

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Développement d'applications	
Solicitation No. - N° de l'invitation 9F043-130644/A	Date 2014-02-05
Client Reference No. - N° de référence du client 9F043-130644	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-690-12591	
File No. - N° de dossier MTB-3-36306 (690)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-19	
Time Zone Fuseau horaire Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Esther	Buyer Id - Id de l'acheteur mtb690
Telephone No. - N° de téléphone (514) 496-3889 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE SPATIALE CANADIENNE 9F043-UTILISATION SPATIALE 6767 ROUTE DE L AEROPORT ST HUBERT Québec J3Y8Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and appendices, 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;
- 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting Contract.

Bid Solicitation includes the following Appendices:

- Appendix "A" Statement of Work, Contract Deliverables and Meeting
- Appendix "B" Basis of Payment
- Appendix "C" Proposal Preparation Instructions
- Appendix "D" Point Rated Technical Criteria and Benchmark Statements

1.2 Summary

Project Title

Development of Applications for Environmental Monitoring and Remediation

Description

With this Request for Proposals (RFP), Public Works and Government Services Canada (PWGSC) plans to award several contracts through the Canadian Space Agency's (CSA's) Earth Observation Applications Development Program (EOADP) for the development of advanced methods, systems, products and/or services that will optimize the utilization of CSA-supported EO missions data for the purpose of environmental monitoring and remediation. The use of CSA-supported mission data is a mandatory requirement. Although other complementary data sources may be incorporated into the proposed concept, the proposal must clearly identify the added value that will occur from the work that will either improve the aspects of the CSA-supported EO mission data or its utilization within an application context. For this RFP, CSA-supported missions include:

- RADARSAT;

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- Sentinel (simulated);
- Envisat archives;
- ERS-1/2 archives.

Period of Contract

The contract will be issued issued will be for a period of twenty-four (24) months.

Actual Available Budget

The budget available for contracts resulting from this bid solicitation is \$5,000,000.00, all applicable taxes extra. Appendix A (Statement of Work) includes a description of the work required. The maximum amount of funding available for each contract will not exceed C\$500,000.00, Government Services Tax (GST) and Quebec Sales Tax (QST) extra, as applicable. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Security Requirements

No security requirements apply to this project.

This requirement is not subject to the trade agreements.

Canadian Content

The requirement is limited to Canadian goods and services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: two hundred and forty (240) days

2.2 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

A list of subcontractors is needed for regional distribution report

2.3 Former Public Servant

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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.

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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment program.

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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.

2.4 Submission of Bids

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

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

2.5 Enquiries - Bid Solicitation

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

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

2.6 Applicable Laws

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

2.7 Maximum Funding

The maximum available funding, not including Goods and Services Tax (GST) and Quebec Sales Tax (QST), for each contract for the purposes of this bid solicitation is indicated under the heading Actual Available Budget in Part 1, Section 1.2 - Summary. Bids valued in excess of this amount will be considered non-responsive, pursuant to Section 4.3 - Financial Evaluation, Part 4 - Evaluation Procedures and Basis of Selection. This disclosure does not commit Canada to pay the maximum funding available.

2.8 Number of contracts awarded

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To encourage the greatest possible number of bidders to submit bids, PWGSC may limit to one (1) the number of contracts awarded to a bidder. However, bidders may submit more than one bid provided that each of their bids is distinct and different from one another in terms of the elements proposed. In such a case, the highest ranked responsive bid would be considered for the contract award.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- (a) Each bid must contain the following sections:

Section I: Technical Bid as well as the Executive Summary (stand-alone document): **one (1) paper copy and two (2) electronic copies on CD.**

Section II: Financial Bid **one (1) paper copy and one (1) electronic copy on CD**

Section III: Certifications **one (1) paper copy**

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

- (b) For the paper copies, each section must be bound separately;
- (c) If there is a discrepancy between the wording of the electronic copy and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy;
- (d) For the electronic copies of Section I (Technical bid as well as the Executive Summary), all of the information must be contained in one file. The only acceptable formats are: MS Word, and PDF;
- (e) For the electronic copy of Section II (Financial Bid), all of the information must be contained in one file. The only acceptable formats are: MS Word and PDF;
- (f) The electronic copy of Section II must be submitted on a separate CD than the electronic copy submitted for Section I;
- (g) Prices must appear in Section II (financial bid) only. No prices must be indicated in any other section of the bid;
- (h) The total number of pages for Section I should not exceed 50 pages (8.5 X 11 inches) (216 mm X 279 mm) paper excluding bid appendices;
- (i) The bid should use a numbering system that corresponds to the bid solicitation;
- (j) the Bidder should ensure that the cover page in their bid (Section I, II and III) includes the following table duly filled out:

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Company Name	Company address
Project Title	Title of the Request of Proposal: Development of Applications for Environmental Monitoring and Remediation
Application Domain (Mandatory)	
Project summary: (8 lines)	

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

3.2 Section I: Technical Bid and Executive Summary

In their technical bid and executive summary, 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 and executive summary 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 under the same headings.

Part 4 - Evaluation Procedures and Basis of Selection contains additional instructions as well as Appendix C entitled "Proposal Preparation Instructions" that contains furthermore the structure and content that bidders should take into account when preparing their technical bids.

3.3 Section II: Financial Bid

3.3.1 Bidders must submit their financial bid in accordance with the following:

- (a) A firm, all inclusive lot price for the Work, not exceeding the maximum funding available, as indicated under the heading Actual Available Budget in PART 1, Section 1.2- Summary. The total amount of Goods and Services Tax and Quebec Sales Tax must be indicated separately, if applicable.
- (b) Prices in bids must be quoted in Canadian dollars. The total amount of Goods and Services Tax and Quebec Sales Tax must be indicated separately, as applicable.

3.3.2 When preparing their Financial bid, bidders should review the Basis of payment in Appendix B and Section 4.3, Financial Evaluation, Part 4 - Evaluation Procedures and Basis of Selection.

The prices included in the proposed pricing schedule include the estimated total cost of all items included in the price breakdown set out in Section 3.3.3.

3.3.3 For each submitted financial bid, Bidder must provide a price breakdown as follows for each firm lot price indicated, in accordance with the requirements set out in 3.3.1.

- (a) Labour: For each individual and (or) labour category to be assigned to the Work, Bidder must indicate:
 - i) the hourly rate, inclusive of overhead and profit; and
 - ii) the estimated number of hours corresponding to working hours.
- (b) Equipment: Bidder must specify each item required to purchase and complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.
- (c) Materials and Supplies: Bidder must identify each category of materials and supplies required to purchase and provide the pricing basis of each one in order to complete the Work..
- (d) Travel and Living Expenses: Bidder must Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the National Joint Council Office (NJC) 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.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable.
- (e) Subcontracts: Bidder must identify all of the proposed subcontractor and provide in the Financial bid for each one a price breakdown as contained in paragraph 3.3.4 of Part 3 of the bid solicitation.

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- (f) Other Direct Charges if applicable: Bidder must identify all other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis for each.
- (g) GST and QST: Bidder must identify any applicable GST and QST separately.

