

REQUEST FOR PROPOSAL

**ENGINEERING FEASIBILITY STUDIES FOR TV5 CHAMBER
AND AUXILIARY SYSTEMS
for the David Florida Laboratory in Ottawa of the Canadian Space Agency**

**Bid Submission Deadline:
November 7, 2013 at 2:00 pm (EST)**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
Monday to Friday, from 08:00 to 16:30 (closed between 12h00 and 13h00)
6767 Route de l'Aéroport
St Hubert, Quebec J3Y 8Y9
Canada

Attention: Claudine Morin
Email: soumissionscontracts@asc-csa.gc.ca

Reference: CSA File No. **9F010 – 20130508**

NB: Please read this Request for Proposal carefully for further details on the requirements and bid submission instructions.



October 21, 2013

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PART 1 – GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a 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 Security Requirements;

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

2. Submission of a bid

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

General Instructions to Bidders is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:

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

3. Summary

Description and requirement

The purpose of this Request for Proposal (RFP) is to solicit bids from interested Canadian organizations specializing to provide engineering feasibility studies for TV5 chamber and auxiliary systems for the David Florida Laboratory (DFL) in Ottawa of the Canadian Space Agency (CSA).

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as **Appendix A**.

4. 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.

5. 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).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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.

- delete in entirety point # 4 and # 5 of clause 01

2. Submission of a Bid

THE BID SUBMISSION DEADLINE IS INDICATED AT THE FIRST PAGE OF THIS DOCUMENT. It is the CSA's policy to return, unopened, bids received after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid.

Bidders are required to provide their bid to the following address:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
Monday to Friday, from 08:00 to 16:30 (closed between 12h00 and 13h00)
6767 Route de l'Aéroport
St Hubert, Quebec J3Y 8Y9
Canada

Attention: Claudine Morin

You can also send your proposal by email at the following address:
soumissionscontracts@asc-csa.gc.ca

Proposal sent by fax is not acceptable.

3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority Claudine Morin (Claudine.morin@asc-csa.gc.ca) 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 Government of 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 Government of Canada determines that the enquiry is not of a proprietary nature. Government of 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 Government of 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 Ontario. 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. General

Bidders must send **the original** of the proposal, before the specified deadline (date and time), to the address shown on Page 1 of the RFP. Proposals may be submitted in English or French.

2. Price

The financial proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as per indication in Appendix B**.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination, Customs duties and Excise taxes included.

Government of 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;
- (c) include the certifications as a separate section of the bid;
- (d) the bidder must present their financial proposal in conformity with the basis of payment;
- (e) the total amount with goods and services tax (GST) or harmonized sales tax (HST), if applicable, must be indicated separately.

3. Business name and address of bidder

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Procurement Business Number (PBN): _____

PARTIE 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 government of Canada will evaluate the bids.

1.1.1 Mandatory technical criteria*

To be responsive, Bidders must meet the mandatory criteria below:

- 1) have experience in the manufacturing and delivery of thermal vacuum chambers and supporting shrouds in the last five (5) years.
- 2) have experience in the designing of thermal conditioning units for modular shrouds up to 15 Feet squared in the last five (5) years.
- 3) have experience in the design of LN2 closed loop recirculating systems up to 2 inches of LN2 supply line in the last five (5) years
- 4) Required Resources: The contractor will provide at least one (1) or more senior subject expert (s) with requested experience for the desired tasks for this project aided by other junior team members as desired. All work completed will be verified and audited by the senior resource(s) prior to submission.

* Please provide the supporting documentation and CV of the resource to demonstrate that you meet these criteria.

- Similar project that were completed in the past five years (locations and scope of work).

2. Basis of Selection - Lowest evaluated price

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Maximum funding

This study is funded by the Canadian Space Agency. The ceiling price of this study contract is set at \$50,000.00 including travel and living expenses before tax.

The proposal that exceed this amount will be automatically rejected.

PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Government of Canada is subject to verification by government of Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly.

Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Prior to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24-hour time frame 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.

A. 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" 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.

B. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - c. corporate entity;

2. It was registered or formed under the laws of

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of

4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

C. CODE OF CONDUCT FOR PROCUREMENT

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tcm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

- (a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

D. ATTESTATION – FORMER PUBLIC SERVANT

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

1.1 Definitions

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 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 size of 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.

1.2 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, for all FPS in receipt of a pension, as applicable:

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

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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](#).

