

Request for Information (RFI)

Supporting the Canadian Space Agency's input to the European Space Technology Harmonisation 1st Semester 2014 Review (CSA-ESA-THAG)

**Bid Submission Deadline:
December 20, 2013, 14:00 EST**

Submit bids to:

**Canadian Space Agency
6767 route de l' Aéroport
Receiving/Shipping (between 8:00 and 16:30)
Saint.Hubert, Québec
Canada J3Y 8Y9**

Attention: **Julie Anselmo**

Reference: File No. 9F063-20130730

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



Canadian Space
Agency

Agence Spatiale
Canadienne

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1 Title

Supporting the Canadian Space Agency's input to the European Space Technology Harmonisation 1st Semester 2014 Review

2 Purpose

The Canadian Space Agency (CSA), which represents the Canadian delegation at the European Space Agency's (ESA) Technology Harmonisation Advisory Group (THAG), is soliciting comments from Canadian organizations involved in Space technology development and/or research in Canada on key technical information (i.e., *Technical Dossiers* and related documents) stemming from ESA's 1st Semester 2014 Technology Harmonisation process..

Canadian organizations are asked to register using the contact form indicated in Section 4 in order to participate in this review process.

This consultation applies only to the 1st Semester 2014 Technologies identified in the table below:

Technical Subdomain*	Title of the Technical Dossier**
TBD	Multibody Dynamic Simulation
3-C	Electro Chemical Energy Storage
15-A	Solar Array Drive Mechanism (SADM)
TBD	System Data Repository

Table 2-1: 1st Semester 2014.

* Classification based on ESA's Technology Tree (see <ftp://ftp.asc-csa.gc.ca/users/TRP/pub/CSA-ESA-THAG-RFI/2014-01/EN/>)

** Technologies covered by the Technical Dossier can be a subset of the technologies described in the ESA Technology Tree.

Participating organizations are requested to provide their comments to the CSA on: (1) the Technical Dossiers and, (2) the proposed Technology Road-Map (see Figure 5-1).

The CSA will consolidate these comments and report them to the Technology Harmonisation Advisory Group. The final Technology Road-Maps will be distributed to those organizations which have contributed to the review process.

The CSA plans on an annual basis to issue Requests for Information for subsequent harmonisation cycles.

3 General Information

This Request for Information (RFI) is not an acquisition process and is not in direct support of any government procurement. Exchanges with organizations consulted through this RFI will have ceased long before the commencement of formal procurement activities.

The assurance of open, fair and transparent procurement processes is imperative for both government and potential contractors. The demarcation between this “information gathering” initiative and any formal procurement process is clearly defined and implemented to ensure there are no conflicts between these two activities.

This RFI shall not be construed as a Request for Proposal (RFP). No agreement/contract will be entered into with/awarded to any vendor based on responses to this RFI. Participation in this RFI shall in no way be considered as authorization by Canada for vendors to undertake any work.

Nothing in this RFI shall be construed as a commitment to issue a RFP. Response to this RFI will not create any obligation. Neither Canada nor vendors answering this RFI shall be bound by any aspect of their response to this RFI.

The information submitted in response to this RFI may be used in the development of a subsequent RFP. Vendors answering this RFI shall specify if the information or comments provided are confidential or exclusive to their company.

All responses to this RFI will be held by Canada in confidence, subject to applicable legislation. Once they have been received, the documents will become the property of Canada.

Vendors not responding to this RFI will not be penalized in an eventual RFP. Canada shall not be liable for, nor shall it reimburse any vendors for, any costs, fees or expenses which any vendor incurs in the preparation or submission of its response to this RFI.

4 Information Requested

Respondents must use the provided contact form template to subscribe to the distribution list.

The contact form (*CSA-ESA-THAG-Contact-Form-2014-1st_Semester_EN-RFI-R.pdf*) can be found at:

<ftp://ftp.asc-csa.gc.ca/users/TRP/pub/CSA-ESA-THAG-RFI/2014-01/EN/>

Written responses should be forwarded, no later than the date and time stipulated, to the address provided. The responses must be provided in electronic format on CD or by

e-mail to **Julie Anselmo** at SoumissionsContracts@asc-csa.gc.ca in PDF format, in one of the official languages of Canada.

5 CSA ESA-THAG Process Overview

The main dates of the ESA 1st Semester 2014 Harmonisation are given in Table 5-1. The CSA process will be aligned accordingly. The interaction between the ESA THAG and the CSA process is depicted in Figure 5-1.

Event	Date (yyyy/mm/dd)
	1 st Semester 2014
Technical Dossier sent to THAG	2013/10/15
Mapping Meeting	2014/02/05 to 2014/02/06
Draft Road Map sent to THAG	2014/05/15
Road Map Meeting	2014/09/09 and 2014/09/10
Conclusion Document sent to THAG	2014/12/14

Table 5-1: Main ESA 2014 Harmonisation dates (planned).

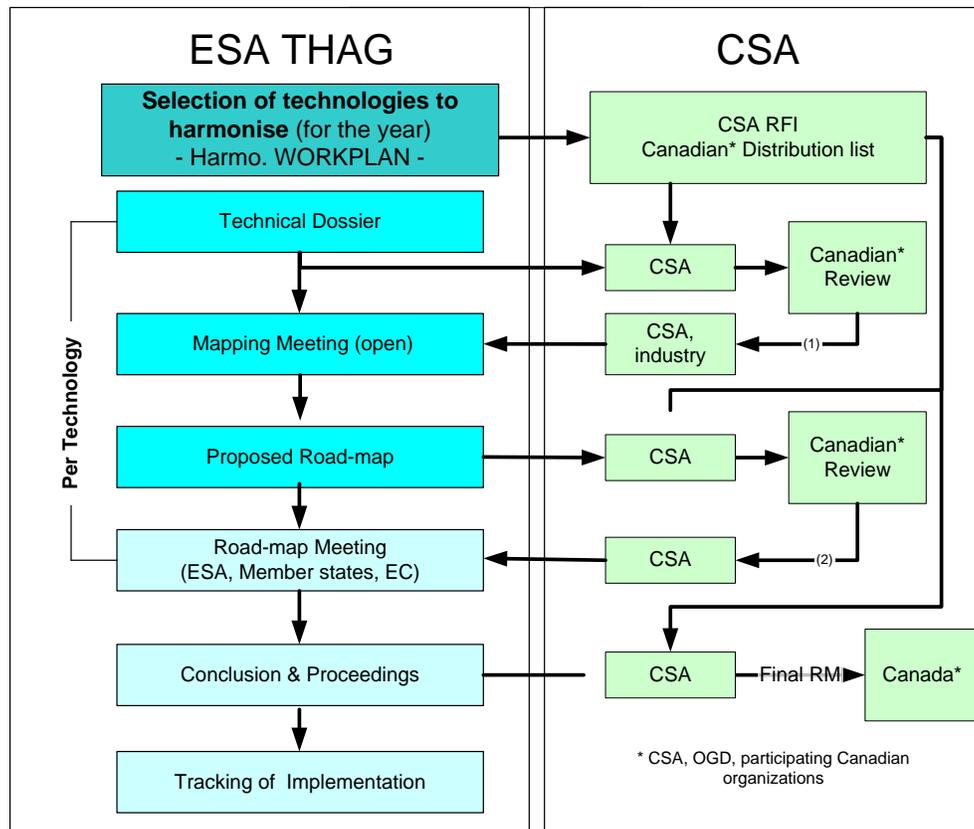


Figure 5-1: ESA Technology Harmonisation and CSA process overview.

Nomenclature:

CSA: Canadian Space Agency

EC: European Commission
ESA: European Space Agency
RFI: Request for Information
RM: Road Map
TD: Technical Dossier
THAG: Technology Harmonisation Advisory Group

References:

Further information about ESA's Technology Harmonisation can be found under:

- http://www.esa.int/esaMI/Technology/SEM003WPXPF_2.html
- http://esamultimedia.esa.int/docs/dtos/Techn_Harm_Process-March26-PG.pdf
- <http://esamultimedia.esa.int/docs/intranet/www20070206pdf1.pdf>