3.4 Exchange Rate Fluctuation

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

3.5 Section III: Certifications

In Section III, Bidders must include the certifications and the documentation related if applicable under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.2 Technical and Management Evaluation

4.2.1 Mandatory Technical Criteria

Application Area:

To be compliant, the Bidder must submit a bid that addresses one of the following applications areas:

- Energy & Mineral Resource Extraction/ Mining and Oil & gas
- Landslide & Avalanche / Glacier Calving Disaster
- Industrial Pollution Monitoring and Response
- Environmental Baseline and Change Mapping
- Land-based Oil Spill Detection & Mapping
- Environmental Remediation – Natural and manmade disaster and hazard monitoring
- Development of Delivery mechanisms/ Facilitated Access to Value-Added Products & Services
- Forestry (Inventory and monitoring)
- Agriculture (food security)

Bid must clearly identify the chosen application area as specified in Section 3.1 (j) of PART 3 - Bid Preparation Instructions. Bids not meeting this requirement will be considered non-responsive.

4.2.2 Point Rated Technical and Management Criteria

Point rated Technical Evaluation Criteria are described in Appendix D - Point Rated Technical Criteria, Criteria and Benchmark Statements. Criteria not addressed will be given a score of zero.

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria

Bids must meet the mandatory financial criterion. Bidder must respect the maximum funding available for each contract resulting from the bid solicitation as indicated under the heading Actual Available Budget in Part 1, Section 1.2 - Summary (Goods and Services Tax and Quebec Sales Tax extra, as appropriate).

Bids that fail to meet this mandatory financial criterion will be declared non-responsive. Bids valued in excess of this amount will be considered non-responsive.

This disclosure does not commit Canada to pay the maximum funding available.

4.3.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, excluding the goods and Services Tax and Quebec Sales, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection

Basis of Selection - Highest Rated Within Budget

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) comply with mandatory technical criterion;
- (c) meet the mandatory financial criterion; and
- (d) obtain the minimum overall score of 60 points in the evaluation of rated technical criteria. The rating scale contains 100 points.

Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive.

Responsive bids received will be classified in order of decreasing overall score. Responsive bids obtaining the greatest number of points and submitted by **various** bidders will then be recommended for a contract award, provided that the assessed total price does not exceed the maximum budget available for this requirement.

If an insufficient number of bids from **various** bidders obtain the minimum pass score (60/100) for the maximum budget available for this requirement, PWGSC may award additional contracts to bidders who submitted more than one responsive bid. Bids obtaining the highest number of points, in descending order, will be recommended for a second contract award, provided that the assessed total price does not exceed the maximum budget available for this requirement. A bidder cannot be awarded a second contract if all of the responsive bidders have not received a contract. Additionally, a bidder cannot be awarded a third contract if all of the responsive bidders have not received two (2) contracts, and so forth.

The overall score will be obtained by calculating the total of the scores for the "Technical" set of criteria.

If more than one responsive bid has the same overall score, the bid with highest score for rated Criterion No. 3 (Technical Methodology) will be recommended for a contract award.

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If more than one responsive bid has the same overall score and the same score for rated Criterion No. 3 (Technical Methodology), the responsive bid with the highest number of points for rated Criterion No.7 (Added value of Proposed EO Solution vs. Existing Practices) will be recommended for a contract award.

PART 5 - CERTIFICATIONS

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

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

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

5. Mandatory Certifications Required Precedent to Contract Award

5.1 Code of Conduct and Certifications - Related documentation

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

5.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

5.3 Former Public Servant

Contracts awarded to 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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.

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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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.

5.4 Additional Certifications Precedent 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 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.

5.4.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total price of the bid consists of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual (<https://content.buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6>).

Canadian Content Certification

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

5.4.2 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.

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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.

5.4.3 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.

PART 6 - FINANCIAL REQUIREMENT

6.1 Financial Capability

Manual SACC clause A9033T (2012-07-16) Financial Capability

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PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1. Statement of Work and Requirements

The Contractor must perform the Work in accordance with The Statemen of Work, Contract, Deliverables and meetings in Appendix A and the Contractor's technical Bid entitled _____, dated _____.

7.2 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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2040 (2013-06-27), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4002 (2010-08-16), Software Development or Modification Services

7.3 Term of Contract

7.3.1 Period of the Contract

The Contract will be awarded for a maximum period of twenty-four (24) montsh starting on the date of contract issuance.

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7.4. Authorities

7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Esther Paquin
Title: Supply Specialist
Public Works and Government Services Canada
Quebec Region,
7th Floor,
Place Bonaventure, South East Portal,
800 de La Gauchetiere Street West,
Montreal, Qubec, H5A 1L6

Telephone: 514-496-3889
Facsimile: 514-496-3822
E-mail address: esther.paquin@pwgsc.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.

7.4.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

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7.4.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

7.5 Payment

7.5.1 Basis of Payment

7.5.1.1 Firm Lot Price

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

7.5.2 Limitation of Price

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.

7.5.3 Method of Payment

7.5.3.1 Milestone Payment- Firm Price

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Appendix B - Basis of Payment and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.5.3.1.1 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is included in Appendix B.

7.5.4 SACC Manual Clauses

A9117C (2007-11-30), T1204-Direct Request by Customer Department

7.6 Invoicing Instructions

7.6.1 Invoicing Instructions-Progress Claim-Firm Price

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>).

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the description and value of the milestone claimed as detailed in the Contract
2. The Goods and Services Tax or Quebec Sales Tax (GST/QST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one (1) original and two (2) copies of the claim on form PWGSC-TPSGC 1111, forward:
 - a) the original and one (1) copy to the Canadian Space Agency at the address shown on Page 1 of the contract (CSA Finance – Services Section) for appropriate certification by the Project Authority identified herein for appropriate certification after inspection and acceptance of the Work takes place;and,
 - b) one (1) copy of the original progress claim to the Contracting Authority identified under the section entitled «Authorities» of the Contract.

4. CSA's Finance – Services Section will then forward the original and one (1) copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

5. The Contractor must not submit claims until all work identified in the claim is completed.

7.7 Certifications

7.7.1 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.

7.7.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

7.8 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(to be inserted at contract award)*

7.9 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) the supplemental general conditions 4002 (2010-08-16) Software Development or Modification Services;
- (c) the general conditions 2040 (2013-06-27), General Conditions-Research & Development;
- (d) Appendix A, Statement of Work, Contract Deliverables and meeting;
- (e) Appendix B, Basis of Payment;
- (f) the Contractor's bid dated _____, as clarified/amended (if applicable) on_____.

7.10 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C 2006-06-16) Foreign Nationals (Canadian Contractor)

7.11 Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

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APPENDIX A

STATEMENT OF WORK, CONTRACT DELIVERABLES AND MEETINGS

The Statement of Work, Contract Deliverables and Meetings (Appendix A) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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APPENDIX B

BASIS OF PAYMENT

**FIRM LOT PRICE
Schedule of Milestones**

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

Milestone No.	Description of Deliverable	Firm Amount	Delivery Date
1	Specify		
2	Specify		
3	Specify		
Etc			

Total Firm Price \$ _____ (GST and QST Extra)

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APPENDIX C (see appended document)

PROPOSAL PREPARATION INSTRUCTIONS

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APPENDIX D (see appended document)

POINT RATED CRITERIA AND BENCHMARK STATEMENTS

APPENDIX A

STATEMENT OF WORK, CONTRACT DELIVERABLES AND MEETINGS

A.1 BACKGROUND

The Earth Observation Applications and Utilizations (EOAU) section at the Canadian Space Agency (CSA), through its Earth Observation Applications Development Program (EOADP), issues periodic Requests for Proposals (RFPs) to support the development of innovative applications using data generated by CSA-supported missions within a multisensor approach.

