

**TASK AND SOLUTIONS PROFESSIONAL SERVICES (TSPS)
SOLUTIONS BASED SUPPLY ARRANGEMENT (SA)**

REQUEST FOR PROPOSAL (RFP) FOR THE REQUIREMENT OF:

**COMPREHENSIVE SOCIO-ECONOMIC IMPACT ASSESSMENT OF THE
CANADIAN SPACE SECTOR**

FOR THE:

CANADIAN SPACE AGENCY



**Bid Submission Deadline:
August 28th, 2014 at 2:00 PM (EDT)**

Submit Bids to:

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

* Note: closed between 12 :00 pm and 1:00 pm

Attention: Robert Kardum

Reference: CSA File No. **9F012-140360/A**

Note: This RFP is issued against the Task and Professional Services Supply Arrangements (TSPS SA), PWGSC File No. **E60ZN-13TSSB/XXX/ZN** All terms and conditions of the TSPS SA apply and must be incorporated into any resulting contract.

August 12th, 2014



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PART 1 - GENERAL INFORMATION

1. Introduction

This document states the terms and conditions that apply to bid solicitation # 9F012-140360/A. It is divided into seven (7) parts plus annexes and, if applicable, attachments as follows:

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

The Attachments include:

[List of Suppliers](#)
[Pricing Schedule](#)
[Technical and Financial Criteria](#)
[Certifications Precedent to Contract Award](#)

The Annexes include the:

[Annex "A" Statement of Work](#)
[Annex "B" Security Requirements Check List](#)

The list of suppliers being invited to bid on this bid solicitation is provided as [Attachment 1 to Part 1](#).

2. Summary

The Policy Branch of the Canadian Space Agency (CSA) is soliciting bids from qualified suppliers to undertake a Comprehensive Socio-Economic Impact Assessment of the Canadian Space Sector. The objective of the proposed study is to provide an analysis of the socio-economic impacts of the Canadian Space Sector (CSS) within Canada. The study is intended to capture the economic argument for investment in space, as well as, demonstrate the larger socio-economic impacts that result from activity in the Canadian space sector, whether public or private

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

It is intended to result in the award of one (1) contract for a period commencing on the date of contract award and ending no later than January 30th, 2015



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

3. Communications Notification

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

4. Debriefings

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



ATTACHMENT 1 TO PART 1 LIST OF SUPPLIERS

1.1 POTENTIAL BIDDERS UNDER THIS RFP

The requirement described herein is open only to Task and Solutions Professional Services (TSPS) Supply Arrangement (SA) Holders for the following TSPS SA Consultant Categories:

2. Business Consulting/Change Management Services Stream

168446 Canada Inc.
2Keys Corporation
3149455 Canada Inc.
ACF Associates Inc.
ADGA Group Consultants Inc.
AERIC INC
ALTRUISTIC INFORMATICS CONSULTING INC.
Auguste Solutions and Associates Inc.
BMT Fleet Technology Limited
Canadian Development Consultants International Inc.
CGI Information Systems and Management Consultants Inc.
Deloitte Inc.
Econ Inc.
Emerion
Epixus Incorporated
Ernst & Young LLP
Euroconsult North America
FoTenn Consultants Inc.
Fujitsu Consulting (CANADA) Inc./Fujitsu Conseil (Canada) Inc.
Gartner Group Canada Co
Goss Gilroy Inc.
Groupe Intersol Group Ltee.
Hay Group Limited
Hickling, Arthurs, Low Corporation
Human Resource Systems Group Ltd.
IBM Canada Ltd.
IDS Systems Consultants Inc.
Intergage Consulting Group Inc.
Interis Consulting Inc.
International Safety Research Inc.
IT/Net - Ottawa Inc.
Kelly Sears Consulting Group
Le Groupe Conseil Bronson Consulting Group
McKinsey & Company Canada



MGIS Inc.
MHPM Project Managers Inc.
MHPM Project Managers Inc., Tiree Facility Solutions Inc. in Joint Venture
Modis Canada Inc
Nortak Software Ltd.
PGF Consultants Inc.
PRA Inc.
Pricewaterhouse Coopers LLP
QMR Staffing Solutions Incorporated
Quallium Corporation
R.A. Malatest & Associates Ltd.
Research Power (N.S.) Inc.
RESEAU CIRCUM INC.
Samson & Associés CPA/Consultation Inc
Science-Metrix Inc.
Sierra Systems Group Inc.
TDV Global inc.
The Access Information Agency Inc.
The Bell Telephone Company of Canada or Bell Canada/La Compagnie de Téléphone Bell du Canada ou Bell Canada
Tiree Facility Solutions Inc.
TNS Canadian Facts
Y2 Consulting Psychologists Inc./Psychologues consultants Y2 inc.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

The [2003 \(2014-06-26\) Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation. Please note that this solicitation and any resulting Contract(s) are being issued directly by the CSA and not by PWGSC acting as Contracting Authority on the CSA's behalf. As a result, the Standard Instructions 2003 (2012-03-02) - Goods or Services - Competitive Requirements, is amended as follows:

1. Section 01 (2014-03-01) Integrity Provisions – Bid, is deleted in its entirety.

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

3. In subsection 5.4 of 2003,

Delete: sixty (60) days

Insert: one hundred and twenty (120) days.

4. In Sections 06 and 07,

Delete: PWGSC

Insert: Canada.

5. Section 08 is deleted in its entirety.

6. Subsection 20.2. is deleted in its entirety.

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

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

Insert: "corrective measure under the Vendor Performance Corrective Measure Policy and/or the CSA's Contractor Performance Evaluation policy".

For the purposes of this RFP, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the clauses and conditions herein, including those incorporated by reference, shall designate the Canadian Space Agency.

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

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

2. Submission of Bids



Date: August 12th, 2014

Bids must be submitted only to the CSA's Tenders Reception Office/Mailroom next to the loading/unloading docking bay located at the rear of the John H. Chapman Space Centre in St-Hubert, QC, by the date, time and at the address indicated on the front page of this bid solicitation. Bids are considered received only when it reaches the Tenders Reception Office/Mailroom box and nowhere else at the Agency.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the [Contracting Authority](#) **no later than three (3) business 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.

Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

5. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$250,000.00 all expenses included, excluding GST and QST. Bids valued in excess of this amount will be considered non-responsive, as per [PART 4- Evaluation Procedures and Selection Process, section 1.2 Financial Evaluation](#). This disclosure does not commit Canada to pay the maximum funding available.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Bidders shall prepare a proposal addressing all the requirements of this RFP.

Unless the RFP specifies otherwise, Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical/Management Bid (1 hard copy and 1 soft copy on CD or DVD)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD or DVD)

Section III: Certifications (1 hard copy).

Where a soft copy is required, if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

2. Bid Sections

2.1. Section I: Technical/Management Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).



Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s). Résumés should state the current level of personnel security held by the consultant(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Education: Academic Certification (Degree, etc) must be obtained through a recognized academic institution in the field of expertise.

The consultant(s) proposed must meet the education requirements for the category for which they are being proposed. Where the RFP requests the Supplier to provide information about the education of the proposed individual(s), the individual(s) must have obtained its education from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

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

2.2. Section II: Financial Bid

- 2.2.1** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in [Attachment 1 to Part 3](#). The total amount of Goods and Services Tax (GST), Quebec Sales Tax (QST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.
- 2.2.2** Bidders must submit their prices and rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST, QST or HST excluded.
- 2.2.3** All rates and prices included in the pricing schedule detailed in [Attachment 1 to Part 3](#) exclude travel and living expenses unless otherwise indicated.
- 2.2.4** Bidders must provide in their financial bid a price breakdown as follows for the firm price quoted in response to the pricing schedule detailed in [Attachment 1 to Part 3](#) for the entire work.
- 1- Professional fees: For each individual and (or) labour category, bidders shall indicate: a) the quoted daily rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., days and (or) hours). If daily or monthly rates are proposed, bidders shall specify the number of hours included in a working day or month, exclusive of meal breaks.
 - 2- Equipment, if applicable: Bidders shall specify each item required for purchase and provide the pricing basis for each one.
 - 3- Materials and Supplies, if applicable: Bidders shall identify each category of materials and supplies required for purchase and provide the pricing basis of each one. Bidders shall indicate, on a per category basis, whether the items are likely to be consumed during the performance of the contract.
 - 4- Subcontracts, if applicable: Bidders shall identify any proposed subcontractor and provide in their financial bid for each one a price breakdown in accordance with this section.
 - 6- Other Direct Charges, if applicable: Bidders shall identify any category of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work.
 - 7- Applicable value added taxes: any applicable GST and (or) HST and (or) QST is (are) to be shown separately.
-



2.2.5 When preparing their financial bid, bidders should review clause [1.2, Financial Evaluation, of Part 4](#) and the mandatory criteria stated in [Attachment 1 to Part 4](#).

2.2.6 Bidders shall include the following information in their financial bid:

- 1 Their legal name and GST number (or SIN number if no GST number);
- 2 The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

2.2.7 SACC Manual Clauses

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

2.3. Section III: Certifications

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

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ATTACHMENT 1 to PART 3 PRICING SCHEDULE

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

The rates and prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a. all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/> ;
- b. any travel expenses for travel between the Contractor's place of business and the NCR; and
- c. any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Milestone number	Description of Deliverable	Delivery Date	Firm Amount (\$ Cdn)
1	Kick-Off meeting: Meeting between study contractor's key staff and CSA Technical Authority and Reference Working Group to go over study objectives and identify key subject matter experts for literature review. To be held at CSA HQ (St-Hubert QC).	Within 10 working days from contract award.	\$ _____
2	List of contacts, interview guidelines and invitation letters: List of individuals selected for interviews, interview/ questionnaire guidelines developed, and invitation letters drafted. All materials presented to CSA for approval.	By October 10th, 2014	\$ _____
3	Mid-term review: Presentation to CSA of study methodology and preliminary results to be held at CSA HQ (St-Hubert QC).	By November 5 th , 2014	\$ _____
4	Raw data collected: Provide CSA with results of literature review and interview notes and/or data collected.	By December 19th, 2014	\$ _____
5	Preliminary Study Report: Draft report submitted to CSA.	By December 19th, 2014	\$ _____
6	Final Study Report: Final and complete study report, including a methodology section and an executive summary.	By January 16th, 2015	\$ _____
7	Presentation to CSA and OGDAs of final report: Power Point presentation detailing the study findings. Debrief to CSA on lessons learned and recommendations on future data collection. Meeting to be held at CSA HQ (St-Hubert QC).	By January 30 st , 2015	\$ _____
*Evaluated Price (GST and QST excluded):			\$ _____



*To be used in Financial Evaluation (see Part 4, section 2)	
<p>Estimate of the Travel and Living expenses, in accordance with NJC Travel Directive (see PART 6 – RESULTING CONTRACT CLAUSES, section 7.1.2. Reimbursement of Travel and living expenses):</p> <p>Planned meeting schedule/locations:</p> <p>Canadian Space Agency, St-Hubert (3 trips/ 1 day each) \$ _____/trip x 3= \$ _____</p> <p>Canadian Space Agency, Ottawa-Hull (2 trips/ 1 days each) \$ _____/trip x 2= \$ _____</p>	
Total Price (must not exceed \$250,000.00, GST and QST excl.):	\$ _____
Total GST + QST:	\$ _____



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical and Financial Criteria

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

1.1.2 Point Rated Technical Criteria

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

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 80 % and Price 20 %

2.1.1 To be declared responsive, a bid must:

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

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

2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): **PS_i = LP / P_i x 20**. P_i is the evaluated price (P) of each responsive bid (i).

2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMS_i = OS_i x 80** OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in [Attachment 1 to Part 4](#), determined as follows: total number of points obtained / maximum number of points available.

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

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

2.1.7 The table below illustrates an example where the selection of the contractor is determined by a 80/20 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	92%	82%	88%
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000*
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$92 \% \times 80 = 73.6$	$50,000^* / 60,000 \times 20 = 16.7$	90.3
Bidder 2	$82 \% \times 80 = 65.6$	$50,000^* / 55,000 \times 20 = 18.2$	83.8
Bidder 3	$88 \% \times 80 = 70.4$	$50,000^* / 50,000 \times 20 = 20$	90.4 (winning bidder)

* represents the lowest evaluated price



ATTACHMENT 1 TO PART 4 TECHNICAL AND FINANCIAL CRITERIA

1.1. Mandatory Technical and Financial Criteria

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

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

The Bidder	
Number	Mandatory Technical Criterion
MT1	The Bidder must provide as part of his/her proposal <i>curriculum vitae</i> of all proposed resource(s) and identify the role of each resource(s). The experience listed in the CVs must provide supporting information demonstrating where and how such experience was obtained.
MT2	The Bidder must provide at least three (3) examples or abstracts of socio-economic reports submitted to their client(s) over the last five (5) years that demonstrate relevance and experience in addressing the objectives listed in the Statement of Work.
MT3	The Bidder's proposed resource(s) must demonstrate that they have a minimum of ten (10) years experience within the last twenty (20) years in conducting socio-economic analysis and related studies for clients in the space sector .
MT4	The Bidder's proposed resource(s) must demonstrate that they have a minimum of ten (10) years experience within the last twenty (20) years providing executive-type advice in the area of space policy, space programs and strategic communication. Strategic communications also includes developing and synthesizing material to present to lay audiences or audiences that have little to no exposure to the space industry.
MT5	The Bidder must demonstrate that they have a minimum of five (5) years experience within the last ten (10) years working directly with international clients in the space sector, whether public or private.
Financial	
Number	Mandatory Financial Criterion
MF 1	The total cost of the price proposal must not exceed Can \$250,000.00 (GST/HST excluded), including travel and other expenses; FOB Destination (for goods), all applicable customs duty and excise taxes included.

1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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 PONTS	MAXIMUM TOTAL
--------------------	---------------	---------------



	REQUIRED	POINTS
1. Qualifications	22	30
• Extent of experience and capacity of proposed personnel to current requirements	7.5	15
• Understanding of the objectives, requirements and issues of the project	7.5	15
2. Knowledge	30	40
• Global space industry and economy	6	12
• Space activities, capacity, and usage	6	12
• Existing socio-economic methodology to measure the impacts of the space sector	8	16
3. Proposed Approach	7.5	15
4. Management Plan	7.5	15
Maximum score		100
Minimum score requirement		67

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 “Knowledge of global space industry and economy” criterion is 12 points. If a Bid received a “C” score for this criterion in the evaluation process, the score attributed will be 75% of 12 points = 9 points (score).

1.3 Description of Technical Criteria

Extent of experience and capacity of proposed personnel to current requirements

The proposal must explain the experience and capacity of the individual team members assigned to the study and the scope and depth of past studies conducted by the bidders and/or by the individual team members.

- 0) Team expertise is not addressed in the bid or information on the team members is lacking.
- 1) Only one member of the team has experience in applying recognized socio-economic methodologies to measure impacts of the space sector.
- 2) At least one member of the team has experience in applying recognized socio-economic methodologies to measure impacts of the space sector AND leading a study in comparable scope and complexity.



- 3) All members of the team have experience in applying recognized socio-economic methodologies to measure impacts of the space sector AND at least one member in leading a study in comparable scope and complexity.
- 4) All members of the team have experience in applying recognized socio-economic methodologies to measure impacts of the space sector AND at least one member of the team in leading a study in comparable scope and complexity AND at least one member of the team has been lead or central on at least one study applying recognized socio-economic methodologies to measure impacts of the CANADIAN space sector.

Understanding of the objectives, requirements and issues of the project

The proposal must provide the bidder's understanding of the statement of work and the expected results.

- 0) The proposal generally repeats the SOW, no additional insights or understanding is demonstrated.
- 1) The proposal refers to the SOW objectives and requirements AND provides a high-level description of the importance and relevance of the project.
- 2) The proposal expands on the objectives and requirements of the project AND provides a comprehensive discussion that situates the project in the current context of government priorities.
- 3) The proposal expands on the objectives and requirements of the project AND provides a comprehensive and strategic discussion that situates the project in an historic, current and forward looking context of government priorities.
- 4) The proposal expands on the objectives and requirements of the projects AND provides a comprehensive and strategic discussion that situates the project in an historic, current and forward looking context of government priorities AND provides elements of comparison with other space-faring nations.

Knowledge of global space industry and economy

This criterion assesses the degree to which the bidder exhibits an understanding of the nature and extent of the space industry and the space economy.

- 0) The subject matters are not addressed in the proposal.
- 1) The subject matter of global space industry OR global space economy is described at a high level but no structural details are mentioned.
- 2) The subject matter of global space industry OR global space economy is described with enough information to demonstrate a general understanding of the industry structure OR economic vectors.
- 3) The subject matter of global space industry AND global space economy are described with enough information to demonstrate a general understanding of the industry structure AND economic vectors.
- 4) The subject matter of global space industry AND global space economy are described with depth, including an understanding of the industry's structure and economic vectors AND knowledge is demonstrated regarding the space sector as an investment and risk domain, with certain returns and benefits accruing.

Knowledge of space activities, capacity and usage

This criterion assesses the degree to which the bid exhibits an understanding of the nature and extent of space activities, capacity and usage.

- 0) The subject matter is not addressed in the proposal.
- 1) The proposal includes references to Canadian space activities OR to major space activities of some large space agencies or space-faring nations in the world.



- 2) The proposal includes references to Canadian space activities AND to major space activities of other space-faring nations OR demonstrates understanding to the type of capacity and data generated with space assets.
- 3) The proposal includes references to Canadian space activities AND to major space activities of other space-faring nations AND demonstrates understanding of the type of capacity / data generated with space assets; OR demonstrates the typical usage of such space capacity.
- 4) The proposal includes references to Canadian space activities AND to major space activities of other space-faring nations AND demonstrates understanding of the type of capacity / data generated with space assets AND demonstrates the typical usage of such space capacity.

Strong knowledge of existing socio-economic methodologies to measure space sector impacts

This criterion assesses the bidder's knowledge of the types of methodologies that can be used to conduct the study. The proposal must provide an overview of socio-economic models and methodologies in use or in development in the world and their respective purpose and focus.

- 0) The proposal does not demonstrate any understanding of the methodologies to measure the impacts of the space sector.
 - 1) Some research methodologies are identified.
 - 2) Research methodologies are identified AND linked to types of benefits/ impacts that can be assessed with each.
 - 3) Research methodologies are identified AND linked to types of benefits/ impacts that can be assessed with each AND relevance of specific methodologies for the currently proposed study is discussed.
 - 4) Research methodologies are described AND linked to types of benefits/ impacts that can be assessed with each AND relevance of specific methodologies for the currently proposed study is discussed AND strengths and weaknesses of specific methodologies are identified.

Approach

This criterion assesses the proposed approach and the degree to which it is capable of achieving the objectives of the SOW. The proposal must explain the preliminary strategy that will be used to identify and obtain the necessary data, to perform the analysis leading to the results within the given timeframe. (NOTE: The approach may be further developed as the methodology is delivered for TASK 2 of this SOW).

- 0) The conceptual approach to carry out the work and produce the deliverables is not addressed.
 - 1) The conceptual approach is briefly described AND refers to the issues and challenges raised by the scope of the work and the delivery schedule inter alia: The collection of data; access to references; continued access to a competent workforce throughout the project; the analysis and interpretation of the data; and, other matters possibly raised by the scope of the work and the delivery schedule.
 - 2) The conceptual approach is *well* described AND refers and *addresses* issues and challenges raised by the scope of the work and the delivery schedule inter alia: The collection of data; access to references; access to a competent workforce throughout the project; the analysis and interpretation of the data; and, other matters possibly raised by the scope of the work and the delivery schedule.
 - 3) The conceptual approach is *extensively* described in terms of processes and strategies AND *addresses* and *ranks* issues and challenges raised by the scope of the work and the delivery schedule inter alia: The collection of data; access to references; access to a competent workforce throughout the project; the analysis and interpretation of the data; and, other matters possibly raised by the scope of the work and the delivery schedule.
 - 4) The conceptual approach is *extensively* described in terms of processes and strategies AND *addresses* and *ranks* issues and challenges raised by the scope of the work and the delivery schedule inter alia: The



collection of data; access to references; access to a competent workforce throughout the project; the analysis and interpretation of the data; and, other matters possibly raised by the scope of the work and the delivery schedule AND provides for alternate courses of action to mitigate against issues and challenges that were identified.

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. The work plan must provide information on the different steps of the work; the schedule must illustrate the timetable for the different steps of the work; the deliverables must be listed and dated. Overall, the work plan must demonstrate a high degree of confidence in the timely allocation of resources to perform the work and provide the deliverables.

- 0) References to the management aspects of the proposal are absent from the proposal.
- 1) The proposal contains an allocation of the work efforts among the different tasks.
- 2) The proposal contains an allocation of the work efforts among the different tasks AND a schedule of work that is linked to the deliverables.
- 3) The proposal contains an allocation of the work efforts among the different tasks AND a schedule of work that is linked to the deliverables AND reflects/ mitigates against issues identified in the approach.
- 4) The proposal contains a work breakdown structure AND allocates tasks or deliverables among the different team members AND a schedule of work that is linked to the deliverables, which are listed and described AND reflects/ mitigates against issues and challenges addressed in the approach.



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Precedent to Contract Award

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



ATTACHMENT 1 TO PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:



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

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

Work Force Reduction Program

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

YES () NO ()

If so, the Bidder must provide the following information:

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

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

1.3 Status and Availability of Resources

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

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

1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified



Date: August 12th, 2014

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.

1.5 Certification

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

Signature of Bidder's Authorized Representative

Date



PART 6 – SECURITY REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the e [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the medium complexity template used for the bid solicitation template, which is set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

2. Security Requirements for Canadian Suppliers: PWGSC File # Common-PS-SRCL#9

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. **Industrial Security Manual** (Latest Edition).

3. Statement of Work

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

4. 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.

For the purposes of this contract, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the clauses and conditions herein, including those incorporated by reference, shall mean Her Majesty the Queen in right of Canada as represented by the Minister of Industry, acting through the Canadian Space Agency.

4.1. General Conditions

[2035 \(2014-06-26\) General Conditions – Professional Services \(Medium Complexity\)](#), apply to and form part of the contract, modified as follows:

Delete section **2035 41 (2014-03-01) Integrity Provisions – Contract** in its entirety and replace with:

“2035 40 (2010-01-11) Code of Conduct for Procurement

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



5. Term of Contract

5.1. Period of Contract

The period of the contract will be from the date of contract award to January 30th, 2015

6. Authorities

6.1. Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: (450) 926-4875
Facsimile: (450) 926-4969
E-Mail: robert.kardum@asc-csa.gc.ca

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

6.2. Project Authority

The Project Authority for the Contract is:

(to be identified at contract award)

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.

6.3. Contractor's Representative

The Contractor's representative for the contract is:

(to be specified at contract award)

7. Payment

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

7.1.1. Professional Fees



Date: August 12th, 2014

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.1.2. Reimbursement of Travel and Living Expenses

In accordance with:

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

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

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

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

All payments are subject to government audit.

7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
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.

7.3. Method of Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.4. T1204 Supplementary Slip Requirement - Invoicing Procedures

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

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

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

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

9F012: FINANCIAL SERVICES
DIRECTOR POLICY AND EXTERNAL RELATIONS
6767 ROUTE DE L'AÉROPORT
ST-HUBERT, QC



CANADA J3Y 8Y9

9. Certifications**9.1. Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. 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.

1. the Articles of Agreement
2. Appendix X, Supplemental Conditions;
3. the [2035 \(2014-06-26\) General Conditions – Professional Services \(Medium Complexity\)](#);
4. Appendix X, Statement of Work;
5. Appendix X, Basis of Payment;
6. Appendix X, Security Requirements Check List;
7. Appendix X; Non-Disclosure Agreement;
8. Appendix X; Contractor Performance Evaluation;
9. the Contractor's proposal dated _____.

12. Contractor Performance

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

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

13. Insurance

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



14. Foreign Nationals (Canadian Contractor)

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

15. Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex _____, and provide it to the Contracting and Project Authorities before they are given access to information by or on behalf of Canada in connection with the Work.

16. 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.



ANNEX A

STATEMENT OF WORK



TITLE

Comprehensive Socio-Economic Impact Assessment of the Canadian Space Sector

1. OBJECTIVE

The objective of the proposed study is to provide an analysis of the socio-economic impacts of the Canadian Space Sector (CSS) within Canada. The study is intended to capture the economic argument for investment in space, as well as, demonstrate the larger socio-economic impacts that result from activity in the Canadian space sector, whether public or private.

Some elements of the socio-economic impact assessment will require primary data collection, whereas other elements will rely on data and modeling that have been developed by CSA and/ or its partners through previous studies. CSA will provide results, data and literature where appropriate to the consultant to allow for the completion of specified study elements as indicated below in the Requirements Section, Task 4. The consultant shall incorporate both primary and secondary research into a comprehensive report detailing the socio-economic impacts of the CSS and provide for a comparison, to the extent comparable data already exists, with other major industrial sectors of the Canadian economy and the space industry of other countries.

2. BACKGROUND

In 2012, the Honourable David Emerson submitted his report, "Reaching Higher: Canada's Interests and Future in Space, volume 2" as part of his mandate as Head of the Review of Aerospace and Space Programs and Policies. The over-arching objective of volume 2 was to outline the foundations for a Canadian space program that helps unlock the country's wealth, improves delivery of public services, supports environmental sustainability, and protects public safety. The report highlights the fact that Canada was one of the first nations in space, and over the coming decades, the prosperity and security of Canadians will increasingly depend on designing, building, and operating an optimal mix of space assets and services. The report also summarizes the Review's findings and sets out recommendations for broad policy directions. Many of the details underlying its analysis and recommendations can be found in working group reports, research reports, and submissions posted on the Review's website: aerospacereview.ca.

The Government's response to the report was released as *Canada's Space Policy Framework* in February 2014. The Framework provides a comprehensive approach to Canada's future in space to ensure our continued commitment to exploration, commercialization and development. Building on Canada's strengths and historic achievements, Canada's Space Policy Framework will lay the groundwork to inspire the next generation to pursue studies and careers in science and engineering.

Moving forward with the implementation of the Space Policy Framework, the CSA wishes to establish an evidence-based policy and communications tool to detail a "value proposition for space", intended to present a common narrative on why and how Canada should invest in space. The primary audience of the "value proposition for space" is senior government officials within the Government of Canada. The secondary audience includes various stakeholders of the Canadian Space Sector.

In developing the value proposition, a broad range of research, consultation and analysis are being considered by the CSA. The currently proposed socio-economic impact study is regarded as a foundational piece of that work.

3. SCOPE AND TIMING



The work being performed for this contract consists of integrating multiple methodologies into a single and comprehensive way to assess the socio-economic impacts of the CSS. The work will entail performing an environmental scan and a gap analysis of key data, conducting interviews and surveys as needed, analyzing results for the space sector with a comparative lens and detailing forecasted growth of the sector.

A mid-term review will be planned for Fall 2014 and a final review in January 2015.

4. REQUIREMENTS

The work consists of the following tasks:

Task 1: Literature Review

Task 1 is to identify and perform a literature review of background documentation. Task 1 should include, but is not limited to reviewing:

- Methodologies: Review the relevant theories and models available to measure space-related socio-economic impacts, taking into account standards and best practices, i.e. *The OECD Handbook on Measuring the Space Economy*.
- Space-Related Socio-Economic Data: Review of research data and findings regarding the space-related socio-economic indicators described in Task 4. Note that consultations with subject matter experts will be required to detail methodologies and findings for studies that have not been publically-released (approximately 3-4 experts will be recommended by CSA).

Task 2: Proposed Methodology

Task 2 is to examine, assess and integrate methodologies into a single and comprehensive visual representation, or model, to depict the socio-economic impacts of the CSS; and to propose a way forward to obtain any missing data points required to fill in gaps identified in the literature review. The proposed methodology may include a combination of micro and macroeconomic techniques, case studies or other methods in combination with interviews or questionnaires. Task 2 should include, but is not limited to:

- Developing a visual representation, or model, to assess the CSS's socio-economic impacts
- Defining the terms and economic indicators used
- Detailing methodology required to assess indicators for which there is no data available, and reviewing methodology with CSA technical authority
- Developing questionnaires and/ or interview guides
- Developing contact lists for data collection

Task 3: Primary Data Collection

Task 3 is to carry out primary data collection, as required and agreed upon with the CSA technical authority. Task 3 should include, but is not limited to:

- Conducting questionnaires and/or interviews as required
- Recording or tracking raw data that is collected

Task 4: Analysis of Socio-Economic Impacts

Task 4 is to perform the analysis of the socio-economic impacts, according to the research areas described below. Note that the indicators with asterisk (*) do not require primary data collection since the CSA will provide the necessary documentation to the consultant. However, supplementary analysis may be required to integrate the data into the proposed model.



Socio-Economic Impact Assessment

- Size and health of the CSS and share of the global market*
- Forecasted growth of the CSS based on previous trends for next 5 and 10 years*
- Impact of government spending on space sector* (partial data will be provided: detailed CSA spending data and theoretical multipliers already developed through previous studies. These will need to be integrated with OGD spending data and multipliers validated through data collection).
- Direct and indirect economic value-added to GDP*
- Detail and quantification of benefits, where possible, of selected social, environmental and policy themes: security, safety and sovereignty, national pride and inspiration, access to Canadians, service to government departments in achieving their mandates, and fulfilling national/ international policy. Where appropriate, the consultant should link the benefit themes to the following areas identified in the *National Strategy for Critical Infrastructure*: i. Energy and Utilities; ii. Finance; iii. Food; iv. Transportation; v. Government; vi. Information and Communication Technology; vii. Health; viii. Water; ix. Safety; x. Manufacturing.
- Contribution to regional economic development for provinces and territories (i.e. impact on local economy of new space facilities; multipliers developed with input-output tables)
- Spin-off (i.e. commercialization of space-derived technology in non-space sectors)*
- Detail and quantification of cost savings of space solutions vs. terrestrial solutions, including an analysis of the development of new activities, products and services that either could not be offered in the absence of space derived services and data or only at significantly higher cost (i.e. cost of using space vs. aerial).
- Detail and quantification of efficiency gains (i.e. precision farming increasing yields as a result of the higher perspective from space; increased fishing power due to navigation and positioning efficiencies)
- Comparative analysis between the economic impacts of the CSS (from the above elements) with other sectors of the Canadian economy, using data available in the literature (i.e. the aerospace, manufacturing industry).
- Comparative analysis between the economic impacts of the CSS (from the above elements) with global figures and/ or comparison with the space sectors of other space-faring nations or regions using data available in the literature (i.e. UK, USA, Europe).
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5. DELIVERABLES

1. **Kick-Off meeting:** Meeting between study contractor's key staff and CSA Technical Authority and Reference Working Group to go over study objectives and identify key subject matter experts for literature review. To be held at CSA HQ (St-Hubert QC) within 10 working days from contract award.
2. **List of contacts, interview guidelines and invitation letters:** Proposed to CSA for approval by October 10th, 2014.
3. **Mid-term review:** Presentation to CSA of study methodology and preliminary results to be held at CSA HQ (St-Hubert QC) by November 5th 2014.
4. **Raw data collected:** Provide CSA with results of literature review and interview notes and/or data collected by December 19th, 2014.
5. **Preliminary Study Report:** Draft report submitted to CSA for review and comment by December 19th, 2014.



6. **Final Study Report:** Final and complete study report, including a methodology section and an executive summary by January 16th, 2015.
7. **Presentation to CSA and OGDAs of final report:** Power Point presentation detailing the study findings. Debrief to CSA on lessons learned and recommendations on future data collection. Meeting to be held at CSA HQ (St-Hubert QC) by January 30st, 2015.



ANNEX B

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#9
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme-gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
Professional Services - Standing Offers and Supply Arrangements

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	✓	✓														
IT Media / Support TI / IT Link / Lien électronique	✓	✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS		Title - Titre Professional Services - Methods of Supply	Signature <i>Reuben Leman</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charron, Annick		Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date <i>March 20, 2012</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Oui <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>27-MARCH-2012</i>

Jacques Saumur
 Contract Security Officer, Contract Security Division
 Jacques.Saumur@tpsgc-pwgsc.gc.ca
 Tel/Tél - 613-948-1732 / Fax/Téloc - 613-954-4171