

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

**REQUEST FOR PROPOSAL (RFP) FOR THE REQUIREMENT OF:**

**HEALTH AND LIFE SCIENCES PROGRAMMATIC SUPPORT**

**FOR THE:**

**CANADIAN SPACE AGENCY**



**Bid Submission Deadline:  
November 25<sup>th</sup>, 2014 at 2:00 PM (EST)**

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. **9F008-140121/B**

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

**November 6<sup>th</sup>, 2014**




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**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>3</b>
1. REISSUE OF BID SOLICITATION.....	3
2. INTRODUCTION.....	3
3. SUMMARY.....	3
4. COMMUNICATIONS NOTIFICATION.....	4
5. DEBRIEFINGS.....	4
ATTACHMENT 1 TO PART 1 LIST OF SUPPLIERS.....	5
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>8</b>
1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	8
2. SUBMISSION OF BIDS.....	8
3. ENQUIRIES - BID SOLICITATION.....	9
4. APPLICABLE LAWS.....	9
5. MAXIMUM FUNDING.....	9
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>10</b>
1. BID PREPARATION INSTRUCTIONS.....	10
2. BID SECTIONS.....	10
ATTACHMENT 1 TO PART 3 PRICING SCHEDULE.....	12
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>13</b>
1. EVALUATION PROCEDURES.....	13
2. BASIS OF SELECTION.....	13
ATTACHMENT 1 TO PART 4 TECHNICAL AND FINANCIAL CRITERIA.....	15
<b>PART 5 - CERTIFICATIONS.....</b>	<b>19</b>
ATTACHMENT 1 TO PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD.....	20
<b>PART 6 – SECURITY REQUIREMENTS.....</b>	<b>23</b>
<b>PART 7 - RESULTING CONTRACT CLAUSES.....</b>	<b>24</b>
1. GENERAL.....	24
2. SECURITY REQUIREMENTS FOR CANADIAN SUPPLIERS: PWGSC FILE # COMMON-PS-SRCL#6.....	24
3. STATEMENT OF WORK.....	24
4. STANDARD CLAUSES AND CONDITIONS.....	24
5. TERM OF CONTRACT.....	25
6. AUTHORITIES.....	25
7. PAYMENT.....	25
8. INVOICING INSTRUCTIONS.....	29
9. CERTIFICATIONS.....	29
10. APPLICABLE LAWS.....	29
11. PRIORITY OF DOCUMENTS.....	29
12. CONTRACTOR PERFORMANCE.....	30
13. INSURANCE.....	30
14. FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	30
15. ACCESS TO FACILITIES AND EQUIPMENT.....	30
16. GOVERNMENT SITE REGULATIONS.....	30
17. NON-DISCLOSURE AGREEMENT.....	30
18. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	31
<b>ANNEX A STATEMENT OF WORK.....</b>	<b>32</b>
<b>ANNEX B BASIS OF PAYMENT.....</b>	<b>36</b>
<b>ANNEX C SECURITY REQUIREMENTS CHECK LIST.....</b>	<b>39</b>



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## PART 1 - GENERAL INFORMATION

### 1. Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number **9F008-140121/A** dated **August 29<sup>th</sup>, 2014** with a closing of **September 19<sup>th</sup>, 2014 at 2:00 PM (EDT)**.

### 2. Introduction

This document states the terms and conditions that apply to bid solicitation # 9F008-140121/B. 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" Basis of Payment](#)
- [Annex "C" Security Requirements Check List](#)

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

### 3. Summary

The Canadian Space Agency (CSA) is soliciting bids from qualified suppliers to support CSA's Health & Life Sciences division (HLS) in activity coordination, reporting and document preparation for ISS Utilization and HLS Program planning, management and implementation.

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 of two years commencing on the date of contract award.

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

Bids can be submitted in both official languages of Canada.