With this RFP, PWGSC, on behalf of the CSA, plans to award contracts to qualified Canadian suppliers through the EOADP program to develop methods, systems, products and/or services to optimize the utilization of space-based EO data for Environmental Monitoring and Remediation. The term 'utilization' in this context is intended to cover any of the following concepts: frequency of use, number of different uses and improvements to the utility of space-based EO data. Focus is on the development of advancements in the technologies and applications of EO data that will provide solutions to evolving challenges in Canada and abroad.

A.2 OBJECTIVES

The CSA, through the EOADP, seeks proposals for projects that will:

- Optimize the use of CSA-supported EO mission data;
- Develop EO methods, systems, products and/or services that address Environmental Monitoring or Remediation application needs;
- Demonstrate the added-value of the EO methods, systems, products and/or services, relative to existing (non-EO) methods and recommend the next steps for their operationalization.

A.3 SCOPE

Proposals are requested for the development and demonstration of methods, systems, products and/or services related to the use of CSA-supported mission EO data involving existing or new applications with the potential for operational, long-term or widespread utilization.

For this RFP, CSA-supported missions include:

- RADARSAT;
- Sentinel (simulated);
- Envisat archives;
- ERS-1/2 archives.

Specific development and demonstration activities may include:

- New methods, systems, products and/or services that incorporate the imaging capabilities of radar and/or optical sensor data;
- Demonstrate the added-value of improvements and new advances to existing products and/or methods and services that make use of EO data for Environmental Monitoring or Remediation ;

Based on CSA priorities and needs, only the following applications areas will be considered for the purposes of the RFP:

- Energy & Mineral Resource Extraction/ Mining and Oil & gas
- Landslide & Avalanche / Glacier Calving Disaster
- Industrial Pollution Monitoring and Response
- Environmental Baseline and Change Mapping
- Land-based Oil Spill Detection & Mapping
- Environmental Remediation – Natural and manmade disaster and hazard monitoring
- Development of Delivery mechanisms/ Facilitated Access to Value-Added Products & Services
- Forestry (Inventory and monitoring)
- Agriculture (food security)

Proposals should describe the specific method, system, product and/or service that are being proposed, along with identifying the specific application domain. The spaceborne data used should best suit the specific application proposed, provided that they enhance and add value to existing practices and their applications.

A.4 CONTRACT DELIVERABLES AND MEETINGS

This section describes contract deliverables and meetings. These items are described here in some detail to depict the level of effort anticipated. A summary of contract meetings and deliverables is presented in Table A-1. It indicates which deliverables are standard and which are contract specific, and what titles to be used for the documents.

TABLE A-1 SUMMARY OF CONTRACT MEETINGS AND DELIVERABLES				
	Check List Topics for the Meetings	Deliverables	Standard	Specific
Applicable to all Meetings		Meeting agenda # 01, 02, etc.	✓	
		Meeting presentation # 01, 02, etc.	✓	
		Meeting minutes # 01, 02, etc.	✓	
Kickoff Meeting	Review contract deliverables			
	Review work requirements (WBS, WP) and schedule			
	Review background (BIP) and expected foreground intellectual property (FIP); Discuss licensing issues			
	Review communication deliverables			
	Review preliminary data plan			
	Review funding and expected cash flow			
	Review risk management plan			
	Review performance indicators			
Meet the assigned personnel				
Milestone Review Meetings	Review milestone report			
	Review technical work for each task			
	Review risk management plan, Review BIP/FIP			
	Compare results with performance indicators			
	Discuss project management issues			
		Milestone report # 01, 02, etc.	✓	
		Data plan – updated version	✓	
		Communication products	✓	
	Others: software (beta version), image products		✓	
Final Review Meeting	Review the contents of the final deliverables			
		Final deliverables include:		
		Executive report	✓	
		Final milestone report	✓	
		Contractor disclosure of intellectual property and Disclosure Certification (Annex D of contract)	✓	
		Communication products	✓	
		Software (including user manual and source code of FIP), if applicable		✓
	Government furnished equipment and data, if applicable		✓	
Monthly and Trip Reports		Monthly report # 01, 02, etc.	✓	
		Trip reports # 01, 02, etc.	✓	

A.4.1 Documentation, Reporting, Presentation Material and Other Deliverables

This section lists the contract deliverables and describes their respective content and format. All documents must be typed and all diagrams must be clearly drawn and labelled.

The Contractor must submit an electronic copy of each of the deliverable documents.

Each deliverables (reports, presentations, software, etc.) must be named in accordance with Table A-1. Each electronic file must be named as follows:

- For Milestone Reports:

“Milestone# - Company name – Contract number”

- Monthly Reports:

“Month/Year covered - Company name – Contract number”

These documents will not be placed in the public domain, except for the Executive Report as described below in Section A.4.1.3.1 The Contractor is to indicate the following proprietary notices:

On the cover:

© Contractor, 201X

RESTRICTION ON USE, PUBLICATION OR DISCLOSURE OF PROPRIETARY INFORMATION

This document is a deliverable under contract no. _____. This document contains information proprietary to *Contractor*, or to a third party to which *Contractor* may have legal obligation to protect such information from unauthorized disclosure, use or duplication. Any disclosure, use or duplication of this document or any of the information contained herein for other than the specific purpose for which it was disclosed is expressly prohibited except as Canada may otherwise determine. When the Intellectual Property (IP) is disclosed for government purposes, Canada will take every effort to protect information that is proprietary.

And, on all internal pages/slides:

Use, duplication or disclosure of this document or any of the information contained herein is subject to the Proprietary Notice at the front of this document.

A.4.1.1 Monthly Report

On a monthly basis, the Contractor must provide monthly reports. It is requested that an electronic copy of this report be sent to the Project Authority (PA) and the Technical Authority (TA) as soon as it is available (acceptable electronic formats are: MS Word, PDF). Refer to Section A.4 (Table A-1) above for instructions on how to name electronic documents. Each report must discuss the progress of the work and must include, but not be limited to, the following information:

- Statement indicating whether or not the project is on schedule. If not, provide an explanation for any delays and/or a recovery plan. The report must include an updated schedule showing progress of work and modifications, if any;
- Statement indicating whether or not the project is within budget. If not, provide an explanation for the deviation from the budget and a proposed updated budget and/or a recovery plan;
- Brief summary of the technical progress of the work for each work package;
- Summary of the proposed work for the following month;
- Summary of problems anticipated or encountered (e.g. data acquisition, risks, etc.), their impact on the project and the subsequent solutions proposed or effected;
- Description of major items developed or purchased during the reporting period, along with a description and status of the new Intellectual Property (IP) (including invention disclosures);
- Identification and any new Background Intellectual Property (BIP) expected to be used on the project;
- Description of major items to be purchased or leased during the next reporting period, including any software packages;
- Trip reports for each meeting attended in the course of this contract.

