



REQUEST FOR PROPOSAL (RFP)

Concept Study for a Canada-Israel Space Mission (CISM)

Bid Submission Deadline:

At 02:00 PM On 2015-02-16 / Time Zone: Eastern Standard Time (EST)

Submit bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE
Receiving/Shipping
From Monday to Friday between 8:00 am and 4:30 pm (closed between 12h00 and 13h00)
6767 Route de l'Aéroport
Saint-Hubert QC
Canada J3Y 8Y9

Or by email at the following address:

SoumissionsContracts@asc-csa.gc.ca

Attention: Julie Anselmo

Reference: CSA File No. 9F064-20140724

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



February 2nd, 2015

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

With this Request for Proposals (RFP), the Canadian Space Agency (CSA) plans to award two contracts to Canadian industry to investigate:

- Novel technique for maritime object localization (one contract);
- Broadband telecommunications payloads with advanced on-board processing capability (one contract).

All responsive proposals shall be evaluated by the CSA-ISA Working Group. It is mandatory that the proposal shall be accompanied by support letter(s) from Israeli partner(s) (industry and/or academia) and/or Israel Space Agency. The Canadian contractor shall work closely with Israeli partner(s) in the following activities:

- Elaborate on the proposed mission concept and architecture as well as the data/service expected.
- Identify viable options and perform a trade-off analysis of the proposed mission concept with the viable concepts.
- Perform a breakdown of the mission into sub-systems at a level sufficient to estimate required developments, cost, risk and performance.
- Prepare the Technology Readiness and Risk Assessment (TRRA) of all mission enabling technologies and subsystems

The work is required to prepare the business case to the senior management of CSA and ISA for final approval of Canada Israel Space Mission (CISM). It should be noted that the Canadian contractor and its Israeli partner(s) shall be supported by CSA and ISA, respectively. Exchange of fund between the Canadian contractor and Israeli partner(s) shall be forbidden.

3. Period of the Contract

The proposed contract is for a five (5) months period. The contract award, if any, is scheduled for early March 2015.

4. Maximum Funding

The total maximum funding available for each contract resulting from the bid solicitation is \$300,000.00, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount shall be considered non-responsive.



5. Basis of Payment

Fixed cost with milestone payments.

6. Intellectual Property

An agreement on IP sharing between the Canadian and Israeli industrial partners shall be required in response to the RFP. The ownership on the Intellectual Property (IP) developed in this study shall be vested with the Contractor and its Israeli partner(s).

7. 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.

8. 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.

9. Ombudsman Clause

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

1.1. SACC Manual Clauses

The document 2003 (2014-09-25) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority **no later than five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS (SEE ANNEX B)

1. Bid Preparation Instructions

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

Section I: Technical and Management Bid

one (1) hard copy and one (1) electronic copy presented as a single document on a CD

Section II: Financial Bid

one (1) hard copy and one (1) electronic copy presented as a single document on a CD

Section III: Certifications

one (1) hard copy and one (1) electronic copy presented as a single document on a CD

If there is a discrepancy between the wording of the electronic copy and the hard copy, the wording of the hard copy will have priority over the wording of the electronic copy.

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

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for proposal
- c) The Bidder shall use one set of Sections (Section I, II and III) for every single project proposed, meaning that every bid requires its own Section I, Section II and Section III documents.
- d) All the required documentation for the soft copy of the Technical and Management Bid shall be all-inclusive in one file (acceptable electronic formats are: MS Word and PDF). A separate electronic version of the Executive Summary shall also be included which shall not contain any proprietary markings or information as it will be treated as public domain material.
- e) The hard copy of Section II and its electronic version as a stand-alone file shall be submitted on a separate CD than the Section I.

Section I: Technical and Management Bid

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

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

The structure and content requested for Section I is detailed in Annex B, Bid Preparation Instructions.



Section II: Financial Bid

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

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

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

Section III: Certifications

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



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Technical and Management Evaluation

2.1 Mandatory Criteria

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

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

- MC 1** Bidders must submit with its bid the signed certifications required under Part 5 - Certifications.

2.2 Point rated Technical and Management Criteria

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

3. Financial Evaluation

3.1. Mandatory Financial Criteria

MC 2 The maximum funding available resulting from the bid solicitation is a firm all-inclusive lot price of \$300,000.00, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. Bids valued in excess of the amount indicated shall be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available. The Bidder shall submit a signed Bid as specified in the clause entitled "Signature of Bid" in part II of this Bid solicitation.