#### **4. Communications Notification**

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

#### **5. Debriefings**

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



## ATTACHMENT 1 TO PART 1 LIST OF SUPPLIERS

### 1.1 POTENTIAL BIDDERS UNDER THIS RFP

This requirement is open only to the following Task and Solutions Professional Services (TSPS) Supply Arrangement (Task based SA) Holders based on the search criteria indicated below :

#### Legal Name

168446 Canada Inc.  
3149455 Canada Inc.  
3755479 Canada Inc.  
4336615 Canada Inc. and RFP Solutions Inc. joint-venture  
4Plan Consulting Corp.  
A. Net Solutions Inc.  
ACF Associates Inc.  
ADGA Group Consultants Inc.  
Adirondack Information Management Inc., The AIM Group Inc. in Joint Venture  
Adobe Systems Canada Inc.  
ADRM Technology Consulting Group Corp. and Randstad Interim Inc  
Altis Human Resources (Ottawa) Inc.  
ALTRUISTIC INFORMATICS CONSULTING INC.  
AMITA Corporation  
Amtek Engineering services Ltd.  
BMT Fleet Technology Limited  
Cache Computer Consulting Corp.  
Calian Ltd.  
Canadian Development Consultants International Inc.  
CGI Information Systems and Management Consultants Inc.  
Coradix technology Consulting Ltd.  
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture  
Deloitte Inc.  
Delta Partners Inc.  
Dessau Inc.  
Donna Cona Inc.  
Eagle Professional Resources Inc.  
Eclipsys Solutions Inc  
Emerion  
Epixus Incorporated  
Ernst & Young LLP  
Excel Human Resources Inc.  
Fleetway Inc.  
FoxRed Consulting Inc.  
Fujitsu Consulting (CANADA) Inc./Fujitsu Conseil (Canada) Inc.  
HDP Group Inc



IBISKA Telecom Inc.  
IBM Canada Ltd.  
IDS Systems Consultants Inc.  
iFathom Corporation  
Interis Consulting Inc.  
International Safety Research Inc.  
IT/Net - Ottawa Inc.  
Kelly Sears Consulting Group  
Lansdowne Technologies Inc.  
Le Groupe Conseil Bronson Consulting Group  
Manpower Services Canada Ltd.  
Maplesoft Consulting Inc.  
MGIS Inc.  
MHPM Project Managers Inc.  
MHPM Project Managers Inc., Tiree Facility Solutions Inc. in Joint Venture  
Michael Wager Consulting Inc.  
Modis Canada Inc  
Nortak Software Ltd.  
OpenFrame Technologies, Inc.  
Orbis Risk Consulting Inc.  
Pricewaterhouse Coopers LLP  
QMR Staffing Solutions Incorporated  
Quallium Corporation  
Randstad Interim Incorporated  
RFP Solutions Inc.  
S.i. Systems Ltd.  
Samson & Associés CPA/Consultation Inc  
Sierra Systems Group Inc.  
Somos Consulting Group Ltd.  
Systemscope Inc.  
TDV Global inc.  
The AIM Group Inc.  
The Bell Telephone Company of Canada or Bell Canada/La Compagnie de Téléphone Bell du Canada ou Bell Canada  
Tiree Facility Solutions Inc.  
TPG Technology Consulting Ltd.  
TRM Technologies Inc.  
Turtle Island Staffing Inc.  
Valcom Consulting group Inc.  
Veritaaq Technology House Inc.  
Yoush Inc.  
Zylog Systems (Ottawa) Ltd.



**TSPS Search Criteria**

**Professional Service :**

TSPS Supply Arrangement

**Number of Resources and Level of Effort :**

2x 3.10 Technical Writer - Junior

1x 3.2 Project Manager - Intermediate

**Supplier Security Clearance :**

DOS - Reliability

**Document Safeguarding :**

Protected B - DOS

**Region/Metropolitan Area :**

Montreal

**Should the search result list only include suppliers that are qualified on all the selected categories? :** Yes

**Aboriginal Suppliers Only :** No

**Estimated Requirement Dollar Value Range :** Greater than NAFTA to \$2 Million

**Purchaser Information**

**Name:**

Kardum, Robert

**Region:**

Quebec

**Department:**

Canadian Space Agency

**Telephone:**

(450)926-4875

**Search Date and Time:**

2014-11-03 03:20:41PM



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## 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 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





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 \$ 390,000 including all expenses, 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** **Bidder's are advised that there are no ceiling per diem rates applicable in the bidder's Supply Arrangement authorized under SA (E60ZN-13TSPS/XXX/ZN) for the consultant category for Task Based Professional Services requirements.**
- 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** 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](#).
- 2.2.5** Bidders should 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.

### 2.2.6 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 price specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in the Statement of Work required to be performed within the local area of the supplier's place of business;
- b. 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.

Resource Category	Quantity	Level of Experience (Minimum required)	QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (estimated maximum Level of Effort per level)	Total (in Cdn \$)
3.10 Technical Writer	up to 2	Junior*	\$ _____	320 days (total level of effort for all Tech. Writers)	\$ _____
3.1 Project Manager	1	Intermediate*	\$ _____	30 days	\$ _____
* As per TSPS definition: <a href="http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspssso-anna-eng.html">http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spctsoc-tspssso-anna-eng.html</a>					
<b>Total</b>					\$ _____
<b>Estimated Other Allowable Direct Costs:</b> (see <a href="#">PART 6 – RESULTING CONTRACT CLAUSES, section 7.1.3, Other Direct Expenses</a> ).					\$ _____
<b>Estimated Travel and Living Expenses:</b> (see <a href="#">PART 6 – RESULTING CONTRACT CLAUSES, section 6.1.2, Reimbursement of Travel and living expenses</a> and TRAVEL section of the <a href="#">Statement of Work</a> ).					\$ 70,000.00
<b>**Evaluated Price (GST and QST excluded):</b> **To be used in Financial Evaluation (see Part 4, section 2), not to exceed \$390,000					\$ _____
<b>Goods and Services Tax and Quebec Sales Tax (GST+ QST) (14.975%):</b>					\$ _____



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## 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 60 % and Price 40 %

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):  **$PS_i = LP / P_i \times 40$** .  $P_i$  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):  **$TMS_i = OS_i \times 60$**   $OS_i$  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:  **$CR_i = PS_i + TMS_i$** .

Date: November 6<sup>th</sup>, 2014

2.1.6 For each theme, 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 60/40 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>92%</b>	<b>82%</b>	<b>88%</b>
<b>Bid Evaluated Price</b>	<b>C\$60,000</b>	<b>C\$55,000</b>	<b>C\$50,000*</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$92 \% \times 60 = 55.2$	$50,000^* / 60,000 \times 40 = 33.3$	88.5
<b>Bidder 2</b>	$82 \% \times 60 = 49.2$	$50,000^* / 55,000 \times 40 = 36.4$	85.6
<b>Bidder 3</b>	$88 \% \times 60 = 52.8$	$50,000^* / 50,000 \times 40 = 40$	92.8 (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 and financial criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

<b>Mandatory Technical Criteria (MT)</b>
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and subcontractors, affiliates and suppliers will be considered.
<b>Criterion</b>
<b>MT1.</b> Each proposed Technical Writer(s) has a Ph.D. in life sciences.
<b>MT2.</b> The Bidder must submit detailed resumes for each of the proposed resources demonstrating that they meet the minimum mandatory requirements (educational, professional designations and work experience).
<b>MT3.</b> For the person(s) assigned to provide document support (Technical Writer(s)), a demonstration of writing skills and ability to prepare reports in a scientific context is required. The Bidder will provide two examples of such documents and describe the approach used to prepare these documents. This ability will be evaluated under the rated criteria.
<b>MT4.</b> The Bidder must clearly demonstrate that the resource(s) proposed for the work is/are ready to commence this activity immediately after contract award. This demonstration shall include details for concurrent engagements at the estimated time of contract award and ensuing period. Please note that a simple statement of readiness to work does not meet this requirement.
<b>Mandatory Financial Criteria (MF)</b>
<b>Criterion</b>
<b>MF1.</b> The total cost of the price proposal must not exceed Can \$390,000.00, all expenses included (Applicable Taxes extra).

### 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



Points will be awarded in each criterion based on the following benchmark statements:

<b>R1. Quality and responsiveness of the proposal<sup>1</sup> Bidders must score 'B' as a minimum for each of sections 1.1 and 1.2.</b>					
<b>Criterion description</b>	<b>0</b>	<b>A</b>	<b>B</b>	<b>C</b>	
1.1 Understanding of the objectives, work to be performed and outputs required.	<b>0 points Not demonstrated</b>	<b>10 points</b> Poor understanding of the work to be performed. At best, understanding demonstrated in the proposal is superficial and insufficient to guarantee appropriate outputs.	<b>20 points</b> Shows general but acceptable understanding of work, responsibilities and outputs.	<b>30 points</b> Demonstrate in-depth understanding of the work to be performed, responsibilities performed and outputs required.	
1.2 Quality of the proposal: organisation, clarity, concision, comprehensiveness.	<b>0 points Not demonstrated</b>	<b>5 points</b> The proposal is disorganized and/or lacks clarity. It is difficult to assess the proposal because of the lack of the relevant information.	<b>10 points</b> The proposal is well organized. Enough information is provided to fully assess the proposal.	<b>15 points</b> The proposal exhibits superior organization, with creative elements added to assist the reader. The clarity and concision of the writing are beyond expected norms.	
<b>R2. Experience and Qualifications of Personnel assigned to the Work<sup>2</sup> (Bidders must score 'B' as a minimum for sections 2.1 and 2.2.</b>					
<b>Criterion description</b>	<b>0</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
2.1 Personnel's experience in space life sciences research	<b>0 points</b> Personnel expertise is not addressed in the bid or information is lacking.	<b>10 points</b> The personnel lacks expertise and may not be capable of fulfilling the statement of work (SOW).	<b>20 points</b> The key personnel has been involved in at least one project similar in complexity and scope to what is requested in the	<b>30 points</b> The key personnel has been involved in at least two projects similar in complexity and scope to what is requested in the	<b>40 points</b> The key personnel has been involved in more than two projects similar in complexity and scope to what is requested in the

<sup>1</sup> The bidders should provide their approach and timeline with regards to the elements specified in the Statement of Work, and indicate why the proposed approach will provide a successful outcome.

<sup>2</sup> Each proposed individual's résumé should demonstrate, to the satisfaction of the CSA, their qualifications and degree of experience in the tasks they are to perform. In addition to the résumé, a short description of recent and relevant experience should be included for each proposed individual which includes:

- Names/descriptions of the projects in which they have participated which required similar skill applications,
- A description of the role and responsibilities played in these projects,
- An overview of the results of their efforts,

Bidders are asked to provide references (contact person) for similar projects.





			SOW. Roles and responsibilities are defined and relevant and an overview of the results was provided for at least half of the submitted projects descriptions.	SOW. Roles and responsibilities are clearly defined and relevant and an overview of the results is provided for ALL of the submitted projects descriptions.	SOW, where <u>at least one of them is related to a study that took place in space (i.e. in or beyond low Earth orbit).</u> Roles and responsibilities are clearly defined and relevant and an overview of the results is provided for ALL of the submitted projects descriptions.
2.2 Writing skill	<b>0 points</b> The 2 samples submitted demonstrate inadequate ability to prepare technical documents or examples are irrelevant to the demonstration or are of poor quality.	<b>20 points</b> The 2 samples provided represent inadequate examples of competent technical writing. The writing is understandable but there are deficiencies in content organization and grammar.	<b>30 points</b> The 2 samples provided represent adequate examples of competent technical writing. The writing is understandable but there are deficiencies in content organization and grammar.	<b>40 points</b> The 2 sample provided show superior quality of technical writing. The writing is understandable, the grammar is correct, and the style is clear and concise.	n/a