A.4.1.2 Milestone Reports

The Contractor must submit to the Technical Authority (TA) and to the Project Authority (PA), at least two (2) weeks prior to the due date of Milestone Review Meetings, a draft Milestone Report. The TA and PA will review the report and may request changes, as appropriate. The Contractor will then submit the revised version.

The Milestone Report, which needs to be protected, is to contain a complete description of the work undertaken and results obtained. It must also include an updated version of the Technical and Managerial Plans initially submitted. Moreover, it must provide sufficient details of the work performed to date to enable the TA to perform a full and accurate progress evaluation.

An assessment of results with respect to the Performance Indicators (as described in Section C.4.4.6.6 of Appendix C of the RFP) must be included:

- A clear identification of the technology advancements required to meet the objectives, along with the expected new IP and results of applicable patent searches;
- A detailed description of all FIP generated during this period and additional BIP used during the period under review;
- Details of all R&D and/or commercial licenses required to secure access to third-party BIP, if applicable;

- All other Contractor's findings prior to the milestones.

The following items must be updated as applicable:

- The Development Plan to support the technology development activities;
- Changes to the team, Work Breakdown Structure (WBS), level of effort, schedule, data plan, risk management plan, and resource assignment matrix (RAM).

A.4.1.3 Final Deliverables

At least two (2) weeks prior to the due date, the Contractor must submit to the TA and PA the draft Final Deliverables. The TA and PA will review the deliverables and may request changes, as appropriate. Following the Final Review Meeting, the Contractor will submit the final version. These deliverables must consist of stand-alone documents and will encompass all work performed throughout the contract.

The Final Deliverables should consist of the following separate elements (one (1) electronic copy):

1. Executive Report;
2. Final Milestone Report;
3. Contractor Disclosure of Intellectual Property & Disclosure Certification;
4. Communication products.

If applicable, the following items should be part of the Final Deliverables:

5. Software (including user manual and source code of FIP);
6. Government furnished equipment and data;

A.4.1.3.1 Executive Report

The Executive Report will be placed in the public domain (e.g., CSA's library, publication and/or website, to promote the transfer and diffusion of space technologies). The report should not exceed ten (10) pages. Any confidential information concerning potential spin-off and commercialization, or any information that would constitute a public disclosure of the FIP must be placed in the Final Milestone Report, not in the Executive Report.

A recommended structure for the Executive Report is as follows:

1. Report Documentation Page;
2. Introduction;
3. Technical Objectives;
4. Approach/Project Tasks;
5. Challenges and Accomplishments;

6. Technology:
 - a. Description/Status of Technology
 - b. Innovative Aspects
 - c. Application Domain(s)
 - d. Impact on Contractor and User Organization
7. Sample products illustrating the project (i.e. contextual images, EO-based products);
8. Ownership of Intellectual Property;
9. Publications/References.

The CSA and the Contractor, or others designated by them, have the right to unrestricted reproduction and distribution of the Executive Report. The report must include the following:

© Contractor, 201X

A.4.1.3.2 Final Milestone Report

This report covers all the work performed since the previous milestone and gives an overall review of the project results. This will enable a full and accurate evaluation of the work by the TA and PA. The report should include the following:

1. Report Documentation Page;
2. Executive Summary;
3. Background information and references to relevant documentation;
4. Review of results and benefits (for the Contractor and EO Community);

Where applicable, the following items shall be included:

- A summary of the literature search, with copies of the main publications supplied in an appendix (without infringing upon any copyrights);
- The system requirements specifications and the interface requirements specifications;
- Feasibility studies and identification of technological risks, alternatives approaches, and trade-off analysis results;
- Assessment of results with respect to the Performance Indicators;
- Recommendations including the potential for any further R&D of a follow-on nature;
- An explicit and detailed description of all Foreground Intellectual Property (FIP) and Background Intellectual Property (BIP), if any;
- Conclusions;
- Any additional relevant information deemed important by the Contractor.

A.4.1.3.3 Contractor Disclosure of Intellectual Property

At the completion of the contract, Table 1 which lists and describes all of the BIP required for CSA use of the FIP must be updated and provided with the Final Deliverables and reviewed at the Final Review Meeting. Table 2 which lists and describes all of the FIP resulting from project work must also be provided. (See Appendix A-2 to Annex A).

A.4.1.3.4 Software

Contractors whose projects include software development or improvements on pre-existing software, programs/applications must comply with the obligations stated in PWGSC 2040 and 4002 contract conditions.

Note: When applicable, the Interface Configuration Document (ICD) between the existing modules of pre-existing software and its new modules, and the executables of the existing modules are a deliverable, in addition to the source code of the FIP and user manuals.

A.4.1.4. Communication Deliverables

A.4.1.4.1 Project Summary

The Contractor must fill the CSA-provided project summary form describing the project, its benefits and expected results, in simple terms. The project summary will be updated two (2) weeks after the final review meeting.

A.4.1.4.2 Other

During the course of the contract, the Contractor must obtain the authorization of the CSA representative before releasing any products intended to publicize the project's objectives or results.

A.4.2 Meetings

The Contractor must schedule the following meetings:

- Kick-off meeting,
- Milestone review meetings,
- Final review meeting.

For all meetings, the Contractor must:

- Suggest the meeting content and deliver the suggested meeting agenda to the PA and the TA at least five (5) working days before the meeting;
- Deliver to the PA, the TA and the Contract Authority, any reports as prescribed in this RFP;

- Record the minutes of the meeting; and
- Deliver one (1) electronic copy of the minutes of the meeting to the PA and TA within five (5) working days of the meeting.

In support of the project meetings, presentation materials must be prepared. One (1) electronic copy must be presented to the PA and TA. Half of the meetings presented in Table A-1 should be held at CSA facilities in St- Hubert, Quebec.

A.4.2.1 Kick-off Meeting

Within two (2) weeks of the contract award (or at a date mutually agreeable to by the PA, the TA and the Contractor) a kick-off meeting should be held to:

- Review contract deliverables;
- Review the requirements of the work;
- Review the work schedule;
- Review risks and mitigation;
- Review work breakdown structure and work packages;
- Review the preliminary data plan;
- Discuss the BIP and review Table 1 of Appendix A-2 to Annex A (Contractor Disclosure of Intellectual Property);
- Discuss the expected FIP;
- Review the proposed performance Indicators. This is a list of criteria that will be used throughout the project to evaluate the Contractor's technological progress. It must be provided in the proposal accepted at the kick-off meeting and reviewed at each milestone review meeting;
- Review funding, expected cash flow, and invoice format;
- Review reporting requirements;
- Review communication deliverables;
- Discuss any licensing issues;
- Meet the personnel assigned to the work.

All key project participants should attend the kick-off meeting. Representatives from user organizations may also participate in the meetings.

A.4.2.2 Milestone Review Meetings

The milestone review meetings will be held at the end-point of each milestone. They are intended to provide an opportunity for the Contractor, the PA, the TA, and other invited attendees to review and discuss the following in detail:

- Contents of the milestone report;
- Current % of work completion and accomplishments;
- Technical work of each task;
- Data plan;
- Risks and mitigation;
- Performance results with respect to the Performance Indicators;
- Newly generated IP, status and progress of any inventions, including any experiments or other work needed to support a patent application;
- Project management issues; and
- Other items as deemed appropriate.

The PA and the TA reserve the right to invite additional people (Public Servants or others under Non-disclosure Agreement) to Milestone Review Meetings. Key Contractor personnel involved in the work under review will attend Milestone Review Meetings. The exact location, date and time of the Progress Review Meetings will be mutually agreeable to by the PA, the TA, and the Contractor.

A.4.2.3 Final Review Meeting

The Final Review Meeting will be held at the end of the contract. The specific intent of this meeting will be to discuss project results and any proposed follow-on activities.

The Final Review Meeting is intended to provide an opportunity for the Contractor, the PA, the TA, and other invited attendees to review and discuss the contents of the Final Deliverables:

- Executive Report;
- Final Milestone Report;
- Contractor disclosure of intellectual property, also include Disclosure Certification (Annex D of contract);
- Communication deliverables;
- Meeting presentation material;
- Software (including user manual and source code of FIP), if applicable;
- Government furnished equipment and data, if applicable;
- Other items as deemed appropriate.

A.4.3 Forms

The Report Documentation Page (Appendix A-1 to Annex A) shall be included in both the Executive Report and Final Milestone Reports. As part of the Final Deliverables, the Contractor Disclosure of Intellectual Property (Appendix A-2 to Annex A) shall be completed by the Contractor and submitted as part of the Final Deliverables.

|

APPENDIX A-1 TO ANNEX A
REPORT DOCUMENTATION PAGE

Canadian Space Agency REPORT DOCUMENTATION PAGE CSA
Report Date:
Title:
Author(s):
Performing Organization Name and Address:
Contract # and Title:
Canadian Space Agency 6767 Route de l'Aéroport Longueuil, Québec, Canada J3Y 8Y9 Tel: (450) 926-4800 Fax: (450) 926-4613 Technical Authority: Program Authority:
Abstract:
Key Words:
Supplementary Notes:
Distribution/Availability:

APPENDIX A-2 TO ANNEX A

CONTRACTOR DISCLOSURE OF INTELLECTUAL PROPERTY

At the beginning of the contract, the Background Intellectual Property (BIP) that the Contractor intends to use to develop the Foreground Intellectual Property (FIP) must be confirmed and then reviewed at the Kick-off meeting. Table 1 below, which is already part of the proposal, must be updated if applicable.

At the end of the contract, the Contractor must complete Table 2 (Disclosure of the FIP developed under the Contract). The Contractor must also review and update the BIP disclosure (Table 1) when applicable before closing of the Contract.

The Contractor must sign and deliver the completed Contractor Disclosure of Intellectual Property (including Table 1 and Table 2) to the CSA Project Authority for approval before closing the Contract.

Contractor Disclosure of Intellectual Property

1. Contractor Legal Name:
2. Contract Title:
3. Contract #:
4. CSA Project Authority:
5. Date of the disclosure:
6. Complete Table 1
7. Complete Table 2

<hr/> <i>Signature (duly authorized contractor representative)</i>	
<i>Name, title</i>	<hr/> <i>Date</i>

Table 1. Disclosure of Background Intellectual Property (BIP)

<i>Element of the BIP</i>	<i>Title of the BIP</i>	<i>Types of IP (software, design, algorithms, patent)</i>	<i>Type of access to the BIP required to use/improve the FIP</i>	<i>Description of the BIP</i>	<i>Reference documentation (Technical report, design doc)</i>	<i>Origin of the BIP (internal R&D, project, contract #)</i>	<i>Owner of the BIP (contractor, subcontractor)</i>

Table 2. Disclosure of the Foreground Intellectual Property (FIP) developed under the Contract

<i>Element</i>	<i>Title of FIP</i>	<i>Type of FIP (copyright, invention, design, software, know-how, trade secret, algorithms...)</i>	<i>Description of the FIP</i>	<i>Reference documentation (Technical report, design doc)</i>	<i>Owner of the FIP (Contractor, Subcontractor)</i>

APPENDIX C
PROPOSAL PREPARATION INSTRUCTIONS

C.1 INTRODUCTION

The specific methods, systems, products and/or service that are being proposed should be described along with the specific application domain. Care has to be taken to ensure that the proposed concepts have a noticeable advancement and that the proposed EO solution will improve the quality of information available to environmental remediation decision makers when compared to current practices. Proposed developments should recommend the next steps for their operationalization.

C.2 ELIGIBLE PROJECTS

This RFP seeks proposals for the development of advanced methods, systems, products and/or services that will optimize the utilization of CSA-supported EO missions data for the purpose of environmental monitoring and remediation. The use of CSA-supported mission data is a mandatory requirement. Although other complementary data sources may be incorporated into the proposed concept, the proposal must clearly identify the added value that will occur from the work that will either improve the aspects of the CSA-supported EO mission data or its utilization within an application context. For this RFP, CSA-supported missions include:

- RADARSAT;
- Sentinel (simulated);
- Envisat archives;
- ERS-1/2 archives.

C.3 PARTNERS

The Bidder may propose partnering with: Federal, Provincial, regional, local government organizations, NGO entities, as well as foreign user organizations. However, no portion of the contract funds, provided under this RFP, will be expended on these organizations. Their participation could be to evaluate and ensure product or service utility for the particular application, or to give access to other complementary data, as well as to provide additional information and recommendations related to their applications.

C.4 SECTION I : TECHNICAL BID

Section I must address **only one project** and should be contained within **a single document/file**. The information should be organized in the following order:

1. Title/Project Identification Page;
2. Executive Summary;
3. Table of Contents;
4. Technical Sections; and
5. Appendices.

C.4.1 Title/Project Identification Page

This page should clearly state:

- a) The Bidder's name and address;
- b) Contact Person (communications coordinates);
- c) The title of the project (the use of acronyms in the title is discouraged, unless they are described);
- d) The RFP Title: **Development of Applications for Environmental Monitoring and Remediation;**
- e) The application domain (as per Appendix A, section A.3);
- f) A short extract from Executive Summary (not to exceed seven lines) of the bid;
- g) Identification of the CSA-supported missions data to be used.

C.4.2 Executive Summary

The Executive Summary of Section I should be a stand-alone electronic document suitable for public dissemination, through, for example, the CSA web site, if the bid is successful. It should not exceed two (2) pages in length (8.5" x 11") and should highlight the following elements:

- a) Project objectives;
- b) Application and any user organizations that will be involved;
- c) The CSA-supported missions data to be used, and any other complementary imagery;
- d) A description of what will be developed during the course of the project;
- e) The expected results.

C.4.3 Table of Contents

The table of contents should be formatted such that its headings are linked to their respective location in the bid for ease of reference when using the bid's electronic version.

C.4.4 Technical Sections

The following section describes the details required for the proposal material in relation to each of the evaluation criteria. In addition to carefully following the instructions in this section, the Bidders are urged to also read the evaluation descriptions and benchmark definitions in Appendix D of this RFP to become familiar with the details against which the proposals will be evaluated, and to ensure that these details are fully addressed in Technical Bid.

C.4.4.1 Understanding the Technology (Evaluation Criterion 1)

This section should provide a detailed description of the fundamental concepts of the technology for the application related to the proposed research activity. A discussion of the current state-of-the-art for the technology as it is described in the literature and how the proposed development relates to the state-of-the-art should be included.

C.4.4.2 Technological Advancement (Evaluation Criterion 2)

This section of the proposal should identify and describe any advancement related to the technology and/or its application. The Bidder should include clearly defined and plausible hypotheses to resolve

technological uncertainties/challenges related to the work. The expected results from the activities under the proposed work should be clearly described.

C.4.4.3 Technical Methodology (Evaluation Criterion 3)

In this section, the Bidder should provide a description of the technical methodology and a risk analysis addressing the technical components of the project. The methodology describes how the work will be conducted through the utilization of analytical methods, procedures, techniques, industry standards, best practices and the state-of-the-art for pertinent disciplines. The Bidder should detail the activities of the work plan (including data plan) through the use of a Work Breakdown Structure (WBS). Any relevant issue that could potentially affect the progression of the work plan will be described in this section (Technical risk analysis).

C.4.4.3.1 Work Breakdown Structure

The Work Breakdown Structure (WBS) should flow down to a low enough level and the associated Work Packages (WP) should be defined in sufficient depth in order for the Bidder to demonstrate a clear understanding of the process that will be followed to perform the project. Each WP should focus on specific activities that will form the total project and, as a minimum, should define and describe the specific work to be carried out and should also indicate the person responsible, the WP's associated levels-of-effort and required resources, the schedule (start and finish dates), and the associated deliverable(s) or output(s).

C.4.4.3.2 Data Plan

Each proposal should provide a data plan for the imagery that is intended to be used for the proposed project. Data should be chosen to best demonstrate the feasibility, performance, and success of the project objectives. The data plan should describe all of the CSA-supported missions data that will be used in the project, including areas of interest, dates and volume of data, any other complementary imagery or other data types, whether they have been previously acquired or if they need to be acquired during the project. The data plan should explain why these data are needed.

In the event that imagery from the following CSA-supported missions is required:

- Sentinel (simulated);
- Envisat archives;
- ERS-1/2 archives.

The Bidder will be responsible to obtain the required data to conduct its research activities, and include this cost, if applicable, in the financial bid.

Other sources of complementary imagery may be required and used to support the R&D activities. The CSA will provide reasonable amount of complementary imagery free of charge from the following missions as part of the Government of Canada National Master Standing Offer (NMSO) for commercial satellite imagery:

Sensors
Worldview-1, Worldview-2, Quickbird
GeoEye-1, Ikonos
Eros-B
TerraSAR-X
CosmoSkymed
Rapideye
Awifs, LISS III, LISS IV
DMC
SPOT 4, SPOT 5

Figure 1 - Complementary imagery

However, if imagery from other EO space missions, airborne data and in-situ data are proposed, the Bidder will be responsible for obtaining the necessary complementary data to conduct its research activities, and include this cost in the financial bid.

Specific to RADARSAT:

The CSA will only provide access to a reasonable amount of RADARSAT imagery free of charge to the successful bidders. However, a large volume of archived imagery is maintained that the bidders are encouraged to try to incorporate into their proposed activities, which can be reviewed at <http://ceocat.ccrs.nrcan.gc.ca/portal/index.html>.

The data plan should take into consideration the potential constraints related to RADARSAT data acquisition (e.g., priority levels, scheduling conflicts, end user license agreement, and acquisitions outside Canada). It should be noted that data orders under these R&D projects have lower acquisition priority than for Government of Canada operational needs.

Some areas in Canada are particularly susceptible to RADARSAT data acquisition conflicts. As a result, the risk associated with these areas, with respect to data availability, might increase. Projects that focus on these areas and/or planning to use time series should propose a solid mitigation strategy (alternative study sites, or data, reducing the number of sites, etc.). The following areas are particularly susceptible to RADARSAT data acquisition conflicts:

- St-Laurence basin including the greater Montreal area and the eastern townships;
- The greater Ottawa area;
- The Athabasca River and oil sands sites in northern Alberta.

Table C-1 below is an example of the format that should be used for the RADARSAT data plan. For other satellite data, airborne or in situ data proposed in the project, a separate table should be provided.

TABLE C-1 RADARSAT Data Plan										
Acquisition Date	Study Area	Beam Mode	Polarization (Single Co, Single Cross, Dual, Quad)	Processing Level (SLC, SGX, SGF, SSG) ¹	RADARSAT Data provided by CSA			RADARSAT Data available from (insert organization's name)		
					Number of Scenes		Concurrent field data collection ² (Yes/No)	Archive Data (a)	New Acquisition (b)	Number of scenes (a) + (b)
					Archive Data	New Acquisition				
Total							Total			

- Notes :
- ¹ ScanSAR Beam modes are only available for SGF (SCN/SCW) products. Quad_Pol products are not available for processing level SGF.
 - ² Specify if fieldwork data collection is planned during satellite data acquisition.

The RADARSAT imagery and other complementary data as Identified in Figure 1 do not need to be purchased by the Contractor and the cost will therefore not be included by the Bidder in the Financial Bid. However, the Financial Bid should include the cost of any other complementary data (identified in the Data Plan) that will need to be purchased by the Contractor during the project.

All commercially available RADARSAT beam modes are eligible under this RFP.

The final selection of the project data will be approved by the CSA before contract award.

C.4.4.3.3 Technical Risk Analysis

An assessment of the technical risks involved should be provided, as well as a risk mitigation strategy that identifies critical issues that may jeopardize the successful completion of the project.

C.4.4.4 Team Technical Experience (Evaluation Criterion 4)

This section of the proposal should describe the Bidder's previous work and experience with the development of related methods, systems, products and/or services, particularly those involving radar and spaceborne Earth Observation data. The experience for all of the participating organizations, including prime contractor and any subcontractors or partners should be summarized in this section.

This section of the proposal should also include a brief (one (1) paragraph) description for each of the proposed technical team members. Detailed resumes should be included in an Appendix in Section I of the proposal. This should include all personnel to be funded under the project, including back-up personnel, and any subcontractors.

The Bidder should identify any previous experience with R&D projects of a similar scope as the one proposed, including any projects undertaken with the CSA or other government institutions. The Bidder should list previous projects undertaken within the last five years, which are relevant to the proposed work and which support the Bidder's experience profile. The Bidder should identify any team members in the current proposal that participated in those other projects and describe the nature of their activities in those projects.

The Bidder is asked to use a Project Summary form like the one presented below (Table C-2) to provide basic information for each relevant project, which describes the previous project details and experience.

TABLE C-2 PREVIOUS PROJECT SUMMARY		
Project Title:		
Client Organization:	Client Point of Contact (POC):	POC Phone Number:
Contract Value:	Start Date:	End Date:
Project Personnel and Roles:		
Project Description:		

Under the *Project Description* area for each of the Project Summary forms, the Bidder should provide a narrative that includes the following elements:

- a) Project overview;
- b) Bidder's roles and responsibilities in the project;
- c) Bidder's approach and methodology;
- d) Relevance of the previous project to the requirements outlined in the current RFP; and
- e) Project performance (how well the projects met the technical and schedule objectives).

C.4.4.5 Team Management Experience (Evaluation Criterion 5)

This section should identify the Project Manager and outline his/her qualifications. His/her completed projects of similar scope, complexity and technology should be indicated (Table C-2 should be used). This section should also identify the other members of the project's management team and state their specific qualifications for the work involved. Provisions for back-up personnel for key positions should be stated.

Detailed resumes should be included in an Appendix in Section I of the proposal. This should include all personnel to be funded under the project, including back-up personnel, and any subcontractor.

This section should address the team organization and outline the roles and responsibilities of the proposed team members. It should also provide details on the subcontractor's roles and responsibilities as well as on the nature of their contractual relationship with the prime contractor.

This section should contain a concise overview of the Bidder background, including subcontractors. It should cover the following elements:

- The nature and structure of the Bidder's organization;
- The level of Canadian ownership;
- The location, size and general description of the facility(ies);
- The size and composition of staff;
- The principal product or services and field of endeavour;
- The annual business volume and general nature of the Bidder's client base;
- The location(s) where the work for the proposed project will be performed.

C.4.4.6 Management Plan (Evaluation Criterion 6)

This section of the proposal should include the following items: Project Organizational chart, Responsibility Assignment Matrix (RAM), including Levels of effort, Milestones and Deliverables, Schedule, Managerial Risk Analysis, Performance Indicators, and Description of Intellectual Property.

C.4.4.6.1 Project Organizational Chart

A project organizational chart should be included that illustrates the structure of the proposed project team, including back-up personnel and subcontractors.

C.4.4.6.2 Responsibility Assignment Matrix

A Responsibility Assignment Matrix (RAM) should be provided (Table C-3) that shows the level-of-effort for each individual team member that has been allocated to each WP, including all subcontractors. The matrix should identify each individual by name, and provide the estimated time (number of hours or days) required to complete each task. Also, the RAM should identify the role of the individual, either being the person who is accountable (A) for the WP or being a participant (P). The following hypothetical example shows the make-up of the RAM that should be provided.

TABLE C-3 RESPONSIBILITY ASSIGNMENT MATRIX								
WBS Number	Work Packages (WP) Task Title	Resource A		Resource B		Resource C		Total Days
1	WP1.1 - Title	A	200	P	25	P	25	250
	WP1.2 - Title	A	25	P	100	-	0	125
2	WP2 - Title	P	50	A	100	P	100	250
3	WP3 - Title	P	100	A	100	P	150	350
4	WP4 - Title	-	0	P	200	A	150	350
5	WP5 - Title	A	100	P	200	P	200	500
Etc.								

Total Days:		475		725		625	1 825
-------------	--	-----	--	-----	--	-----	-------

Where: A = *Accountable Role*, and P = *Participant Role*.

C.4.4.6.3 Milestones and Deliverables

This Management Plan subsection should contain a definition of the milestones and describe in details all expected deliverables, software, and relevant documentation. When appropriate, the milestones and deliverables should contain all elements identified in Table A-1 in Annex A and should relate to the corresponding WP definition in a manner that enables clear monitoring of progress.

C.4.4.6.4 Schedule

This Management Plan subsection should relate tasks, milestones and deliverables to a project timetable. For planning purposes, the project expected start date is at the date of issue. Charts (such as Gantt and PERT) should be used to illustrate the schedule.

C.4.4.6.5 Managerial Risk Analysis

An assessment of the managerial risks involved should be provided, as well as a risk mitigation strategy that identifies critical issues that may jeopardize the successful completion of the project.

C.4.4.6.6 Performance Indicators

A list of identifiable Performance Indicators (PI) should be proposed to evaluate the evolution of the work in comparison with the initial technical objectives. These PIs should be related to technical performance items such as speed, ease of use, accuracy, compatibility, timeliness or advantages over previous methods, etc. Each of the proposed PIs should be described and it should be explained why each one has been proposed. This list will be reviewed and accepted by the CSA at the Kick-Off Meeting.

C.4.4.6.7 Description of Intellectual Property (IP)

This subsection should identify and describe all Background Intellectual Property (BIP) that is required to conduct and/or support the project and all Foreground Intellectual Property (FIP) expected to arise from the proposed work. The development activities related to FIP should be identified in the Management Plan and be apparent in the WBS with identifiable WP items. BIP and FIP elements should be described in sufficient detail so as to be clearly distinguishable. Use of graphical representations that include block diagrams is encouraged in order to demonstrate the relationships between the various elements of the BIP and the

FIP. The BIP and the expected FIP will be reviewed at the Kick-Off Meeting, and updated at each Review

TABLE C-4 DISCLOSURE OF BACKGROUND INTELLECTUAL PROPERTY (BIP) BROUGHT TO THE PROJECT							
Element of the BIP	Title of the BIP	Types of IP (software, design, algorithms, patent)	Type of access to the BIP required to use/improve the FIP	Description of the BIP	Reference documentation (Technical report, design doc)	Origin of the BIP (internal R&D, project, contract #)	Owner of the BIP (contractor, subcontractor)

Meeting.

The Bidder needs to complete Table C-4 (Disclosure of BIP brought to the project).

C.4.4.7 Added value of Proposed EO Solution vs. Existing Practices (Evaluation Criterion 7)

This section should include a clear description of the proposed EO solution and how it would be used. It should explain whether it would replace existing information sources or provide supplementary information. The Bidder should describe how well and to what extent the proposed EO solution will improve the quality of information available to environmental remediation decision makers when compared to current practices. The expected results and the overall advantages of the proposed EO solution, in terms of superior performance and/or reduced costs should be clearly described.

C.4.5 Appendices

The following items should be addressed in individual appendices as part of Section I of the proposal:

- a) List of Acronyms: All the acronyms used in Section I of the proposal should be explained.
- b) Resumes: The proposal should include resumes of all the team members;
- c) Relevant Brochures and Technical Papers Published by Team Members: Include only literature that is relevant and that would be useful to support the proposal;
- e) List of Contacts: The list of contacts shall be in a format suitable for distribution and shall include all the Bidder's points-of-contact involved in the proposal development and/or during the contract. Table C-5 below is an example of the format that should be used:

TABLE C-5 LIST OF CONTACTS				
Role	Name	Telephone	Fax	E-mail
Project Manager				
Contract Authority				
Claims Officer				

- f) Any other appendix deemed appropriate by the Bidder.

APPENDIX D

POINT RATED TECHNICAL CRITERIA AND BENCHMARK STATEMENTS

D.1 INTRODUCTION

The Canadian Space Agency (CSA) will appoint a Committee to evaluate the proposals received following this Request for Proposals (RFP).

It is essential that the elements contained in the proposals be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidders' disadvantage. The EOADP will select proposals as determined by the selection criteria contained in this solicitation document.

D.2. POINT RATED EVALUATION CRITERIA

Section I of the proposal will be evaluated and scored in accordance with Table D-1 below: Evaluation Criteria and Associated Ratings.

To be responsive, the Bidder must at least achieve the total minimum score requirements for the Criteria combined (60/100) as indicated in Table D-1.