4. Basis of Selection - Highest Rated Within Budget

To be declared responsive, a bid must:

- (a) Comply with all the requirements of the bid solicitation;
- (b) Meet mandatory evaluation criteria; and
- (c) Obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
- (d) Obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating
- (e) Obtain the required minimum points overall for the management evaluation criteria which are subject to point rating



Bids not meeting (a) or (b) or (c) or (d) or (e) shall be declared non responsive. For each study stated in section 2 (**Statement of Work**), the responsive bid with the highest number of points shall be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

The overall score shall be obtained by adding the scores for each of the following group of criteria: "Technical", and "Management".

In the event that more than one responsive bid has the same total points on the technical and management evaluation, the responsive bid with the highest number of points for Criterion 1 (Mission Concept) shall be recommended for award of a contract.

In the event that more than one responsive bid has the same total points on the technical and management evaluation, as well as for Criterion 1, the responsive bid with the highest score in the Criterion 2 (Mission Feasibility) shall be recommended for award of a contract.



PART 5 - CERTIFICATIONS

1. Certifications Required with the Offer

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

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

1.1 Procurement Business Number

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

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

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

Procurement Business Number (PBN): _____

1.2 Federal Contractors Program for Employment Equity

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

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

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

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

1.3 Former Public Servant

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

1.3.1 Definitions

For the purposes of this clause,

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

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

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

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

1.3.2 Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

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



1.3.3 Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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

1.3.4 Proactive Disclosure of Contracts with Former Public Servants

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

1.4 Status and Availability of Resources

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

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



1.5 Education and Experience

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

1.6 Certification

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

CERTIFICATION SIGNATURE

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

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

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

Signature

Date

Name (print or type)

Title of person authorized to sign on behalf of the Organization

Name of Organization



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirements

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

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1. General conditions

2035 (2014-09-25), Higher Complexity – Services

3.2. Supplemental General Conditions

4006 (2010-08-16), [Contractor to Own Intellectual Property Rights in Foreground Information \(2010-08-16\) 4006](#)

4. Performance Evaluation

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

5. Term of Contract

From the contract award date to July 31, 2015.

6. Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: (450) 926-4492
Facsimile: (450) 926-4969
E-Mail: julie.anselmo@asc-csa.gc.ca

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

7. Project Authority

To be inserted at contract award.

Name:
Title:
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9

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

8. Travel and Living Expenses

In accordance with:

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

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



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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

9. Basis of Payment - Firm Milestones Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm Milestones prices, as specified in the contract for a cost of \$ _____ (**insert the amount at contract award**). Customs duties are, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

10. Terms of payment – Milestone payments

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

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html>
- (b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Each claim must show (if applicable and necessary):

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses;
- (d) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

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

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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

Invoices must be distributed as follows:

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

CANADIAN SPACE AGENCY
9F064 – FINANCIAL SERVICES
Space Science and Technology
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9
CANADA

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

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

11. Applicable Laws

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

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

12. Ombudsman Clause

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by (*Name of the company*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

13. Priority of Documents

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

- a) the Articles of Agreement;
- b) General Conditions:
 - **2035 (2014-09-25)**, Higher Complexity Services
- c) Supplemental General Conditions
 - **4006 (2010-08-16)**, Contractor to Own Intellectual Property Rights in Foreground Information
- d) Annex A, Statement of Work;
- e) Annex D, Pricing Schedule
- f) Annex E, Performance Evaluation
- g) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK (SOW)

9F064-20140724 - ANNEX A - CSA-ISA_joint studies_SOW_20141211_EN

(See separated document)



ANNEX B

BID PREPARATION INSTRUCTIONS



BID PREPARATION INSTRUCTIONS

OUTLINE AND CONTENT OF SECTION I

The suggested outline and content of the technical/scientific and management bid, is detailed herein. The information should be presented in the following order:

1. Title / Project Identification Page
2. Executive Summary
3. Table of Contents
4. Technical Section
5. Managerial Section
6. Bid Appendices

1. Title / Project Identification Page:

This is the first page of the Bid. It should clearly state:

- A. RFP file number;
- B. The company's name and address;
- C. The title of the proposed project (the use of acronyms in the title is discouraged, unless they are described);
- D. A short summary of the Bid summarizing the Bid in no more than 8 lines.