<b>R3. Project Management Skills (Bidders must score 'B' as a minimum for section 3.2).</b>				
<b>Criterion description</b>	<b>0</b>	<b>A</b>	<b>B</b>	<b>C</b>
3.1 Knowledge of potential pitfalls and obstacles that may occur during project course and adequacy of proposed preventive/remedial measures	<p><b>0 points</b></p> <p>Proposal shows little to no understanding of potential pitfalls during this type of project, and on how the bidder would prevent/solve typical problems that may arise during project, or the discussion of potential problems and solutions is off-track.</p>	<p><b>10 points</b></p> <p>Proposal shows basic understanding of potential pitfalls during this type of project, and minimal elaboration of preventive/remedial measures to ensure quality of results</p>	<p><b>20 points</b></p> <p>Proposal shows good understanding of potential pitfalls during this type of project and proposes some elements of preventive/ remedial measures to ensure quality of results.</p>	<p><b>30 points</b></p> <p>Proposal shows good understanding of obstacles/pitfalls accompanied with clear and comprehensive discussion of preventive/remedial measures to ascertain quality results.</p> <p>Back-up personnel is/are identified with equivalent qualifications and demonstrated through at least one project description, and CV.</p>
3.2. Completeness of the management plan including personnel allocation, detailed schedule and milestones, and the effectiveness of the described methodology in successfully achieving the stated objectives of the work	<p><b>0 points</b></p> <p>The work-plan does not follow methodological approach and is unlikely to obtain the appropriate objectives; OR</p> <p>The proposal does not address this criterion.</p>	<p><b>10 points</b></p> <p>The proposal presents a basic work-plan; but the proposed methodology is not effective in achieving the objectives of the work; OR there is a lack of correlation between the work-plan and the management method.</p>	<p><b>20 points</b></p> <p>The work-plan as described in the proposal is based on a methodological approach; AND</p> <p>The effectiveness of the proposed methodology in achieving the objectives of the work is credible; AND</p> <p>The correlation between the work-plan and the management method exists.</p>	<p><b>30 points</b></p> <p>The work-plan as described in the proposal follows a clearly defined methodology; AND</p> <p>The effectiveness of the proposed methodology in achieving the objectives of the work is highly credible; AND</p> <p>The correlation between the work-plan and the management method is clear;</p>

**Maximum Overall Score: 185 points.**

**Minimum Overall Score Required: 120 points.**



## **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](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: November 6<sup>th</sup>, 2014

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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 [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#6

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
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.”





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## 5. Term of Contract

### 5.1. Period of Contract

Two years commencing on the date of contract award.

## 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](mailto: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

#### 7.1.1. Professional Fees

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Appendix \_\_, to a limitation of expenditure of \$\_\_\_\_\_. Customs duty are Applicable Taxes are extra.



### 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](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 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.

All payments are subject to government audit.

### 7.1.3 Other Direct Expenses (if Applicable)

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

All Other Direct expenses must have the prior authorization of the Project authority.

All payments are subject to government audit.

Estimated Cost: \$\_\_\_\_\_

**Total Estimated Contract Price :** \_\_\_\_\_, Applicable Taxes extra.

### 7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included 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.

### **7.3. Method of Payment**

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

- 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 Discretionary Audit**

1. The following are subject to government audit before or after payment is made:
  - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.
  - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

### **7.5 Progress Reports**

1. The Contractor must submit reports, in electronic format, on the progress of the Work, to both the Project/Technical Authority and the Contracting Authority.



2. The progress report must contain three parts:

(a) PART 1: The Contractor must answer the following three questions:

- (i) Is the project on schedule?
- (ii) Is the project within budget?
- (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

(b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Project/Technical Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.

(c) PART 3: The "Contract Plan and Report Form", [PWGSC-TPSGC 9143](#), (or an equivalent form acceptable to the Contracting Authority) showing the following:

- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)
- (ii) Progress of the Work against the Contractor's original Contract Plan. The form will provide the basis for planning and estimating the cost of work, and reporting actual progress and cost against the plan during contract performance.

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

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

9F008: FINANCIAL SERVICES  
ASTRONAUTS, LIFE SCIENCES & SPACE MEDICINE (ALSSM)  
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. Access to facilities and equipment**

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

## **16. Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

## **17. 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.



## **18. 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.



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## **ANNEX A**

# **STATEMENT OF WORK**





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**TITLE:**

Health and Life Sciences Programmatic Support

**BACKGROUND:**

The CSA's Health and Life Sciences (HLS) division aims to identify, understand, mitigate or eliminate health risks associated with human space flights, and to understand and address the needs of humans during those missions. This program encompasses life sciences activities that have as objective to better understand the risks of human spaceflight or to develop mitigation measures against these risks.

To achieve its goals, HLS is active on two fronts:

- 1) HLS is involved in the International Space Station (ISS) Utilization which is devoted to the implementation of scientific, operational, medical and technological studies on ISS, leading to a better understanding of the risks of long-duration space missions by humans. This is accomplished as part of the CSA Space Exploration utilization of its allocation of ISS resources. Utilization occurs through the solicitation, selection, and implementation of specific activities (payloads) on the ISS. Implementation of selected payloads occurs through four stages: development of requirements; integration into the ISS payloads program; operations; and post-flight analysis. The planning and implementation of activities on ISS requires a significant number of documents to be produced to document requirements and obtain all safety approvals necessary, especially for study of human subjects.
- 2) Also, HLS develops collaborative projects with academia, industry and partnering agencies. It uses, for research purposes, analog environments and sites that offer relevant similarities with the harsh environment of space. HLS also engages in activities aimed at knowledge generation or technology development relevant to its goals.

**OBJECTIVE:**

The objective of this contract is to support CSA's HLS in activity coordination, reporting and document preparation for ISS Utilization and HLS Program planning, management and implementation.

**SCOPE:**

The contractor will assist with or provide analysis and documentation to support HLS staff in their activities and in coordination with external stakeholders. The contractor must provide Ph.D. level staff resources capable of handling the scientific nature of the information and sustaining interactions with scientific stakeholders in the course of their support work. Though the work is to be performed in a scientific environment, there will be no actual production of science (i.e. acquisition and/or analysis of scientific data by the contractor) accomplished through this contract.

**TASKS:**

The Contractor is required to perform the following tasks (estimated levels of effort provided):

Project Manager

- Prepare monthly, mid-term, and final reports, invoices, and travel claims. **15 days effort**



- Provide the principal point of contact between the CSA Technical Authority and the contractor in relation to tasking of the technical writer(s); **15 days effort**

#### Technical Writer

- As required, produce, review, update and archive documentation to support CSA ISS Utilization and HLS activities planning and implementation; **150 days**
- Documentation gathering, search and surveys to support CSA ISS Utilization and HLS activities and reporting exercises; **50 days**
- Support review of scientific and technical documentation for Life Sciences Research Systems for ISS, Analog Research, and other HLS activities; **40 days**
- Production and review of reports, memos and presentations; **40 days**
- Support HLS staff in coordinating ISS and HLS activities (emails, phone contacts, organizing and attending meetings; producing meeting minutes); **20 days**
- Produce and review documents on HLS and ISS Utilization activities for Communications and outreach purposes; **20 days**

Total: 320 days<sup>3</sup>

#### **TRAVEL:**

Travel is an operational requirement. Contractors must be able to travel internationally. Travel will be required for an initial meeting at CSA headquarters (Longueuil, Quebec) once the contract is established. After contract kick-off, the contractor will be required to travel to CSA on a regular basis, to provide on-site support to the scientific authority and CSA HLS staff at CSA Headquarters in St-Hubert, Quebec. Presence on-site will be 25% of time at a minimum and travel to the USA or to Europe or Japan may also be required over the period of the contract, up to an overall limit of \$70K of travel budget (over the 2 year period of the contract).

#### **MEETINGS:**

In addition to the above-described visits, weekly teleconferences (approximately 1 hour in duration) will be held at the project authority's discretion to discuss on-going tasking and schedules, and to review progress. Frequent telecons will also be required with the HLS Exploration Scientists to facilitate task execution.

#### **CLIENT SUPPORT:**

The CSA agrees to make available to the contractor reference material in its possession in support of this project. All other material required must be supplied by the contractor. Presence on-site will be 25% of time at a minimum. A workstation with a CSA computer will be made available for the contractor for those occasions. The remaining work shall be performed at the contractor's facility.

#### **SECURITY REQUIREMENTS**

Security screening will be performed to allow physical and electronic access to CSA's premises and network, as well as to the NASA Johnson Space Center IT network.

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<sup>3</sup> Note that Project administration tasks (coordination, reporting, billing, etc) are included in the task listed above.



## **DELIVERABLE ITEMS**

- Documents as defined above.
- Monthly reports, with lists and descriptions of all documents completed and services rendered.
- A mid-term report at the end of year one of the contract, with listing of all tasks completed.
- Final report, documenting all tasks completed over the course of the contract. The report will also include recommendations for improving the efficiency of tasking and work execution.
- All documents must be submitted in electronic format using MS Word, Power Point or MS Excel, or PDF, depending on the document, and must be in English.



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## **ANNEX B**

### **BASIS OF PAYMENT**



**A- Contract Period**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

**1.0 Labour**

The Contractor will be paid all inclusive fixed time rates as follows:

<b>Category</b>	<b>Name</b>	<b>All Inclusive Fixed Daily Rate</b>
(Specify Work Title)		\$ _____
		\$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$ \_\_\_\_\_ [Insert amount at contract award]

**1.1 Definition of a Day/Proration:**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**1.2 Travel Time:**

The Contractor will not be paid any firm per diem rates for travel time.

The firm all inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre- authorized work assignment that is less than 100 kilometres. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under any resulting contract.

**2.0 Cost Reimbursable Expenses**

**2.1 Travel and Living Expenses (if required)**

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.



The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All payments are subject to Government Audit.

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

All travel within the National Capital Region will be at the Contractor’s expense.

Estimated Travel Costs: \_\_\_\_\_.

**2.2 Subcontracts (if required)**

The Contractor will be reimbursed the expenses for subcontracts reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of a copy of the invoice (supported by receipt vouchers (as applicable)) the contractor received from the subcontractor.

[Insert, as applicable:

<b>“Subcontractor</b>	<b>Estimated Cost</b>
[Insert data at contract award]	
_____ [Insert name]	\$ _____
_____ [Insert name]	\$ _____”]

Total Estimated Cost of Subcontracts: \$ \_\_\_\_\_ [Insert amount at contract award]

**2.3 Other Direct Expenses (if required)**

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

<b>Allowable Categories</b>	<b>Estimated Cost</b>
[insert data at contract award]	
_____	\$ _____
_____	\$ _____

Total Estimated Cost of Other Direct Expenses: \$ \_\_\_\_\_ [insert amount at contract award]

**3.0 Total Estimated Cost to a Limitation of Expenditure of: \$ \_\_\_\_\_** [Insert the amount at contract award. This amount should be the same as included in article 6 of the contract for the ceiling price.]

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.



## **ANNEX C**

# **SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#6
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		
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. 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)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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"/>		
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"/>	
Not releasable / À ne pas diffuser <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:	
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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#6
Security Classification / Classification de sécurité UNCLASSIFIED

**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<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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

TBS/SCT 350-103(2004/12)

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#8
Security Classification / Classification de sécurité UNCLASSIFIED

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Éléments / 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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#6
Security Classification / Classification de sécurité UNCLASSIFIED

**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>Robin Lorneau</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?  No / Non  Yes / 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/Télé - 613-954-4171