sector outlook – growth, stable, decline, national, by provinces/territories and by regions
- Number of projected job vacancies, by key occupation, national, by provinces/territories and by regions
- Number of projected job vacancies, by industry sub-sector, national, by provinces/territories and by regions

- Number of firms expecting to hire, by number of workers, national, by provinces/territories and by regions
- Number of firms expecting to hire, by industry sub-sector, national, by provinces/territories and by regions
- Number of firms expecting to hire, by key occupation, national, by provinces/territories and by regions
- Percentage of jobs to be affected by AI, by occupation, by industry sub-sector, national, by provinces/territories and by regions
- Percentage of jobs to be affected by trade tariffs, by occupation, by industry sub-sector, national, by provinces/territories and by regions
- New skills requirements – by type of skill, national, by provinces/territories and by regions
- Anticipated supply of new workers, by key occupation, by source (student, immigrant, transitioning worker, etc.), national, by provinces/territories and by regions
- Number of firms that plan to invest in workforce training – by industry sub-sector, by occupation, national, by provinces/territories and by regions
- Number of firms that plan to invest in productivity – by type of investment (new machinery/equipment/tech, IT systems, expanding production capacity, R&D), national, by provinces/territories and by regions
- Number of firms that plan to invest in service/product diversification - by industry sub-sector, national, by provinces/territories and by regions
- Number of firms that plan to expand into new markets – by industry sub-sector, national, by provinces/territories and by regions

In review, the deliverables are data purchases, survey question writing, narrative writing, report graphics, integration of statistical and survey/interview data.

If there are specific data requirements you cannot provide, please identify these.