TABLE D-1

TABLE D-1								
TECHNICAL CRITERIA AND ASSOCIATED RATINGS								
Criteria	Overall maximum points for corresponding criterion (a*b)	Maximum points for evaluation (a)	Weighting factors (b)	Minimum points (Pass mark)	Benchmark definition corresponding to point rating (1 to 8 points)			
					Level A	Level B	Level C	Level D
1. Understanding the Technology	10	8	1.25	N/A	1 or 2	3 or 4	5 or 6	7 or 8
2. Technological Advancement	20	8	2.5	N/A	1 or 2	3 or 4	5 or 6	7 or 8
3. Technical Methodology	20	8	2.5	N/A	1 or 2	3 or 4	5 or 6	7 or 8
4. Team Technical Experience	10	8	1.25	N/A	1 or 2	3 or 4	5 or 6	7 or 8
5. Team Management Experience	10	8	1.25	N/A	1 or 2	3 or 4	5 or 6	7 or 8
6. Management Plan	15	8	1.875	N/A	1 or 2	3 or 4	5 or 6	7 or 8
7. Added value of Proposed EO Solution vs. Existing Practices	15	8	1.875	N/A	1 or 2	3 or 4	5 or 6	7 or 8
TOTAL POINTS	100							
Pass Mark				<u>60</u>				

The proposal information for the seven (7) Criteria will be evaluated using the following scoring method: The proposal scoring for each evaluation criterion, as listed in Table D-1 above, will be determined using a range of scoring (from 1 to 8 points, 8 being the highest rating):

- 1 or 2 points (Level A)
- 3 or 4 points (Level B)
- 5 or 6 points (Level C)
- 7 or 8 points (Level D)

As an example, the maximum point rating, including the weighting factor, for the "Technical Methodology" criterion is 8 points. If a proposal receives "6" for this criterion in the evaluation process, the final score attributed to the criterion will be:

$$6 * 2.5 \text{ (Weighting factor)} = \underline{15.0 \text{ points}} \text{ (score)}$$

Point rated evaluation criteria that are not addressed in the proposal will be given a score of zero.

D.3 TECHNICAL CRITERIA BENCHMARK STATEMENTS

As guidelines, a series of four (4) evaluation benchmark definitions (A, B, C or D) will be used by the Evaluation Committee. Table D-1 above shows the points available for each benchmark definition.

CRITERIA

1. Understanding the Technology

This criterion assesses the degree to which the proposal exhibits an understanding of the fundamental concepts of the technology for the application related to the proposed research activity. This should include a discussion of the current state-of-the-art for the technology as it is described in the literature and how the proposed development relates to the state-of-the-art.

The proposal:

- A) Demonstrates only a limited understanding of the background or "state-of-the-art" of the technical concept(s) involved.
- B) Demonstrates a general understanding of the state-of-the-art of the technical concept(s) involved, includes a review of other works.
- C) Demonstrates a good understanding of the state-of-the-art of the technical concept(s) involved, includes a review of other works relevant to the central concept upon which the proposed work is based.
- D) Demonstrates a detailed understanding of the state-of-the-art, includes a complete review of other works relevant to the central concept upon which the proposed work is based, and describes where the current state of the art is still lacking or requires further development.

2. Technological Advancement

This criterion assesses the advancement of the technology and/or its application as it relates to current state of the art. The proposal should include clearly defined, quantifiable technical and/or scientific objectives and plausible hypotheses to resolve technological uncertainties/challenges related to the work. Achieving novelty, uniqueness or certain simple increased functionality (such as just changing data formats) of the systems, methods, products or processes and services may not in itself demonstrate technological advancement. In addition, the expected results from the activities under the proposed work will be assessed in this criterion.

By the end of the project, the work proposed:

- A) Will not have advanced either the technology or its application, and the expected results have not been addressed.
- B) Will have made a small but measurable advance in the technology or its application, and the expected results have been mentioned.
- C) Will have made a significant advance over existing technologies or their application, and the expected results have been clearly identified.
- D) Will have made a major advance over existing technologies or their applications, and will embody different concepts or completely new concepts. The expected results have been fully and accurately described.

3. Technical Methodology

This criterion assesses the effectiveness of the Technical Methodology in attaining the stated technical objectives of the work. The technical methodology demonstrates that the work packages, their sequence and the data plan are clearly substantiated, coherent and feasible. A technical risk analysis should be included.

The Technical Methodology:

- A) Is poorly described and its effectiveness in achieving the technical objectives of the work is not substantiated.
- B) Is described. However there are gaps in the methodology and its effectiveness in achieving the technical objectives of the work is poorly substantiated.
- C) Is well described. However its effectiveness in achieving the technical objectives of the work is not fully substantiated. Some technical risks are identified and mitigation strategies are discussed.
- D) Is clearly described and its effectiveness in achieving the technical objectives of the work is thoroughly substantiated. Comprehensive technical risk analysis and mitigation strategies are provided.

4. Team Technical Experience

This criterion assesses the combined technical capability (education and experience) of the personnel proposed to effectively achieve the technical objectives of the work.

The technical team (including back-up personnel) and subcontractors:

- A) Have limited or no experience with closely related technologies or application(s).
- B) Have some experience with closely related technologies or application(s).
- C) Have worked actively with closely related technologies or application(s).
- D) Are highly experienced in developing closely related technologies or application(s).

5. Team Management Experience

This criterion assesses the management experience and past successes of the management team in conducting activities of a similar nature in the past.

The management team:

- A) Has not been identified or has little or no experience, nor any track record of completing projects of similar scope, complexity and technology to that required for this Request for Proposals.
- B) Has moderate experience in executing projects of a scope, complexity and technology similar to that required for this Request for Proposals.
- C) Has significant experience in executing and managing projects of a scope, complexity and technology similar to that required for this Request for Proposals.
- D) Has extensive experience in completing projects on time, budget and performance of at least the scope, complexity and technology similar to or above that required for this Request for Proposals.

6. Management Plan

This criterion evaluates the Management Plan for its completeness and also assesses its effectiveness in directing the project to a successful completion. The following items should be covered: Project Organizational chart, Responsibility Assignment Matrix (RAM), including Levels of effort, Milestones and Deliverables), Schedule, Managerial Risk Analysis, Performance Indicators, and description of Intellectual Property.

The proposal:

- A) Does not provide an adequate Management Plan and contains minimal explanations and details.
- B) Provides a marginal Management Plan with some explanations and details.
- C) Provides a credible Management Plan, but demonstration of its ability to effectively deliver on the project is somewhat limited.
- D) Provides a coherent and comprehensive Management Plan and demonstrates its effectiveness in delivering on the project.

7. Added value of Proposed EO Solution vs. Existing Practices

This criterion assesses how well and to what extent the proposed EO solution will improve the quality of information available to environmental remediation decision makers when compared to current practices. The proposal should include a clear description of the EO solution, which may either replace existing information sources or provide supplementary information. The expected results and the overall

advantages of the proposed EO solution, in terms of superior performance and/or reduced costs will be assessed in this criterion.

The proposal :

- A) Provides an indication of how the EO solution will be used. Benefits over existing practices are not addressed or are insignificant.
- B) Provides a brief description of how the EO solution will be used. Benefits over existing practices are indicated but are minor.
- C) Provides a good description of how the EO solution will be used. Benefits over existing practices are presented and are considerable.
- D) Provides a full description of how the EO solution will be used. Benefits over existing practices are well presented and are significant.