

REQUEST FOR PROPOSAL (RFP)

Atlantic Alliance of Aerospace and Defence Associations (AAADA) Data Collection - Sector Capabilities (Part A)

Issued by:

AEROSPACE & DEFENCE INDUSTRIES ASSOCIATION OF NOVA
SCOTIA (ADIANS)

On behalf of:

Atlantic Alliance of Aerospace and Defence Associations
(AAADA)



STRENGTH IN TEAMWORK. TRUSTED WORLDWIDE.

April 29, 2010

Table of Contents

Section	Title	Page
1	Person to Whom Enquiries Shall be Directed	3
2	Location of Project	3
3	Project Timeline	3
4	About the Atlantic Alliance	3
5	Project Concept & Deliverables	4
6	Project Objectives	5
7	Protection of Property	5
8	Cost Proposal	5
9	Evaluation of Proposals	5
10	Submission of Proposals	6
11	Disclosure	6

1. Person to Whom Enquiries Shall be Directed

Catherine MacDonald
Managing Director
Aerospace and Defence Industries Association of Nova Scotia (ADIANS)
Phone: (902) 425.0070
Email: Catherine.MacDonald@adians.ca

2. Location of Project

The project will be located throughout the Atlantic Region.

3. Project Timelines

The project is expected to commence on May 10th (**pending funding approval**) and shall be completed in its entirety on or before June 18th, 2010.

4. About the Atlantic Alliance

The Atlantic Alliance of Aerospace and Defence Associations (AAADA) is an alliance of the Aerospace and Defence Industry associations of Atlantic Canada - New Brunswick Aerospace and Defence Association (NBADA), Aerospace and Defence Industries Association of Nova Scotia (ADIANS), Aerospace and Defence Industry Association of Newfoundland and Labrador (ADIANL) and the Aerospace Association of Prince Edward Island (APEI). The regional umbrella organization represents the interests of the manufacturers and service providers in the aerospace, defence, space and security industries within the Atlantic Region through the offices of the Provincial organizations. The AAADA strives to build on its leadership role in being an effective regional facilitator of strategic industry management and growth in Atlantic Canada.

The AAADA was formed in 2003 with the purpose of;

- Coordinating the associations' activities at a regional level and to provide an effective regional voice on behalf of the Aerospace and Defence sector in Atlantic Canada;
- Optimizing Industrial Regional Benefits (IRB's) for Atlantic companies through strategic management and coordination efforts;
- Promoting the region and the capabilities of its member companies and institutions to prime contractors and federal departments/agencies;
- Facilitating initiatives to develop skills, new technologies and competitiveness in the region; and
- Facilitating collaboration and pursuance of partnerships/opportunities amongst companies in the region.

For further information about the AAADA, please visit: www.atlanticalliance.ca

5. Project Concept & Deliverables

Building upon the efforts undertaken to develop the Atlantic Alliance of Aerospace & Defence Associations 2007 Directory (available via email request to: Catherine.MacDonald@adians.ca), the Aerospace and Defence Industries Association of Nova Scotia (ADIANS), on behalf of the Atlantic Alliance of Aerospace and Defence Associations (AAADA), is issuing this RFP to solicit competitive bids for professional services to undertake the activities described herein;

Data Collection – Sector Capabilities (Part A)

Through research and outreach to the Atlantic aerospace and defence industry and other key stakeholders (including appropriate federal and provincial government partners, provincial industry associations, relevant elements of the post secondary education and training sector, and appropriate institutional research and development stakeholders), data will be collected to create an updated compilation of profiles/capabilities (product and services offerings) of the aerospace, defence and security industry firms in the Atlantic region.

Project Tasks/Deliverables

- Identify and inventory all Atlantic companies working in the aerospace, defence, security and related sectors through recourse to the AAADA and provincial association membership lists, independent research, analysis of related industry association/sector information and consultation with federal and provincial government officials. (NOTE: At the discretion of the project proponent and appointed committee, identified non-member companies whose core business is considered to be in the aerospace, defence, security and related sectors may also be included in the data collection phase).
- Consult with the project proponent and appointed committee to define the appropriate data collection metrics/categories. Information may include (but shall not be limited to):
 - Company overview
 - Company logo
 - Key company representative(s) and contact information
 - Capabilities (products/services offered)
 - Sector categories/sub-categories serviced
 - Certifications/awards
 - Facility capacity
 - Human resource compliment
 - Export activity (annual export value / current markets / target markets / etc.)
 - Technology/R&D investments

- Initiate outreach/data collection with identified firms/companies in all four Atlantic Provinces.
- Perform necessary follow up with companies/firms as required to meet project timelines.
- Compile all collected information in a database template (NOTE: format of the database template must be developed in consultation with the project proponent /website administrator so as to ensure effective and efficient conversion of data to a web-based system).

6. Project Objectives

The information collected as a result of this project will be utilized to create a comprehensive searchable web-based capability tool to market and promote the sector firms and related capabilities represented within the Atlantic Region. The information will also be utilized to develop supporting marketing/promotional materials as may be required.

In addition, collection of this information will serve to refine and enrich the Canadian Aerospace and Defence Capabilities Database, which was developed by the Canadian Aerospace Partnership where pertinent and consistent with other sources of information.

7. Protection of Property

All rights, title and interest of whatever nature, including but not limited to proofs, electronic layout, copyright and trademark rights, in material and documentation developed by the Contractor or its employees on behalf of the ADIANS shall vest in and belong to the AAADA at all times free from any interest of the Contractor or its employees or any third party.

8. Cost Proposal

Bidders are requested to submit a detailed quote for services based on the project concept and related deliverables described above. Please include details regarding applicable taxes. The payment schedule will be coordinated between the project proponent and the contractor upon awarding the successful bid.

9. Evaluation of Proposals

Specific weighting factors to be used in evaluating bids, will, among other criteria, place a premium on securing the services of a consulting company that has a strong and demonstrable knowledge of industry and a presence in the Atlantic Region.

Proposals should include company prospectus, services offered and background and experience of qualified personnel relating to project management and/or logistics coordination.

Particulars for at least two (2) former clients for whom similar or relevant work has been performed should be presented as references, as well as a brief description of the work completed.

Note to Bidders: ADIANS reserves the right to refuse all or any of the submissions.

10. Submission of Proposal

Proposals must be clearly marked **Request for Proposals: AAADA – Data Collection – Sector Capabilities (Part A)** and received no later than 5:00 p.m. Atlantic Standard Time on Friday, May 7th, 2010.

Bidders are requested to deliver **one (1) copy by email to Catherine MacDonald. In addition One (1) original copy (Hardcopy) shall be delivered to:**

Catherine MacDonald
Managing Director
ADIANS
TD Centre
1791 Barrington Street, Suite 300
Halifax, N.S. B3J 3K9
E: Catherine.MacDonald@adians.ca

11. Disclosure

If the Contractor or its employees and/or subcontractors has prepared or assisted in the preparation of any material to be used in this procurement of services, the contractor or its employees and/or subcontractors shall immediately disclose such preparation or assistance to the AAADA, through ADIANS. The AAADA project evaluation committee will review this information to determine if there is a real or perceived conflict of interest. If the AAADA project evaluation committee determines that a conflict of interest exists, ADIANS shall inform the Contractor that it cannot bid on any related requirement(s). The Contractor agrees that such notification will prevent the Contractor from bidding on any related requirements