



REQUEST FOR PROPOSAL (RFP)

Environmental Study for Space Utilization Strategic Plan

Bid Submission Deadline:
September 5th, 2014 at 2:00 PM (EDT)

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping (8:00 to 16:30)
Closed between 12:00 and 13:00
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9
Canada

Attention to: Isabelle Doray

Reference: CSA File No. **9F045-14-0161**

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



August 7, 2014



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Canadian Space Agency (CSA) Space Utilization (SU) Branch aims to provide to Canadian OGD stakeholders innovative and integrated solutions using space data and services in the most reliable and cost-efficient way following recognized best practices, while maintaining and enhancing the competitiveness of the Canadian space industry.

To that end, Strategic Planning and Programs group has the task to produce a Strategic Plan, and its associated Roadmaps and support the Branch in all its long-term planning activities. Many tasks need to be done in the short term to support the production of these documents, in particular in gathering information to characterize the strategic context and the environment for the Canadian Space Agency's Space Utilization activities.

To better address the wide ranging needs of the diverse Canadian stakeholders' community, Space Utilization priorities have been subdivided into four strategic themes. Each strategic theme is intended to bring together three primary communities of interest (OGDs, Academia and the industry) and, through consultation, to outline a way forward to enable the outcomes sought for each theme priority. These outcomes will allow the development of roadmaps to support decision-making by all stakeholders thus improving effectiveness and efficiency in delivering services to Canadians.

Period of the Contract

From the contract award date (September 2014) to March 31, 2015

3. Communications Notification

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

4. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) 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 this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1. SACC Manual Clauses

The document 2003 (2014-06-26) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

Modify Subsection 05 (2014-03-01) Submission of Bids as follows:

Delete: sixty (60) days

Insert: hundred twenty (120) days

2. Submission of Bids

Bids must be submitted **only to the CSA's Tenders Reception Office** by the date, time and place indicated on the front page of this bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority **no later than three (3) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that offerors provide their offer in separately sections as follows:

- | | |
|------------------------------------|---|
| Section I: Technical Offer | one (1) hard copy and one (1) electronic copy presented as a single document on a DVD |
| Section II: Financial Offer | one (1) hard copy and one (1) electronic copy presented as a single document on a DVD |
| Section III: Certifications | one (1) hard copy and one (1) electronic copy presented as a single document on a DVD |

1 DVD only for the 3 sections

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- use a numbering system that corresponds to that of the Request for proposal

Section I: Technical and Management Bid

In their technical and management bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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



Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B - Pricing**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

Unless otherwise specified in the bid solicitation, bids must be in Canadian currency.

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under **Part 5**.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Technical Evaluation

2.1 Mandatory Criteria

At Bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

- MC 1** Bidders must submit the certifications required under Part 5.

2.2 Point rated Technical Criteria

Point rated technical evaluation criteria are included in **ANNEX C**.

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum points specified for each criterion **18.75 / 25** for the technical evaluation, and
 - (d) obtain the required minimum of **93.75 / 125** points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. **The ratio will be 80 % for the technical merit and 20 % for the price.**
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 %
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidders		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	230/300	180/300	185/300
Bid Evaluated Price	55,000.00 \$	50,000.00 \$	45,000.00 \$
Calculations			
Technical Merit Score	$230/300 \times 70 = 53.67$	$180/300 \times 70 = 42.00$	$185/300 \times 70 = 43.17$
Pricing Score	$45/55 \times 30 = 24.55$	$44/50 \times 30 = 26.40$	$45/45 \times 30 = 30.00$
Combined Rating	78.22	68.40	73.17
Overall Rating	1 ^{er}	3 ^e	2 ^e



PART 5 - CERTIFICATIONS

1. Certifications Required with the Offer

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

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

1.1 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information

<https://srisupplier.contractsCanada.gc.ca/>.

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____

1.2 Federal Contractors Program for Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

http://www.labour.gc.ca/eng/standards_equity/eq/emp/index.shtml

available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

1.3 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 with FPS, bidders must provide the information required below before contract award.



1.3.1 Definitions

For the purposes of this clause,

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

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

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

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

1.3.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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



1.3.3 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.