2. Executive Summary:

The Executive Summary of Section I of the Bid shall be a stand-alone document suitable for public dissemination, for example, through the CSA web site, if the Bid is successful. It shall not exceed one Letter-sized page in length and shall highlight the following elements:

- A. Project objectives;
- B. A description of the work to be done during the course of the project
- C. Key deliverables;
- D. Technical risks; and
- E. Major milestones;

3. Table of Contents:

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

4. Technical Section:

The Technical Bid shall describe the proposed project as outlined in the following sections and subsections.

4.1 Mission Concept (Evaluation Criterion 1)

This section shall illustrate the mission concept and the Bidder is requested to:

- Provide a literature survey relevant to the mission concept or payload proposed;
- Explain the importance and novelty of the mission concept;
- Provide an assessment how the proposed mission help the governments of Canada and Israel in the delivery of their respective national priorities; and
- Explain the data/service that can be generated and the potential clientele.

4.2 Mission Feasibility (Evaluation Criterion 2)

In this section, the Bidder shall provide the information required in order to assess the feasibility to implement the mission within the budget capacity of CSA and ISA. The Bidder is requested to:

- Provide a ROM of cost and the proposed implementation schedule with a breakdown of cost by year;
- Provide a preliminary assessment of technical and programmatic risks associated with the mission; and
- Recommend risk mitigation strategies.

5. Management Section:

This section of the proposal shall demonstrate the effectiveness of the Bidder in delivering the project. In order to do this, the Bidder shall include as a minimum the following: key personnel and their backups, the qualifications of all individual on the team, team organization and arrangements, previous project experience, and the Management Plan.

5.1 Team Expertise and Experience (Evaluation Criterion 3)

In this section, the Bidder shall provide information on the teaming arrangement, structure and expertise. In particular, the Bidder is requested to:

- A. Present the organizational chart and the project team that will be dedicated to the project;
- B. Describe in details the teaming arrangement, the roles and responsibilities of all key team members including partners or subcontractors who will form part of the team responsible for the work proposed;
- C. Provide resumes of the Bidder's key team personnel (including its partners and subcontractors) to illustrate the depth of experience related to similar projects;
- D. Describe the contribution of the expertise from the Bidder, its Canadian subcontractors and its Israeli partners that demonstrate the completeness of skills necessary to complete the study; and
- E. Demonstrate previous Technical and Management experience in the work performed on similar projects (including the Bidder, its partners and subcontractors).

5.2 Project Management Approach (Evaluation Criterion 4)

In this section, the Bidder shall be assessed on its project management approach. The Bidder is requested to:



- Describe the overall project management approach and CWBS that will be taken to implement the project;
- Describe the methods of communications, tracking and controlling the progress of the team to ensure effective and efficient delivery;
- Provide a description of each WP in sufficient details (e.g. WP Manager, objectives, input and output, tasks, hours allocation, begin and end date, etc) to demonstrate a good understanding of the scope of the project;
- Identify the backup for each key personnel and include their resumes in the proposal; and
- Provide a project timetable that relates tasks, milestones and meetings. For planning purposes, use a project start date of March 2, 2015.

6. Bid Appendices

The following items shall be addressed in individual appendices as part of the Bids.

- List of acronyms used in the Bid;
- Résumés: The Bid shall include résumés of all key personnel and their backup including those of Canadian subcontractors and Israeli partners. These shall be appended to Volume I;
- List of Contacts: The list of contacts shall be appended to Volume I, in a format suitable for distribution and shall include all of the Bidder's points-of-contact involved in the Bid development and/or contract negotiations.

The following example format shall be used:

Table A1: - Sample List of Contacts

Role	Name	Telephone	Fax	E-mail
Project Manager				
Project Engineers/ Principal Investigator				
Contracting Authority				
Claims officer				
Communications (for press release)				
Etc.				

- A. Signed Letters of Agreement with Canadian subcontractor(s) and Israeli partner(s): These include Memorandums of Understanding (MOUs), Memorandums of Agreement



- (MOAs), Letter of Support or other related documentation, that will confirm participation of identified Canadian subcontractors and Israeli partners;
- B. Statements of Work for Canadian subcontractors and Israeli partners;
 - C. CDRL compliance matrix;
 - D. Key Background Intellectual Property;
 - E. Corporate literature: Only literature that is relevant and will be useful to support the Bid;
 - F. Any other Bid appendices deemed appropriate by the Bidder
 - G.



ANNEX C

POINT RATED CRITERIA



POINT RATED CRITERIA

Each Technical Bid that meets the Mandatory Requirement specified above, shall be evaluated and scored in accordance with Table 1: List of Evaluation Criteria and Associated Scores. The criteria are grouped under the following divisions:

- Technical
- Management

Table A2: List of Evaluation Criteria and Associated Scores

Technical Criteria	Maximum Score	Minimum Pass Score
1) Mission Concept	40	20
2) Mission Feasibility	20	10
<i>Minimum Pass Score for Technical Criteria</i>	40	
<i>Maximum Score for Technical Criteria</i>	60	
Management Criteria	Maximum Score	Minimum Pass Score
3) Team Experience	25	12.5
4) Project Management Approach	15	7.5
<i>Minimum Pass Score for Management Criteria</i>	25	
<i>Maximum Score for Management Criteria</i>	40	

The point rated evaluation criteria are supported by a set of 5 benchmark statements (0, A, B, C, and D). Each of these statements has a corresponding relative value:

- 0 = 0% of the 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 "Team Experience" criterion is 20 points. If a Bid receives a "C" for this criterion in the evaluation process, the score attributed will be: 75% of 20 points = 15 points (score)

Each of these criteria has a minimum passing score. In addition, a successful proposal must achieve a minimum score in both the Technical and Management Criteria. For example, achieving a minimum score in both "Mission Concept" and "Mission Feasibility" does not meet the Minimum Score for Technical Criteria. As such, the proposal will receive a failing grade.



EVALUATION CRITERIA AND BENCHMARK STATEMENTS

TECHNICAL CRITERIA

1. Mission Concept

Maximum Score: 40 points

This criterion assesses the degree to which the proposed mission concept is novel and innovative and how it helps the governments of Canada and Israel in delivering their priorities

- 0) **Fail:** The material provided is inadequate to assess the merit of the mission concept.
- A) **Poor:** The mission concept is poorly explained. The literature survey is missing. There is a lack of novelty and importance of the mission concept. The mission will not help the governments of Canada and Israel in the delivery of their priority. The expected quality of data and/or service is poor. The expected clientele is not identified or very limited.
- B) **Average:** The mission concept is explained briefly. The literature survey is not provided or insufficient. There is little novelty and importance of the mission concept. How the mission helps the governments of Canada and Israel is not provided or not credible. The expected quality of data and/or service is not explained or low. The expected clientele is limited.
- C) **Good:** The mission concept is explained in details. The literature survey is provided. The novelty and importance of the mission concept is briefly discussed and acceptable. An explanation on how the mission helps the governments of Canada and Israel is provided. The mission is expected to provide technology demonstration data and/or service. The expected clientele is the government or private sector only.
- D) **Excellent:** The mission concept is explained in details and credible. The bid provides an extensive literature survey relevant to the mission concept or payload proposed. The novelty and importance of the mission concept is explained in details and well justified. The explanation on how the mission helps the governments of Canada and Israel in delivery of national priority is credible. The mission is expected to deliver operational data and/or service. The expected clientele includes both the government and private sectors.

2. Mission Feasibility

Maximum Score: 20 points

This criterion assesses the feasibility to implement the mission within the budget capacity of CSA and ISA. As well, the level of risks will also be assessed.

- 0) **Fail:** The material provided is inadequate to assess the feasibility of the mission.
- A) **Poor:** The ROM cost of the mission is outside the budget capacity of CSA and ISA. The schedule for the implementation is not credible. The preliminary assessment of technical and programmatic risks associated with the mission is poorly done. The overall risk level is high. The risk mitigation strategies are not provided or not convincing.
- B) **Average:** The ROM cost of the mission is high and likely outside the budget capacity of CSA and ISA. The schedule for the implementation is long (more than 3 years). The preliminary assessment of technical and programmatic risks associated with the mission is provided but not complete. The overall risk level is between moderate and high. The risk mitigation strategies are provided but there are gaps.



- C) **Good:** The ROM cost of the mission is moderately high and probably within the budget capacity of CSA and ISA. The schedule for the implementation is credible but long (more than 3 years). The preliminary assessment of technical and programmatic risks associated with the mission is reasonable. The overall risk level is between low to moderate. The risk mitigation strategies are good.
- D) **Excellent:** The ROM cost of the mission is low and definitely within the budget capacity of CSA and ISA. The schedule for the implementation is short (within 3 years) and credible. The preliminary assessment of technical and programmatic risks associated with the mission is credible. The overall risk level is low. The risk mitigation strategies are excellent.

MANAGEMENT CRITERIA

3. Team Expertise and Experience **points**

Maximum Score: 25

This criterion assesses the teaming arrangement and capability (education, experience, expertise and complementarities) of the personnel assembled to carry out the Bid.

- 0) **Fail:** The material provided is inadequate to assess the teaming arrangement and capability.
- A) **Poor:** The proposal does not include support letters from the Israeli partners and Israel Space Agency. The teaming arrangement demonstrates no synergy between the Canadian Bidder and Israeli Partners. The organization chart, the roles and responsibilities of all key personnel are not complete with some details missing. The resumes of some key personnel, including their backups, are missing. The expertise from both the Canadian and Israeli teams complements each other with some noticeable gaps. The prior technical and management experience of the team is inadequate and the work will unlikely be completed on time.
- B) **Average:** The proposal only includes support letters from the Israeli partners. The teaming arrangement demonstrates little synergy between the Canadian Bidder and Israeli Partners. The organization chart, the roles and responsibilities of all key personnel are not complete with some details missing. The resumes of some key personnel, including their backups, are missing. The expertise from both the Canadian and Israeli teams complements each other with some noticeable gaps. The prior technical and management experience of the team is marginal and gives little confidence the work will be completed on time.
- C) **Good:** The proposal is accompanied by support letters from the Israeli partners and Israel Space Agency. The teaming arrangement demonstrates good synergy between the Canadian Bidder and Israeli Partners. The organization chart, the roles and responsibilities of all key personnel are complete. The resumes of most of the key personnel, including their backups, are provided. The expertise from both the Canadian and Israeli teams complements each other with some minor gaps. The prior technical and management experience of the team is good and gives some confidence the work will be completed on time.
- D) **Excellent:** The proposal is accompanied by support letters from the Israeli partners and Israel Space Agency. The teaming arrangement demonstrates excellent synergy between Canadian Bidder and Israeli Partners. The organization chart, the roles and responsibilities of all key personnel are complete and credible. The resumes of all key



personnel, including their backups, are provided. The expertise from both the Canadian and Israeli teams complements each other with no gap in expertise. The prior technical and management experience of the team is excellent and gives full confidence the work will be completed on time.

4. Project Management Approach

Maximum Score: 15 points

This criterion assesses the adequacy of the proposed Project Management Approach.

- O) **Fail:** The material provided is inadequate and a full assessment cannot be made.
- A) **Poor:** The overall project management approach is not explained or the CWBS is poorly presented. The communications and project tracking methods to monitor the progress of the team is not described. The WP is provided but some WP and key information are missing. The key personnel backups are not identified or their resumes are missing. Project Gantt chart is not provided.
- B) **Average:** The overall project management approach is not well explained or the CWBS is incomplete. The communications and project tracking methods to monitor the progress of the team is inadequate. The WP is provided but some WPs are missing. The resumes of key personnel backups are missing or their qualifications are not appropriate. Project Gantt chart is either missing or key information is not indicated.
- C) **Good:** The overall project management approach is explained and the CWBS is provided but some gaps remain. The communications and project tracking methods to monitor the progress of the team is good. The WP is provided but some details are missing. The resumes of some key personnel backups are missing or their qualifications are acceptable. Project Gantt chart that indicates the tasks, milestones and meetings is provided but some details are missing.
- D) **Excellent:** The overall project management approach is well explained and the CWBS is complete. The communications and project tracking methods to monitor the progress of the team is effective and efficient. The WP is credible with all the required information included. The resumes of all key personnel backups are provided and they are appropriate. Project Gantt chart that indicates all tasks, milestones and meetings is provided.



ANNEX D

ATTACHMENT 1 to PART 3

PRICING SCHEDULE



**ANNEX D
ATTACHMENT 1 to PART 3
PRICING SCHEDULE**

The Bidder must provide a pricing schedule for each bid in the following format and include it in its financial proposal.

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

Milestone	Title	Description of the deliverable	Schedule of the delivery	Firm Amount
1	Specify			\$ _____
2	Specify			\$ _____
3	Specify			\$ _____
Etc.				\$ _____
*Evaluated Price (GST and QST excluded):				\$ _____
				<small>* not to exceed \$300,000.00</small>
GST & QST (14.975%) :				\$ _____



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

Project Authority

Contract Agent:

Signatures Bloc - Evaluation Poor or Unsatisfactory

Technical Expert

Supply Manager: