

REQUEST FOR PROPOSALS (RFP) FOR THE REQUIREMENT OF:

**SCIENCE SCENARIO DEVELOPMENT FOR A PLANETARY
ANALOGUE
ROBOTIC FIELD DEPLOYMENT: SITE IDENTIFICATION AND
CHARACTERIZATION**

FOR THE:

CANADIAN SPACE AGENCY



**Bid Submission Deadline:
October 23, 2013 at 2:00 PM (EDT)**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping (between 8:00 am and 4:30 pm)
6767 Route de l'Aéroport
Saint-Hubert QC
Canada J3Y 8Y9

Attention: Robert Kardum

Reference: CSA File No. **9F052-130409/A**

September 27, 2013



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include:

[Pricing Schedule](#)
[Technical and Financial Criteria and Evaluation Procedures](#)
[Certifications Precedent to Contract Award](#)

The Annexes include the:

[Annex "A" Statement of Work](#)

2. Summary

The objective of this Request for Proposals is to support the Canadian Space Agency (CSA) in advancing science and operational readiness for its participation in future international activities related to Moon and Mars exploration missions. Specifically, the desired output from this RFP is an operational concept for a future analogue mission that will be conducted by CSA and using mainly Exploration Surface Mobility (ESM) ground prototypes for surface mobility and associated peripheral elements.

Up to two contracts may be awarded from this RFP, addressing the following analogue mission scenarios:

- Mars Sample Return Scenario
- Lunar Prospecting Scenario

The complete description of the work to be completed under this requirement is provided in [Annex "A"](#).

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP.

3. Communications Notification



As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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* issued by Public Works and Government Services Canada (PWGSC): <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

The [2003 \(2012-03-02\) Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation. The Standard Instructions 2003 (2012-03-02) - Goods or Services - Competitive Requirements, is amended as follows:

1. Subsection 5.2.d. is deleted in its entirety.

2. In subsection 5.4,

Delete: sixty (60) days

Insert: one hundred and twenty (120) days.

3. In Sections 06 and 07,

Delete: PWGSC

Insert: Canada.

4. Section 08 is deleted in its entirety.

5. Subsection 20.2. is deleted in its entirety.

6. In subsections 12.1.a. and 12.1.b.,

Delete: "Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy"

Insert: "corrective measure, under the CSA's Contractor Performance Evaluation policy".

This solicitation and any resulting Contract(s) are being issued directly by the CSA and not by PWGSC acting as Contracting Authority on the CSA's behalf. As a result, for the purposes of this RFP, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the Standard, Instructions, Clauses and Conditions referenced in this document shall mean Her Majesty the Queen in right of Canada as represented by the Minister of Industry, acting through the Canadian Space Agency (CSA).

If there is a conflict between the provisions of 2003 and this document, this document prevails.

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

1.1 SACC Manual Clauses

[A7035T \(2007-05-25\) List of Proposed Subcontractors](#)

2. Submission of Bids

Bids must be submitted only to the CSA's Tenders Reception Office/Mailroom and Shipping/Receiving bay area located at the rear of the John H. Chapman Space Centre in St-Hubert, QC, by the date, time and at the address



indicated on the front page of this bid solicitation. A Bid is considered received only when it reaches this area and nowhere else at the Agency.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the [Contracting Authority](#) **no later than five (5) 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 the **Province of Quebec**.

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.

5. Maximum Funding

The maximum funding available, Goods and Services Tax (GST) or Harmonized Tax (HST) and/or Quebec Sales Tax (QST) extra, as appropriate, for the contract resulting from the bid solicitation is **\$ 60,000.00** for each scenario. Bids valued in excess of this amount will be considered non-responsive, as per [PART 4- Evaluation Procedures and Selection Process, section 1.2 Financial Evaluation](#). This disclosure does not commit Canada to pay the maximum funding available.



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/Management Bid, 4 hard copies and 1 soft copy on CD or DVD;
Section II: Financial Bid, 2 hard copies and 1 soft copy on CD or DVD;
Section III: Certifications, 2 hard copies.

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria, and under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

[Attachment 1 to Part 4, Technical and Financial Criteria and Evaluation Procedures](#), contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in [Attachment 1 to Part 3](#). The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) is to be shown separately, as applicable.
 - 1.2 Bidders must submit their prices and rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST and/or QST excluded.
-



- 1.3** When preparing their financial bid, bidders should review clause [1.2, Financial Evaluation, of Part 4](#) and [Section 1.1 of Attachment 1 to Part 4](#).
- 1.4** All rates and prices included in the pricing schedule detailed in [Attachment 1 to Part 3](#) exclude travel and living expenses unless otherwise indicated.
- 1.5** Bidders should provide in their financial bid a price breakdown as follows for the firm price quoted in response to the pricing schedule detailed in [Attachment 1 to Part 3](#) for the entire work.
- 1- Professional fees: For each individual and (or) labour category, bidders should indicate: a) the quoted daily rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., days and (or) hours). If daily or monthly rates are proposed, bidders should specify the number of hours included in a working day or month, exclusive of meal breaks.
- 2- Equipment, if applicable: Bidders should specify each item required for purchase and provide the pricing basis for each one.
- 3- Materials and Supplies, if applicable: Bidders should identify each category of materials and supplies required for purchase and provide the pricing basis of each one. Bidders should indicate, on a per category basis, whether the items are likely to be consumed during the performance of the contract.
- 4- Travel and Living Expense, if applicable: For each individual and (or) labour category, bidders should indicate the number and cost of journeys, together with the basis of these costs, which must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp and the other provisions of the Directive referring to “travelers”, rather than those referring to “employees”, are applicable.
- 5- Subcontracts, if applicable: Bidders should identify any proposed subcontractor and provide in their financial bid for each one a price breakdown in accordance with paragraph 1.5 of Section II of Part 3.
- 6- Other Direct Charges, if applicable: Bidders should identify any category of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work.
- 7- Applicable value added taxes: any applicable GST and (or) HST and (or) QST is (are) to be shown separately.
- 1.6** Bidders should include the following information in their financial bid:
- 1 Their legal name;
 - 2 Their Procurement Business Number (PBN) and GST number; and
 - 3 The name of the contact person (including this person’s mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.
- 1.7 SACC Manual Clauses**
- [C3011T \(2010-01-11\), Exchange Rate Fluctuation](#)

Section III: Certifications

Bidders must submit the certifications required under [Part 5](#).



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ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The price specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in the Statement of Work required to be performed within the local area of the supplier's place of business;
- b. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Milestone	Title	Description of the deliverable	Schedule of the delivery	Firm Price
1	Kick-off meeting	WebEx / Telecon	Within 2 weeks after the contract awarding.	\$ _____
2	Preliminary Site identification	*.ppt + Webex / Telex	6 weeks after contract award	\$ _____
3	Site Identification Report	*.doc	12 weeks after contract award.	\$ _____
4	Site Identification Review	*.ppt + Webex / Telex	13 weeks after contract award but no later than March 31, 2014	\$ _____
5	Preliminary Science Scenario Outline	*.ppt + Webex / Telex	20 weeks after contract award	\$ _____
6	Science Scenario Report	*.doc	6 weeks after the site visit	\$ _____
7	Science Scenario Review	*.ppt + Webex / Telex	7 weeks after the site visit	\$ _____
8	Logistics Plan	*.doc	19 weeks after the site visit	\$ _____
9	Logistics Plan Review	*.ppt + Webex / Telex	20 weeks after the site visit	\$ _____
10	Final Review and Presentation	*.ppt + Meeting at CSA or Webex / Telecon	January 10, 2015	\$ _____
*Evaluated Price (GST/HST and QST excluded):				\$ _____
* not to exceed \$45,000.00)				

Estimate of the Travel and Living expenses for two trips to the CSA for Site visit and Final Review & Presentation (see [PART 6 – RESULTING CONTRACT CLAUSES, section 6.1.2, Reimbursement of Travel and living expenses](#)):



Site visit (not to exceed \$10,000): \$ _____

Final Review Presentation (not to exceed \$5,000): \$ _____



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 and Financial Criteria

1.1.1 Mandatory Technical and Financial Criteria

Refer to [Attachment 1 to Part 4](#).

1.1.2 Point Rated Technical Criteria

Refer to [Attachment 1 to Part 4](#). Point-rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation

- 1.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in [Attachment 1 to Part 3](#).

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 70 % and Price 30 %

2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in [Attachment 1 to Part 4](#) for the point rated technical criteria.

2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).

2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in [Attachment 1 to Part 4](#), determined as follows: total number of points obtained / maximum number of points available.

2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.



2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in [Attachment 1 to Part 4](#) will be recommended for award of a contract.

2.1.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	92%	82%	88%
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000*
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$92 \% \times 70 = 64.4$	$50,000^* / 60,000 \times 30 = 25$	89.4
Bidder 2	$82 \% \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.3$	84.7
Bidder 3	$88 \% \times 70 = 61.6$	$50,000^* / 50,000 \times 30 = 30$	91.6 (winning bidder)

* represents the lowest evaluated price



ATTACHMENT 1 TO PART 4 TECHNICAL AND FINANCIAL CRITERIA

1.1 Mandatory Technical and Financial Criteria

The bid must meet the mandatory technical and financial criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the ALL mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

To be compliant, the bidder's proposal must meet the following mandatory criteria:

M1. Separate Bid for each Scenario

The Bidder must bid on at least one or may bid on both scenarios. If bidding on both scenarios, the Bidder must prepare a separate bid for each scenario as per the instructions in part 3 of this RFP. Each bid will be evaluated separately. The Bidder must clearly identify which mission scenario (Lunar Prospecting or Mars Sample Return) it is bidding on in each bid package sent.

M2. Minimum Number of Potential Analogue Sites

In their technical bid, bidders must propose and describe at least 2 but no more than 3 sites as potential analogue sites for the related deployment which will be implemented by CSA in the future (analogue to Mars or Moon) aiming to maximize scientific, technical, and operational utility. Sites should also aim to maximize the extent of terrain suitable for a rover deployment, with a target goal of 500m * 500m. The analogue sites' characteristics are outlined in the Statement of Work ([Annex "A"](#)).

M2. Compliance with Established Budget

The financial proposal for each scenario being bid on must respect the maximum established budget of \$60,000.00. This includes Travel and Living Expenses for the site visit, which shall not exceed \$10,000 and for the final review meeting at the CSA, which shall not exceed \$5,000. The firm price service portion shall not exceed \$45,000. Goods and Services Tax and Quebec Sales Tax are extra, if applicable.

No points are awarded for the mandatory criterion, but it must be met in order for the bidder's proposal to be considered for further evaluation according to the point rated criteria.

1.2 Point Rated Technical Criteria

Proposals meeting all the mandatory criteria will be evaluated and scored as specified in the table inserted below.

Proposals which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Criteria	Title	Minimum Required Score	Maximum Score (points)
R1.	Scientific Objectives and Priorities of the Analogue Mission Scenario	B (50%)	25
R2.	Understanding of the Project's Scope	B (50%)	25
R3.	Management Experience of the Bidder	N/A	15



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R4.	Team Expertise	N/A	20
R5.	Understanding of the Proposed Schedule and Deliverables	N/A	15
Overall Total Score:		70%	100

The evaluation of the rated criteria is supported by a set of 5 benchmark statements (0, A, B, C, D). Each of these statements has a corresponding relative value:

- 0 = 0% of maximum point rating
- A = 25% of maximum point rating
- B = 50% of maximum point rating
- C = 75% of maximum point rating
- D = 100% of maximum point rating

As an example, the maximum point rating for the “Management Experience of the Bidder” technical criterion is 15 points. If a bid receives a “C” for this criterion in the evaluation process, the score attributed will be: 75% of 15 points = 11.25 points (score).

A maximum overall score of 100 points will be awarded for the rated criteria.

In order to be declared responsive, a bid must obtain a minimum overall score of 70% for the rated criteria and satisfy any minimum scores specified for individual rated criteria.

R1. Scientific Objectives and Priorities of the Analogue Mission Scenario

This criterion evaluates the understanding and the knowledge of the scientific objectives and priorities of the analogue mission scenario.

- 0.** No indication is given related to the integration of the “Mars” science priorities outlined in [RD-3](#) and [RD-4](#), or the “Lunar” science priorities outlined in [RD-5](#), to the project.
- A. Poor.** The bid presents some indication as to how the “Mars” science priorities outlined in [RD-3](#) and [RD-4](#), or the “Lunar” science priorities outlined in [RD-5](#), will be integrated in the project.
- B. Average.** The bid indicates how the “Mars” science priorities outlined in [RD-3](#) and [RD-4](#), or the “Lunar” science priorities outlined in [RD-5](#), will be integrated in the project. The bid also presents an indication of the knowledge of the Technical Team of the most up-to-date scientific information related to recent Martian or Lunar exploration missions.
- C. Good.** The bid explains in a detailed manner how the “Mars” science priorities outlined in [RD-3](#) and [RD-4](#), or the “Lunar” science priorities outlined in [RD-5](#), will be integrated in the project. The bid also presents an indication of the knowledge of the Technical Team of the most up-to-date scientific information related to recent Martian or Lunar exploration missions.
- D. Excellent.** The bid explains in a detailed manner how the “Mars” science priorities outlined in [RD-3](#) and [RD-4](#), or the “Lunar” science priorities outlined in [RD-5](#), will be integrated in the project. The bid also presents a thorough literature review of the most up-to-date scientific information related to recent Martian or Lunar exploration missions.

R2. Understanding the Project’s Scope

This criterion assesses the degree to which the Bidder understands the Scope of the Work (see Section 4 of the SOW), i.e. the desired outcomes of the project, the tasks to perform and the requirements.



- 0.** Not all items of the Scope of the Work are addressed in the bid. No references are made to the reference document [RD-2](#).
- A. Poor.** The bid includes an indication as to how the main items of the Scope of the Work will be addressed during the project. Some references are made to the reference document [RD-2](#).
- B. Average.** The bid includes a good description of how each items of the Scope of the Work will be addressed during the project. References are made to the reference document [RD-2](#).
- C. Good.** The bid includes a detailed description of how each items of the Scope of the Work will be addressed during the project. Clear links are made to the reference document [RD-2](#), where appropriate.
- D. Excellent.** The bid includes a detailed description of how each items of the Scope of the Work will be addressed during the project. Clear links are made with the reference document [RD-2](#), where appropriate. Some results related to some tasks implementation are presented.

R3. Management Experience of the Bidder

The bidder should have a tracked record of managing projects with similar scope in the past.

- 0) The bidder did not demonstrate experience with a similar project.
- A) The bidder seems to have limited experience with projects of similar scope.
- B) The proposal clearly demonstrates that the bidder successfully managed at least one project of similar scope.
- C) The proposal clearly demonstrates that the bidder successfully managed projects of similar scope, performing the work within budget and schedule.
- D) The proposal clearly demonstrates that the bidder successfully managed several projects of similar scope with success performing the work within budget and schedule. The contractor followed established management procedure.

R4. Team Expertise

Team members should be clearly identified. They should have experience with projects of similar scope. Key personnel should have a substantial involvement in the project; their availability for this activity should be clearly shown.

- 0) The bidder did not identify any project manager and/or technical team members in its proposal.
- A) The project manager and technical team members have been identified. They have limited experience with projects of similar scope. The technical expertise does not cover the entire scope of the work to be performed.
- B) The project manager and technical team members have been identified. They have substantial experience with projects of similar scope. However, expertise is lacking in some area required to perform the work.
- C) The project manager and technical team members have been identified and they have substantial experience with projects of similar scope. Key personnel contributed significantly to the projects and had clearly defined roles. The technical expertise covers the entire scope of the work to be performed.
- D) The project manager and technical team members have been identified and they have substantial experience with projects of similar scope. Key personnel contributed significantly to the projects and had clearly defined roles. The technical expertise covers the entire scope of the work to be performed. The bidder has identified backup personnel with significant expertise.

R5. Understanding of the Proposed Schedule and Deliverables

The Bidder should demonstrate an understanding of the proposed schedule and deliverables described in Section 5 of the SOW, showing that the Work described in the SOW can be completed on time and within the allocated budget, and with enough resources to deliver the requested deliverables.

- 0.** The bid does not include a schedule.



- A. Poor.** The bid includes a schedule, but not all meetings, reviews and milestones mentioned in Section 5 of the SoW are included. The time allocation for some of the tasks and deliverables is presented. Little or no evidence of analysis of tasks and deliverables is presented.
- B. Average.** The bid includes a schedule, but not all meetings, reviews and milestones mentioned in Section 5 of the SoW are included. The tasks and deliverables to achieve the Work are logical and realistic, as well as their time allocation. Little, if any evidence is provided that tasks have been analyzed and resource allocation is justified. Deviations from the tasks as defined in the SoW are logical and presented with some justification.
- C. Good.** The bid includes a schedule including all meetings, reviews and milestones mentioned in Section 5 of the SoW. The tasks and deliverables to achieve the Work are logical and realistic, as well as their time allocation. There is evidence that tasks have been analyzed and resource allocation is justified. Deviations from the tasks as defined in the SoW are logical and presented with some justification.
- D. Excellent.** The bid includes a schedule including all meetings, reviews and milestones mentioned in Section 5 of the SoW. The tasks and deliverables to achieve the Work are logical and realistic, as well as their time allocation. There is significant evidence that tasks have been analyzed and resource allocation is justified. Deviations from the tasks as defined in the SoW are logical and presented with a complete justification.



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Bidders should provide the required certifications in Section III of their bid.

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. Certifications Precedent to Contract Award

The certifications included in [Attachment 1 to Part 5](#), Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



ATTACHMENT 1 TO PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1.1 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.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](#)" list at the time of contract award.

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **YES () NO ()**

If so, the Bidder must provide the following information:



- a) name of former public servant,; and
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant,;
- b) conditions of the lump sum payment incentive,;
- c) date of termination of employment,;
- d) amount of lump sum payment,;
- e) rate of pay on which lump sum payment is based,;
- f) period of lump sum payment including start date, end date and number of weeks,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



1.6 Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of Bidder's Authorized Representative

Date



PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at [Annex A](#) and the technical and management portions of the Contractor's bid entitled _____, dated _____.

2. 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 issued by Public Works and Government Services Canada.

2.1 General Conditions

[General Conditions – Higher Complexity – Services 2035 \(2013-06-27\)](#) apply to and form part of the Contract with the following modifications:

- 1) For the purposes of this contract, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the clauses and conditions herein, including those incorporated by reference, shall mean Her Majesty the Queen in right of Canada as represented by the Minister of Industry, acting through the Canadian Space Agency;
- 2) Paragraph "2035 41 (2012-11-09) Code of Conduct and Certifications – Contract" is deleted in its entirety and replaced with the following:

2035 41 (2010-01-11) Code of Conduct for Procurement

The Contractor certifies that it has read the [Code of Conduct for Procurement](#) and agrees to be bound by its terms.

3. Security Requirements

There are no specific security requirements associated with the work to be performed under this Contract. However, the proposed resource(s) may be required to sign non-disclosure agreements associated with documents received, the work performed and the deliverables submitted under the contract.

Contractor personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the CSA.

4. Term of Contract

4.1 Period of the work

The period of the contract will be from date of contract award to January 10, 2015.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:



Date: September 27, 2013

Robert Kardum
Canadian Space Agency
6767 Route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9

Telephone: (450) 926-4875
Facsimile: (450) 926-4969
E-Mail: robert.kardum@asc-csa.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 and/or Technical Authority

To be identified at contract award.

The Project and/or Technical 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

(to be specified at contract award)

6. Payment

6.1. Basis of Payment – Firm Price for Professional Fees and Cost Reimbursable Subject to a Limitation of Expenditure for Travel and Living Expenses

6.1.1 Professional Fees

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

6.1.2 Reimbursement of Travel and Living Expenses

In accordance with:

- a) The *National Joint Council Travel Directive*, Appendices B, C and D <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and
- b) The "Special Travel Authorities", Section 7 for "Persons on contract" http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp:



The contractor will be reimbursed for authorized travel and living expenses reasonably and properly incurred in the performance of the Work, with no allowance for profit and/or administrative fees, upon presentation of supporting documentation except for meals, mileage and incidentals which will be reimbursed without receipts in accordance with the allowances specified in Appendices B, C and D and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" to a limitation of expenditure of \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax and/or Quebec Sales Tax are extra, if applicable...

The department will reimburse Contractors up to full-fare economy class only, upon presentation of an electronic ticket receipt indicating the class and price of the ticket.

All travel must have the prior authorization of the Project authority.

All payments are subject to government audit.

6.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. Canada's total liability to the Contractor under the Contract for travel and living expenses must not exceed \$ _____. Customs duties are _____ included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
3. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;



(c) the Work performed has been accepted by Canada.

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

(See [Attachment 1 to Part 3](#))

6.4 T1204 Supplementary Slip Requirement - Invoicing Procedures

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information:
 - (a) the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
 - (b) the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
 - (c) the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
 - (d) in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.
3. The information must be sent with the first invoice to the [invoicing address](#) specified herein. If the information includes a SIN, the information should be provided in an envelope marked "PROTECTED".

7. Invoicing Instructions

1. 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.

Each invoice must be supported by a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

9F052: FINANCIAL SERVICES
EXPLORATION DEVELOPMENT
6767 ROUTE DE L'AÉROPORT
ST-HUBERT, QC
CANADA J3Y 8Y9

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. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

10. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Applicable Laws

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

13. Contractor Performance

1) Canada will evaluate the Contractor's performance during and upon completion of the work. If the Contractor's performance is determined to be unsatisfactory on more than one contract, the Contractor's bids on future work may be inadmissible for a period of 18 months or 36 months thereafter.

2) The Contractor Performance Evaluation Report Form used to record the performance is attached to the contract at Appendix ___.

14. 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) [General Conditions – Higher Complexity – Services 2035 \(2013-06-27\)](#);
- (c) Annex X, Statement of Work;
- (d) Annex X, Basis of Payment;
- (e) Annex X, Contractor Performance Evaluation
- (f) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK



Title:

Science Scenario Development for a Planetary Analogue Robotic Field Deployment: Site Identification and Characterization

1. Reference Documents

- RD-1 Global Exploration Strategy (<http://www.asc-csa.gc.ca/eng/publications/summary.asp>)
- RD-2 Exploration Surface Mobility Analogue Mission Scenarios, CSA-ESM-DD-0001, Rev B, May 2010.
- RD-3 Mars sample return priorities report (<http://www.planetary.brown.edu/pdfs/3756.pdf>)
- RD-4 Mars 2020 Science Definition Team report (http://mepag.jpl.nasa.gov/reports/MEP/Mars_2020_SDT_Report_Final.pdf)
- RD-5 Scientific Context for Exploration of the Moon (http://www.nap.edu/openbook.php?record_id=11954)

2. Purpose

This document describes the tasks, milestones, and deliverables to be met by the contractor for the project. The main goal of the work is to identify and describe a viable field site to be used for a science-led, technology-enabled robotic field deployment in upcoming years.

The contract's final review must be conducted no later than January 10, 2015.

3. Context

The Canadian Space Strategy (<http://www.asc-csa.gc.ca/eng/publications/strategy.asp>) defines a bold vision for Canada's future in space, where Canadians in a global partnership work to harness the potential of space to advance scientific knowledge of our world and the Universe beyond.

Through the Global Exploration Strategy (RD-1), fourteen space agencies including the CSA, have developed a framework for international collaboration on exploration of the Moon, Mars and beyond. Concepts for future international space missions involve human exploration, robotic exploration and human-robot interaction.

As part of its mandate, the CSA is considering possible roles for Canada within such a partnership. At this time, CSA envisages a potential contribution to the lunar infrastructure and science on Mars through participation in future Mars missions.

To realize this vision, the CSA has developed a set of support activities called Exploration Core to position Canada to play a key role in space exploration while minimizing costs and risks and maximizing success. One of these activities is the Exploration Surface Mobility (ESM) project which has recently delivered a series of ground prototypes for surface mobility and associated peripheral elements. Preliminary analogue mission scenarios using these prototypes have been developed (RD-2) in order to increase CSA's operational readiness for real exploration missions.

Analogue missions are simulations of planetary surface operations that take place at field sites on Earth. A terrestrial analogue site resembles in some key way (e.g. geomorphologically or geochemically) a surface environment of another planet. An analogue mission can be defined as an integrated set of activities that represent (or simulate) entire mission designs or narrowly focus on specific aspects of planned or potential future planetary exploration missions. Analogue missions support the objectives of the CSA by providing a means to develop and test planetary surface operational requirements for science instruments, science support equipment and mission platforms in a realistic operational environment, generated through conducting real science investigations in an analogue environment.



In upcoming years, CSA aims to execute two such field deployments under scenarios representing: (i) a Mars sample return, and; (ii) lunar prospecting. Thus, the overarching goal of these contracts is to identify appropriate terrestrial field sites that could be used to execute such deployments.

4. Scope

4.1 Desired Outcomes

The objective of this Request for Proposals is to support the Canadian Space Agency (CSA) in advancing science and operational readiness for its participation in future international activities related to Moon and Mars exploration missions. Specifically, the desired output from this RFP is an operational concept for a future analogue mission that will be conducted by CSA and using mainly Exploration Surface Mobility (ESM) ground prototypes for surface mobility and associated peripheral elements.

It is expected that two contracts will be awarded from this RFP, each addressing analogue mission scenarios as outlined in Chapter 3 and 5 in RD2:

- Mars Sample Return Scenario
- Lunar Prospecting Scenario

Contractors will be tasked to identify a site and develop a preliminary mission concept to satisfy an end-to-end deployment as described in RD2.

4.2 Tasks to Perform

This work will be based around presenting three key reports to CSA:

1. **Site Identification Report:** describing the selection and physical characteristics of the proposed deployment site;
2. **Science Scenario Report:** defines the mission objectives and a proposed operational concept to meet the objectives;
3. **Logistics Report:** outlines the logistics plan to support the deployment.

The minimum content for the deliverable reports is as follows:

- Site Identification Report
 - Location
 - Environmental conditions
 - Area (m²) of rovable terrain
 - Maximum straight-line rovable traverse
 - Site photos
 - Description of surface geomorphology
 - Science Scenario Report
 - Science questions to be addressed
 - Suggested rover and payload suite required to address objectives
 - General operational concept
 - Projected duration and timeline
 - Logistics Plan Report
 - Travel requirements
-



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- Required permits / licenses
- On-site / near-site accommodations
- Seasonal accessibility
- Communications availability
- Estimated costs (e.g. travel / living; shipping)
- Key risks and mitigation strategies
- Points of contact

4.3 Requirements

Targeted platforms (rovers), analogue mission objectives, assumptions, potential prototypes candidates, scenario description and parameters and analogue site requirements described in Section 3 (Mars) and 5 (Moon) of reference RD-2 must be taken into account while developing the science scenario and the operational concept.

Scenarios described in reference RD-2 must be updated based on the most up-to-date scientific information related to recent Martian and lunar exploration missions.

Depending on the project's specific objectives and logistical considerations, the contractor will be asked to suggest an optimal schedule deployment depending on the proposed concept, within a 2 to 4-week timeframe. Mars analogue mission scenarios will take into consideration science priorities outlined in RD-3 and RD-4. Lunar analogue mission scenarios will consider science priorities outlined in RD-5.

Canadian sites are strongly preferred, but not mandatory. In the case of an international site being selected, the most comparable Canadian site must be identified and rationale provided why it is insufficient for mission needs.

As part of the Preliminary Site Identification, the contractor will select one from up to a maximum of three (3) sites that were proposed in its bid aiming to maximize scientific, technical and operational utility. Sites should also aim to maximize the extent of the terrain suitable for a rover deployment, with a target goal of 500m x 500m. Following CSA's approval of the site, a visit to the site will be required to confirm and/or update information provided in the site selection report and gather additional data to continue to develop the science scenario. For example, specific deployment locations will be selected (including precise geographic coordinates) and photographed. Additional on-site logistics information will also be confirmed (e.g. recommended location of camp-site, etc). It is anticipated that two (2) members of CSA staff (one technical, one scientific) will participate in the Site Visit, but will travel at the expense of CSA.

5. Contract Schedule and Deliverables

Table 1 outlines the envisioned contract deliverables and the schedule against which they shall be delivered:

Table 1 - Project's Schedule and Deliverables

Number	Title	Description of the Deliverable	Estimated Schedule of the Delivery
1	Kick-off Meeting	Webex / Telecon	Within 2 weeks after the contract awarding.
2	Preliminary Site identification	*.ppt + Webex / Telex	6 weeks after contract award
3	Site Identification Report	*.doc	12 weeks after contract



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			award.
4	Site Identification Review	*.ppt + Webex / Telex	13 weeks after contract award but no later than March 31 st , 2014.
5	Preliminary Science Scenario Outline	*.ppt + Webex / Telex	20 weeks after contract award
6	Science Scenario Report	*.doc	6 weeks after the site visit
7	Science Scenario Review	*.ppt + Webex / Telex	7 weeks after the site visit
8	Logistics Plan	*.doc	19 weeks after contract award
9	Logistics Plan Review	*.ppt + Webex / Telex	20 weeks after contract award
10	Final Review and Presentation	*.ppt + Meeting at CSA or Webex / Telecon	January 10, 2015

Note that the contractor will be expected to keep meeting minutes and log action items for each Webex / Telecon meeting.