1.3.4 Proactive Disclosure of Contracts with Former Public Servants

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

1.4 Status and Availability of Resources

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

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



1.5 Education and Experience

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

1.6 Certification

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.

CERTIFICATION SIGNATURE

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

- 1.1. Procurement Business Number
- 1.2. Federal Contractors Program for Employment Equity
- 1.3. Former Public Servant Certification
- 1.4. Status and Availability of Resources
- 1.5. Education and Experience
- 1.6. Certification

We also certify that the signature below is that of a person authorized to sign on behalf of the firm.

Signature

Date

Name (print or type)

Title of person authorized to sign on behalf of the Organization

Name of Organization



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirements

There are no specific security requirements associated with the work to be performed under this Contract.

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1. General conditions

2035 (2014-06-26), Higher Complexity – Services

3.2. Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

4. Performance Evaluation

- a) Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.
- b) Contractor Performance Evaluation Report Form is used to record the performance.
See ANNEX E.

5. Term of Contract

From the contract award date (September 2014) to March 31, 2015



6. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9

Telephone: (450) 926-4873
Facsimile: (450) 926-4969
E-Mail: isabelle.doray@asc-csa.gc.ca

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

7. Project Authority

To be inserted at contract award.
Name: TBD
Title: **Senior Engineer, Planning
Space Utilization Development**
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9

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.

8. Basis of Payment – Limitation of expenditures

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm Milestones prices, as specified in the contract for a cost of \$ _____ (**insert the amount at contract award**). Customs duties are, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

9. Travel and Living Expenses

In accordance with:

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

The contractor will be reimbursed for authorized travel and living expenses reasonably and properly incurred in the performance of the Work, with no allowance for profit and/or administrative, upon presentation of supporting documentation except for meals, mileage and incidentals which will be reimbursed without receipts in accordance with the allowances specified in Appendices B, C and D.

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

All travel must have the prior authorization of the Project Authority

10. Terms of payment

Canada will make monthly payments in accordance with the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html>
- (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.



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) a list of all expenses;
- (d) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (b) a copy of the monthly progress report.

Applicable Taxes 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 Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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

Invoices must be distributed as follows:

- (a) One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY
9F045 – FINANCIAL SERVICES
Space Utilization
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9
CANADA

OR BY E-MAIL : facturationASC.CSAinvoicing@asc-csa.gc.ca

- (b) One (1) copy must be forwarded to the Project Authorities identified under paragraph 7

11. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory.*)

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.



12. Priority of Documents

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

- a) the Articles of Agreement;
- b) General Conditions:
 - **2035 (2014-06-26)**, Higher Complexity Services
- c) Supplemental General Conditions
 - **4007 (2010-08-16)**, Canada to Own Intellectual Property Rights in Foreground Information
- d) Annex A, Statement of Work;
- e) Annex B, Pricing
- f) Annex C, Non-disclosure agreement
- g) Annex D, Performance Evaluation
- h) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK (SOW)



1. Background:

The Canadian Space Agency (CSA) Space Utilization (SU) Branch aims to provide to Canadian OGD stakeholders innovative and integrated solutions using space data and services in the most reliable and cost-efficient way following recognized best practices, while maintaining and enhancing the competitiveness of the Canadian space industry.

To that end, Strategic Planning and Programs group has the task to produce a Strategic Plan, and its associated Roadmaps and support the Branch in all its long-term planning activities. Many tasks need to be done in the short term to support the production of these documents, in particular in gathering information to characterize the strategic context and the environment for the Canadian Space Agency's Space Utilization activities.

To better address the wide ranging needs of the diverse Canadian stakeholders' community, Space Utilization priorities have been subdivided into four strategic themes. Each strategic theme is intended to bring together three primary communities of interest (OGDs, Academia and the industry) and, through consultation, to outline a way forward to enable the outcomes sought for each theme priority. These outcomes will allow the development of roadmaps to support decision-making by all stakeholders thus improving effectiveness and efficiency in delivering services to Canadians.

2. Scope of Work:

2.1 Environmental Study in Space Utilisation - International

The Strategic Planning and Programs group needs to gather the proper documentation and intelligence to support the production of the SU Strategic Plan and related documents. To achieve this, the SU Branch will conduct an Environmental Study of Space Utilization at the international level to feed these strategic documents.

The work will focus on how and why governments in other countries (EU countries, USA, Australia, etc) are using satellite data and solutions in space utilization priority sectors described in section 2.2 to support their public service mandate. Support will be mostly in the review, analysis and extraction of pertinent information from various sources and documents so that an assessment can be done of the priorities, strategies and mandates of these principal countries. This will also provide the CSA with a better understanding of the trends of the utilisation of space by other governments. A good knowledge of the Space Utilization domain and its key stakeholders, technologies and applications is essential.

The contractor is expected to use their background knowledge of the domain and any existing related studies that they can access. Literature search will be the main method for obtaining the necessary information required for each of the priority sectors. It is also possible that consultations by electronic means with one or two experts in the fields might be required to acquire missing information. See next section for the priority sectors lists.

2.2 Strategic Themes

In the context of strategic planning, the CSA has prioritized four (4) thematic areas where space-based sensors, the associated data and information, and related services can be used to advantage for the benefit of Canadian government departments, business, research institutions, and the public at large. The four areas are defined as: Safety and Security, Energy and Land Resources, Marine and Inland Waters, and Adaptation and Climate Services.



In the past year, CSA drafted white papers for each of the thematic areas that will form the basis of discussions and consultations, in particular with Other Federal Government Departments (OGDs), to collect and validate OGDs needs and required outcome, leading to the CSA's Space Utilization Strategic Plan. The white papers emphasize applications and products that are developed and obtained using contributions from space-based sensors and services.

The following four (4) tables outline how each theme is sub-divided into priority areas and priority sectors.

Safety and Security Strategic Theme

Table 1 identifies the three priority areas in this theme as well as priority sectors for each area:

Priority Areas	Priority Sectors
Sovereignty	Information Security Arctic Sovereignty
Maritime Security	Maritime Domain Awareness Ice and iceberg tracking / monitoring Maritime Surveillance for Fisheries Monitoring
Disaster management	Oil pollution monitoring Search and rescue Space Situational Awareness International disaster relief Disaster mitigation

Table 1 : Safety and Security Priority Areas

Energy and Land Resources Strategic Theme

Table 2 identifies the three priority areas in this theme as well as priority sectors for each area:

Priority Areas	Priority Sectors
Responsible Development	Oil & Gas Mining Forest Management Renewable Energy
Sustainable Agriculture	Crop identification and acreage estimation Yield prediction Crop condition and stress Land management Soil moisture
Monitoring Land Ecosystems	Woodlands and wetlands Coastal regions Northern regions

Table 2 : Energy and Land Resources Priority Areas



Marine and Inland Waters Strategic Theme:

Table 3 identifies the three priority areas in this theme as well as priority sectors for each area:

Priority Areas	Priority Sectors
Water Quantity & Dynamics	Glacier & Ice Sheets Inland water level & River discharge Sea level, currents & tides Snow Soil moisture Surface winds & waves field
Water Quality	Algae blooms and toxic bacteria Sediments and dissolved organic matter Water color and turbidity
Aquatic Ecosystems Sustainability	Fisheries and corals reef health Marine Debris Productivity & Chlorophyll Salinity & Acidity Water temperature

Table 3 : Marine and Inland Waters Priority Areas

Adaptation and Climate Services Strategic Theme:

Table 4 identifies the three priority areas in this theme as well as priority sectors for each area:

Priority Areas	Priority Sectors
Resilience to Severe Weather and Environmental Events	Severe Weather and Environmental Events Prediction Droughts, Floods, and Coastal Erosion Understanding and Forecasting
Health and Social Well-Being of Canadians	Air Pollution and Smog Episodes Monitoring and Forecasting UV Index Forecasting Reliability
Reducing Vulnerability to Climate Change	GHG, Ozone and Ozone Depleting Substances Monitoring ECVs for High Quality National Products Climate Change forecasting over Canada, Particularly the Arctic GHG Emissions Monitoring and Management Over Canada

Table 4 : Adaptation and Climate Services Priority Areas



3. Tasks:

The following tasks are to be executed in the course of the contract:

1. **Environmental Study:** Perform a study and analysis of the use of space data and solutions by foreign Government administrations in the priority areas of Space Utilization to support their respective public service mandates and compare it to the draft CSA Space Utilization strategy. This task includes the following;
 - a) Review all relevant documentation and extract pertinent information on priorities, strategies and mandates of various foreign Government administrations. The following is a preliminary list of suggested documents for review:
 1. Various types of strategy documents
 2. Socio-economic studies.
 3. All studies (including existing roadmaps, concept studies, etc.) performed related to space utilization and applications during the last five years.
 - b) Perform consultations with one or two international experts in each Priority Area, and if necessary by electronic means to complete gaps in information. Questionnaire is to be developed by the contractor and validated by CSA before conducting interviews. The contractor is encouraged to use its own contacts;
 - c) Construct an inventory, such as a database, of study findings, listing foreign government usage of space data and solutions by application area for each country. The inventory must be easily searchable with key words;
 - d) The information should be presented to show how they relate to the four strategic themes provided by CSA and the priority areas and, if possible priority sectors, for each strategic theme.;
 - e) The following information should be shown in the report:
 1. Profile of the user government departments, related foreign country space strategies and list of their key stakeholders;
 2. Current and future user needs, including a description of the operational applications and the level of use. The needs should be described on a time horizon;
 3. Significance and importance of the need ;
 4. Trends of the utilisation of space applications by governments;
 5. Show the fit with Canadian current or future strategic capabilities and priorities.
 6. Identification of common needs and opportunities for government-to-government strategic alliances for the implementation of demonstration projects for Canadian solutions;
 7. Raw information and analysis that support each conclusion and statements.
 - f) The following is a list of suggested foreign administrations:
 1. Italy;
 2. United Kingdom;
 3. Australia;
 4. Germany;
 5. European Union;
 6. France;
 7. United States;



4. Meetings:

All meetings shall be held between the Contractor's Project Authority (PA) and CSA's Project Authority and other key CSA personnel. An agenda shall be prepared by the Contractor and submitted to the CSA Project Authority for approval at least five (5) working days prior to the meeting date. The Contractor shall be responsible for recording the minutes of all meetings and submit them to the CSA's PA within 10 working days after the meeting.

The following is a list of meetings required in the course of the work:

- a) Participate in bi-weekly meetings through tele-conference
- b) Kick off meeting: The contractor shall review the proposed work plan, schedule, cost and methodology with CSA prior to initiating the work. The kick off meeting will be held at a date mutually agreeable to the Project Authority and the Contractor after contract award. The following points will be discussed at the meeting:
 1. Review contract deliverables;
 2. Review the requirements of the work and methodology;
 3. Review the work schedules;
 4. Discuss the expected elements of the study and analysis;
 5. Discuss any contractual issues; and
 6. Meet the personnel assigned to the work.
- c) Final review: The specific intent of this meeting will be to discuss in detail the findings and results obtained during the performance of the work. The presentation shall be held at the CSA. The Final Review Meeting is intended to provide an opportunity for the Contractor, and Government representatives to review and discuss in detail:
 1. The contents of the environmental study and strategic theme white papers;
 2. The Executive Report of the environmental study;
 3. Meeting Presentation material;
 4. Other items as deemed appropriate.

5. Deliverables and Timeline

1. Environmental Study Report delivery – First Draft: January 31, 2015
2. Environmental Study Report delivery – Final: February 28, 2015
3. Environmental Study Executive Report delivery – February 28, 2015
4. Each document is to be delivered in hard copies and in an electronic format for CSA use.
Facilitated presentation/discussion and follow-up to be completed as determined by the client

Please note that the contractor will deliver the following items throughout the contract as part of the proposed project:

1. International inventory and profile of target clients by sector;
2. Interview summaries to show specific client usage and requirements when possible;
3. Comprehensive accounts of all the consultations performed under the contract;
4. Contact database developed through this project;
5. Analytical report to meet the objectives of the project (e.g. user needs, competitive analysis, etc.);
6. Presentation suitable for delivery by the CSA management team;
7. Lessons learned.



ANNEX B

PRICING



Basis of payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm daily rates as specified in Annex B of the contract for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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.

#	Deliverables Environmental Study	LEVEL OF EFFORT	FIRM DAILY RATES	SUB TOTAL
1	January 31, 2015 Environmental Study Report delivery – First Draft			
2	February 28, 2015 Environmental Study Report delivery – Final:			
3	February 28, 2015 Environmental Study Executive Report delivery			
4	Travel and Living estimated fees			
	LIMITATION OF EXPENDITURES TOTAL			



ANNEX C

POINT RATED CRITERIA



Point Rated Technical Criteria

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

TECHNICAL CRITERIA	MINIMUM POINTS REQUIRED	MAXIMUM TOTAL POINTS
1. Experience and capacity of consultant	18.75	25
2. Knowledge of the International space-related activities in space utilization	18.75	25
3. Knowledge of the Government of Canada departments relation to the Canadian Space Program	18.75	25
4. Methodology	18.75	25
5. Management Plan	18.75	25
<i>Maximum score</i>		125
<i>Minimum score requirement</i>	93.75	

Each point rated criterion will be evaluated using a set of 5 benchmark statements (0, A, B, C and D). Each of these statements has a corresponding relative value:

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

As an example, the maximum point rating for the “Experience and capacity of consultant” criterion is 25 points. If a Bid received a “C” score for this criterion in the evaluation process, the score attributed will be 75% of 25 points = 18.75 points (score).



TEAM TECHNICAL EXPERIENCE AND CAPACITY

This criterion assesses the combined technical capability (education and experience) of the personnel assembled in conducting environmental analysis and studies, and strategic documents.

- 0) Team expertise is not addressed in the bid or information on the team members is lacking.
- A) The proposed team has limited experience in conducting work similar in complexity and scope to what is requested in the SOW (environmental analysis and studies).
- B) The key personnel identified in the proposed team have been involved in at least one project similar in complexity and scope to what is requested in the SOW (environmental analysis and studies). The completeness of the team is lacking in scientific or technological areas relevant to the proposed analysis.
- C) The key personnel identified in the proposed team has been involved actively in developing and implementing studies comparable in complexity and scope to what is requested in the SOW (environmental analysis and studies) and has done so for at least one project within the space arena. The proposed team possesses all the expertise required to perform the work.
- D) The key personnel identified in the proposed team has been involved in at least 2 projects within the space arena comparable in complexity and scope to what is requested in the SOW (environmental analysis and studies) and is highly experienced in conducting environmental studies and analysis and trends on related subjects. The proposed team possesses a comprehensive set of expertise to perform the work.

KNOWLEDGE OF THE INTERNATIONAL SPACE-RELATED APPLICATIONS IN SPACE UTILIZATION

This criterion assesses the degree to which the bid exhibits an understanding of the nature, extent and relevance of Canadian and international space-related applications in space utilization strategic themes.

- 0) No understanding is demonstrated.
- A) Demonstrates in a limited fashion, an understanding of the Canadian and international space-related applications focused on the subject and has limited understanding of current and future potential of space related applications.
- B) Demonstrates a basic understanding of the Canadian and international space-related applications focused on the subject and has a basic understanding of the current and future potential of space related applications.
- C) Demonstrates a detailed understanding of the Canadian and international space-related applications focused on the subject and has a detailed understanding of the current and future potential of space related applications in this field substantiated by recent work (within approximately 2 years) performed on the subject.
- D) Demonstrates an authoritative understanding of the Canadian and international space-related applications focused on the subject and has an authoritative understanding of the current and future potential of space related applications in this field, substantiated by a recent (within approximately 2 years) and an important body of work performed on the subject (approximately 2 studies or more).



KNOWLEDGE OF THE SPACE UTILIZATION DOMAINS AND FUTURE TRENDS

This criterion assesses the extent to which the bidder demonstrates an understanding of the Space Utilization Domains (Earth Observation, Satellite Communications, Space Situational Awareness and Sun-Earth systems sciences) issues and related future trends.

- 0) The bid demonstrates no understanding of the Space Utilization domains issues nor of their future trends
- A) The bid demonstrates in a limited fashion an understanding of the Space Utilization domains issues having to do with the strategic themes but not of the future trends.
- B) The bid demonstrates a basic understanding of both the Space Utilization domains issues and future trends having to do with the strategic themes.
- C) The bid demonstrates a detailed understanding of the Space Utilization domains issues and future trends having to do with the strategic themes substantiated by recent (approx 2 years) work performed on the subject.
- D) The bid demonstrates an authoritative understanding of the Space Utilization domains issues and future trends having to do with the strategic themes, substantiated by a recent (within approx 2 years) and an important body of work performed on the subject.

PROPOSED METHODOLOGY

This criterion assesses the specific details of the proposed approach and the degree to which it is capable of achieving the objectives of the SOW. It also evaluates the effectiveness of the described methodology in resolving the project challenges.

- 0) The feasibility of achieving the objectives of the SOW is not demonstrated.
- A) The methodology is presented but gaps exist in the overall approach to achieve the objectives of the SOW
- B) The methodology is presented and follows a methodical approach, but some detail or information of limited importance is omitted. The Bid does not substantiate the effectiveness of the proposed methodology in achieving the SOW objectives.
- C) The bid presents a comprehensive methodology following a methodical approach. The effectiveness of the proposed methodology in achieving the SOW objectives is demonstrated, substantiated and credible.
- D) The bid presents an exceptional methodology following a highly developed approach. The effectiveness of the proposed methodology in achieving the SOW objectives, as well as a vast capacity to meet the objectives, is demonstrated, substantiated and credible



MANAGEMENT PLAN

This criterion evaluates the proposed Management plan for its completeness and also assesses its effectiveness in directing the project to a successful completion.

- 0) No concrete management plan is provided.
- A) The management plan as described in the bid does not follow a methodical approach and does not demonstrate that the objectives of what is requested in the SOW can be achieved under the given time and budget constraints.
- B) The management plan as described in the bid follows a methodical approach but lacks completeness. The bid does not substantiate the effectiveness of the methodology being employed for achieving the objectives of the work under the given time and budget constraints.
- C) The management plan as described in the bid follows a methodical approach and is complete. The effectiveness of the proposed methodology in achieving the objectives of the work under the given time and budget constraints is substantiated. Management risks and budget constraints is substantiated. Management risks are identified and mitigation strategies are presented.
- D) The management plan as described in the bid follows a methodical approach and is complete. The effectiveness of the proposed methodology in achieving the objectives of the work under the given time and budget constraints is both clear and substantiated. A comprehensive management risk analysis, including critical issues that may jeopardize the successful completion of the project, is provided and effective mitigation strategies are described.



ANNEX D

NON-DISCLOSURE AGREEMENT



Non-Disclosure Agreement *(To be signed at contract award)*

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Canadian space Agency and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date



ANNEX "E" - PERFORMANCE EVALUATION REPORT														
Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority														
Name of contractor:					Contract completion date:									
Name of project authority					Branch:									
Contract no.:					Project name:									
Supplier														
Rating scale:					10 à 9 = Excellent		6 à 5 = Satisfactory		2 à 1 = Unsatisfactory					
					8 à 7 = Very Good		4 à 3 = Poor							
1) Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?					10	9	8	7	6	5	4	3	2	1
					Comments:									
2) Please rate the overall quality of the services provided by this supplier.					10	9	8	7	6	5	4	3	2	1
					Comments:									
3) Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.					10	9	8	7	6	5	4	3	2	1
					Comments:									
4) Was the work performed in accordance with the requirements specified in the statement of work?					10	9	8	7	6	5	4	3	2	1
					Comments:									
5) Please rate the quality of communication between the department and the supplier.					10	9	8	7	6	5	4	3	2	1
					Comments:									
6) Were all administrative documents received in accordance with the requirements of the contract? Administrative documents can include but are not limited to: <ul style="list-style-type: none"> • Invoices • Progress reports • Reports on use or business volume • Meeting agendas and minutes • Documentation and quality of work 					10	9	8	7	6	5	4	3	2	1
					Comments:									
Total /60					Excellent: 54 et 60			Poor: 18 à 29						
					Very Good: 42 à 53			Unsatisfactory: 18 or less						
					Satisfactory: 30 à 41									
Signatures Bloc - Evaluation Excellent, Very good or Satisfactory														

 Project Authority

 Contract Agent:

Signatures Bloc - Evaluation Poor or Unsatisfactory

 Technical Expert

 Supply Manager: