

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Unmanned Aerial System	
<b>Solicitation No. - N° de l'invitation</b> K4E21-130308/A	<b>Date</b> 2013-07-18
<b>Client Reference No. - N° de référence du client</b> EC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-108-8584	
<b>File No. - N° de dossier</b> WPG-3-36052 (108)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-08-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perkins, Bill	<b>Buyer Id - Id de l'acheteur</b> wpg108
<b>Telephone No. - N° de téléphone</b> (204) 983-0275 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT Christopher Spence Science & Technology Water Quality Monitoring 11 Innovation Blvd Saskatoon Saskatchewan S7N 3H5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this bid solicitation.

### 2. Requirement

The Government of Canada and the Meteorological Service of Canada (MSC) of Environment Canada (EC) requires a Survey grade unmanned Aerial system with applicable software, cameras, ground control hardware, flight and system training and spare parts, as detailed in the Mandatory and Point rated specifications. The vehicle will be used for fine resolution mapping of saturated areas and variable streamflow contributing areas in support of streamflow and nutrient flux measurements. The vehicle will be deployed in remote areas of Canada over rough terrain and without road access. Delivery is to the Science and Technology Water Quality Monitoring, Saskatoon, SK on or before March 31, 2014.

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

### 3. Enquiries - Bid Solicitation

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All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)  
 Section II: Financial Bid (1 hard copy)  
 Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A", Requirement.
- b) Provision of pricing as per the instructions in Annex "C", Basis of Payment.

##### 1.1.2 Point Rated Technical Criteria

Refer to Annex B

#### 1.2 Financial Evaluation

SACC Manual Clause A0220T (2010-01-11), Evaluation of Price

### 2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory criteria; and
  - (c) obtain the required **minimum of 2,000 points overall** for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 3,000 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$50,000 (50).

#### Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)

	Bidder 1	Bidder 2	Bidder 3
<b>Technical Points</b>	88	82	76
<b>Price Quoted</b>	\$60,000	\$55,000	\$50,000

	Technical Points	Price Points	Total Points
<b>Bidder 1</b>	$\frac{88}{100} \times 80 = 70.4$	$\frac{*50}{60} \times 20 = 16.67$	<b>87.07</b>
<b>Bidder 2</b>	$\frac{82}{100} \times 80 = 65.6$	$\frac{50}{55} \times 20 = 18.18$	83.78
<b>Bidder 3</b>	$\frac{76}{100} \times 80 = 60.8$	$\frac{50}{50} \times 20 = 20.00$	80.80

\*Represents the lowest priced proposal

The winner is the bidder scoring the highest total points calculated by adding the technical score and the price score. **Based on the above calculations, a contract would be awarded to Bidder 1**, which offers the highest total score taking into consideration the technical merit and price of the bid.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtm)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtm](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtm)) available from [Human Resources and Skills Development Canada \(HRSDC\)](#) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtm)" list at the time of contract award.



## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

**1.1** There is no security requirement applicable to this Contract.

### **2. Requirement**

The Government of Canada and the Meteorological Service of Canada (MSC) of Environment Canada (EC) requires a Survey grade unmanned Aerial system with applicable software, cameras, ground control hardware, flight and system training and spare parts, as detailed in the Mandatory and Point rated specifications. The vehicle will be used for fine resolution mapping of saturated areas and variable streamflow contributing areas in support of streamflow and nutrient flux measurements. The vehicle will be deployed in remote areas of Canada over rough terrain and without road access. Delivery is to the Science and Technology Water Quality Monitoring, Saskatoon, SK on or before March 31, 2014.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010A (2013-04-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Delivery Date**

All the deliverables must be received on or before March 31, 2014.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Bill Perkins  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Avenue  
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-983-0275  
Facsimile: 204-983-7796  
E-mail address: bill.perkins@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 5.2 Project Authority

The Project Authority for the Contract is: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

## **6.1 Basis of Payment - Firm Price or Firm Lot Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## **6.2 Limitation of Price**

SACC Manual clause C6000C (2007-05-25), Limitation of Price

## **6.3 Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment

## **6.4 SACC Manual Clauses**

C2000C (2007-11-30), Taxes - Foreign-based Contractor

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

## **10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010A (2013-04-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (C) Annex B, Point rated Technical Criteria;

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- (d) Annex C, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 11. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations  
G1005C (2008-05-12), Insurance

**ANNEX A****REQUIREMENT**

The Government of Canada and the Meteorological Service of Canada (MSC) of Environment Canada (EC) requires a survey grade unmanned Aerial System with applicable software, cameras, ground control hardware, flight and system training and spare parts, as detailed in the Mandatory and Point rated specifications. The vehicle will be used for fine resolution mapping of saturated areas and variable streamflow contributing areas in support of streamflow and nutrient flux measurements. The vehicle will be deployed in remote areas of Canada over rough terrain and without road access. Delivery is to the Science and Technology Water Quality Monitoring, Saskatoon, SK on or before March 31, 2014.

**Proposed Work:**

The Contractor will provide goods to support the needs of MSC's current Hydrological research program. The provided goods and peripherals must consist of:

- Vehicle (aerial) with fully autonomous pre-programmed autopilot with waypoint navigation and automatic camera triggering,
- Red/Green/Blue (RGB) and near infrared (NIR) cameras,
- Preflight planning and flight monitoring software
- Postflight photogrammetric, orthomosaicing and Digital Elevation Model (DEM) processing software
- Ground control hardware
- Vehicle power system (batteries). Rechargeable lithium Polymer with charger included.
- Flight training to include the use of the system including flight planning basics, survey site evaluation, in-field tests of the system, trouble shooting, and aviation law including understanding of the "special flight operation certification" process.
- System training including in-field tests and trouble shooting of hardware and software.
- Image processing software training
- Spare parts for aerial system at least one propeller and 5 rubber bands

**INTELLECTUAL PROPERTY RIGHTS:**

**Environment Canada has determined that any intellectual property rights arising from the resulting contract will belong to the Contactor.**

**ANNEX B****POINT RATED TECHNICAL****CRITERIA****Information to be included on the bid:**

**For Technical Proposal: (The technical proposal consists of all information in response to the Mandatory and Evaluated Criteria)**

1 – Include confirmation of being Met **(YES)** or Not Met **(NO)** to meet each and every Mandatory Criteria.

**Technical Proposal Criteria:**

**Experience:** All bidders MUST include the following information as part of their proposal when preparing information to answer and comply with the technical evaluation portion of their submission:

**MANDATORY CRITERIA:** All and EACH mandatory criteria must be addressed and confirmed within the Technical Evaluation Response, as follows:

- |    |   |                |               |
|----|---|----------------|---------------|
| a. | The proposed aerial system must be able to fly (wind speed threshold) in up to 40 km/hour winds.  | <b>YES ( )</b> | <b>NO ( )</b> |
| b. | The proposed aerial system must be able to cover a minimum of 1 km <sup>2</sup> in one flight at a minimum altitude of 100 meters.  | <b>YES ( )</b> | <b>NO ( )</b> |
| c. | Minimum camera resolution of 12 megapixels  | <b>YES ( )</b> | <b>NO ( )</b> |
| d. | Proposed aerial system must be capable of autonomous landing distance on ground of less than 5 meters (The aerial craft must be able to safely land in a distance of 5 meters or less.) | <b>YES ( )</b> | <b>NO ( )</b> |
| e. | Vendor must provide complete system and associated software training  | <b>YES ( )</b> | <b>NO ( )</b> |

Provided that all the **MANDATORY CRITERIA** above are met, the proposals will be evaluated on the basis of the following criteria, therefore, bidders are advised to address each item below (1 through 5) in sufficient depth to show clearly how each item (1 through 5) is met. Proposals which do not give sufficient information will be considered to be non-responsive.

**Evaluated Criteria:**

<b>TECHNICAL EVALUATION POINT-RATED CRITERION</b>	
<b>CONTRACTOR (Maximum 3,000 pts) (must achieve minimum of 2,000 pts to qualify for consideration)</b>	<b>Criteria Definitions</b>
1. Flight Time  Maximum 600 points	0 – 44 minutes 0 points 44+ to 50 minutes 450 points 50+ to 55 minutes 500 points 55+ to 60 minutes 550 points 60+ minutes 600 points
2. Ground Resolution of Camera at flight altitude of 130 meters  Maximum 600points	0-11 cm/pixel – 600 points 12-17 cm/pixel – 500 17+ - 20 cm/pixel – 400 points 20+ - 25 cm/pixel – 300 points 25+ - 30 cm/pixel – 200 points 30+ cm/pixel – 0 points
3. Launch mechanism  Maximum 600 points	Catapult launch mechanism – 300 points Hand launch mechanism – 600 points
4. Wingspan - Assembled distance measured wingtip to wingtip  Maximum 600 points	96" or less from wingtip to wingtip in order to facilitate ease of transportation (600 points). Over 96"; 200 points.  Over 96" Wingspan – 200 points Up to 96" Wingspan – 600 points
5. Flight Training Components  Maximum 600 points	<ul style="list-style-type: none"> <li>▪ Flight planning basics (100 points)</li> <li>▪ Survey site evaluation (100 points)</li> <li>▪ In-field tests of the system (100 points)</li> <li>▪ Trouble shooting (100 points)</li> <li>▪ Aviation law including understanding of the "special flight operation certification" process (200 points)</li> </ul>

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**ANNEX "C"****BASIS OF PAYMENT**

Bidders must quote, firm unit price(s), FOB Destination, full parts and warranty, including all delivery and offloading charges and customs duty charges. GST (if applicable) is extra. (PST Exempt 390516-0)

Item	Description	Qty	Unit of Issue	Extended Price (\$ CDN)
1	Unmanned Aerial system (As detailed herein)	1	each	\$
2	Training	1	each	\$
2	Delivery	1	each	\$
Subtotal				\$
GST (if applicable, is extra)				\$
<b>TOTAL</b>				<b>\$</b>