1.3 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;
- 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 fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

E. ATTESTATION

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

ATTESTATION SIGNATURE

We hereby certify compliance with the above-noted certification requirements for the following:

- A. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - Bid Certification;
- B. LEGAL ENTITY AND CORPORATE NAME;
- C. CODE OF CONDUCT FOR PROCUREMENT;
- D. ATTESTATION – FORMER PUBLIC SERVANT.

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

PART 6 – SECURITY REQUIREMENTS

Security Requirements

The work to be performed under this RFP do not requires a reliability status.

PART 7 - RESULTING CONTRACT CLAUSES

1. Description of requirement

The Contractor shall perform and complete the Work as per the statement of work at appendix A.

2. Standard Clauses and Conditions

All conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works Government Services Canada (PWGSC). The SACC Manual is available on the website of PWGSC:

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

3. General Conditions

2035 (2013-06-27) General Conditions – Higher complexity Services applied to the contract and they are integral part of it.

- delete in entirety paragraph 4 and 5 of clause 2031 41

3.1 Supplementary General Conditions

4007 (2010-08-16) Canada to own Intellectual Property Rights in foreground information

4. Period of the work

The period of the contract to be issued in response to this RFP will be from the date of the award of the contract till March 21, 2014.

5. Contracting Authority

The Contracting Authority for this resulting contract is:

Claudine Morin
Canadian Space Agency
6767 Route de l'Aéroport
St. Hubert, Quebec J3Y 8Y9
Canada

Telephone: 450-926-4427
Facsimile: 450-926-4969
Email: Claudine.morin@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.

6. Project Authority

To be insert at contract award

7. Contractor's Representative

To be insert at contract award

8. Basis of payment – Ceiling Price

The price specified for the work is a ceiling price and is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the work and computed in accordance with the basis of payment. The requirements of the Statement of Work shall be completed in accordance with the terms and conditions of the Contract and subject to the ceiling price. No additional funds shall be payable.

9. Terms of payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 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;
- all such documents have been verified by Canada;
- the Work performed has been accepted by Canada.

10. Certifications

Compliance with the certifications provided by the contractor in its bid is a condition of the contract and subject to verification by Government of Canada during the entire contract period. 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, Government of Canada has the right, pursuant to the default provision of the contract, to terminate the contract for default.

11. 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 _____ (*the contracting authority must insert the name of the province or territory mentioned by the bidder in its proposal, if applicable*), and the relations between parties will be determine by these laws.

12. Priority of documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the Contract document including appendices;
- b) General Conditions as per indication in point # 3 and 3.1 above;
- c) Appendix **C**, Statement of work;
- d) the supplier proposal dated _____ (insert the date of the proposal) (*if the proposal has been clarified or revised, insert when you issue the contract: "clarified on _____" or "modified on _____" and insert dates of clarifications or amendments*).

13. Performance evaluation report

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance.

APPENDIX A

STATEMENT OF WORK

Title

Engineering Feasibility studies for Tv5 chamber and auxiliary systems

1.0 Context & Scope

1.1 Background

The TV5 chamber (7m x 10M) at the David Florida Laboratory in Ottawa is the largest operational thermal vacuum chamber for the Government of Canada. The chamber consists of multiple operational systems that are required to induce vacuum and cryogenic conditions.

1.2 Objective

Some of the existing systems such as the Liquid Nitrogen Recirculating System (LNRS) are in need of upgrade and possible replacement.

The operational requirements down to Liquid temperature necessitate the flooding of all the existing shrouds in the chamber to cool down to -186C. In the scope of reducing cost and efforts of the DFL and its clients; a study is required to allow the thermal decoupling of the upper and lower shrouds with associated tower in order to flood the upper half of the chamber and reach operational objectives.

The existing upper shrouds (quantity of 4) an upper lid (quantity of 1) are only operational down to LN2 temperature, there is a need to allow thermal cycling of the existing shrouds between -150/+125 C using Modular Thermal Control Units (TCU).

The contractor team will perform engineering feasibility studies related to the above specified tasks.

1.3 Scope of the Work

The requested scope of work will consist of the following;

- 1- Some of the existing systems such as the Liquid Nitrogen Recirculating System (LNRS) are in need of upgrade and possible replacement.
 - To perform an engineering study on the existing LNRS system as per attached word document describing the current systems architecture and requesting feedback on current design and listed corrective/enhancements actions (see Appendix D).

- 2- The operational requirements down to Liquid temperature necessitate the flooding of all the existing shrouds in the chamber to cool down to -186C. In the scope of reducing cost and efforts of the DFL and its clients; a study is required to allow the thermal decoupling of the upper and lower shrouds with associated tower in order to flood the upper half of the chamber and reach operational objectives
 - To perform thermal analysis on the existing tower/chamber shrouds assembly to evaluate if it is possible to thermally isolate the upper shroud and lid sections from the rest of the chamber by only flooding the upper sections and thermally/optically insulate the remaining sections to negate any thermal effect on the item under test at the specified location. Detail drawings (in step file format) will be provided to the contractor revealing the Mechanical ground Support Equipment (MGSE) interface to the tower and the upper shrouds for a proper thermal analysis and recommendations.

- 3- The existing upper shrouds (quantity of 4) an upper lid (quantity of 1) are only operational down to LN2 temperature, there is a need to allow thermal cycling of the existing shrouds between -150/+125 C using Modular Thermal Control Units (TCU).

- To provide an engineering analysis to evaluate the feasibility of converting the existing 5 shrouds to be capable of supporting thermal testing as specified above with all supporting infrastructure and efforts that will be required given the present architecture to achieve such a task. The contractor will be provided with the drawing (a step file format) for the vertical shrouds and the lid shroud.

2.0 Schedule

The window to perform this project will be from the date of the award of the contract to be completed no later than the 21st of March 2013.

3.0 Work Parameters

3.1. On-Site Presence

The contractor team will be required to attend one day-long meeting at the DFL at the beginning of the contract but no earlier than the first week of December. If a team member, at other points in the contract, requires additional site visits, they may be done so at his/her discretion. All expenses incurred by the contractor related to the on-site phases (e.g. travel, lodging, meals, etc.) are entirely the responsibility of the contractor.

When on-site as, the contractor will be exposed to the Clean Room environment, and will be subject to its rules and restrictions.

3.2. Client Support

During the on-site phases, the Technical Authority will provide reasonable access to internet, telephone, and fax services. The contractor will not be provided with office accommodations.

3.3. Reporting

Weekly progress reports will be submitted to the Technical Authority via email.

3.4. Deliverables

The deliverables prior to the 21st of March will be in the form of engineering report for each of the tasks below highlighting the requested information with details analysis including engineering recommendations, costs and timeline.

- 1) To perform an engineering study on the existing LNRS
- 2) To perform thermal analysis on the existing tower/chamber shrouds assembly
- 3) To provide an engineering analysis to evaluate the feasibility of converting the Tv5 upper 4 shrouds and the chamber lid from a boiling shroud system to a thermal cycling system (-160C to +140 C) using Thermal Control Units (TCU).

4.0 Other Terms and Conditions

4.1. CSA Technical Authority's Obligations

- Ensure availability of staff with whom the contractor may need to consult
- Access to appropriate guidelines (Technical Authority guidelines and templates, if applicable)
- Schedule teleconferences, if required

4.2. Contractor's Obligations

- Participate in teleconferences, when required
- Submit all written reports in Microsoft Office Word

4.3. Language of Work

Weekly reports may be performed in English.

APPENDIX B

FINANCIAL PROPOSAL

UNIT PRICE TABLE

1) Professional Services (at firm hourly rate)

Consultant Name	Level of efforts (est.) (number of hours)	Hourly rate (firm)	Total (est.)
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

- Total for labour (est.) \$ _____

2) Travel and living expenses

In accordance with:

- a) The Treasury Board Travel Directive, Appendices B, C and D
<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng&merge=2>, and
- b) The "Special Travel Authorities" Directive, Section 7 for "Persons on contract" http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/sta-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, 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.

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.

- Total for travel (est.) \$ 5,000.00

Total including labour and travel before tax (ceiling) \$ _____*

* This study is funded by the Canadian Space Agency. The ceiling price of this study contract is set at \$50,000.00 including travel and living expenses before tax (ceiling price).

APPENDIX C

PERFORMANCE EVALUATION REPORT

**ENGINEERING FEASIBILITY STUDIES FOR TV5 CHAMBER AND AUXILIARY SYSTEMS
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PERFORMANCE EVALUATION REPORT

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible.

Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

***Supplier**

Rating scale:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1	Comments:	
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1	Comments:	

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<p>6. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>7. Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> 8. Invoices 9. Progress reports 10. Reports on use or business volume 11. Meeting agendas and minutes 12. Documentation and quality of work 	<p>10 9 8 7 6 5 4 3 2 1</p> <p>Comments:</p>
<p>TOTAL</p>	<p>/60</p>

Overall Rating

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less

APPENDIX D

LNRS GENERAL SPECIFICATIONS
(see document attached)