



REQUEST FOR PROPOSAL (RFP)

Concept Study for a Terrestrial Snow Mass Mission

For Canadian space Agency

**Bid Submission Deadline:
August 18, 2016 at 2:00 PM (EDT)**

Submit Bids to:

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

Attention: Isabelle Doray

Reference: CSA File No. 9F045-15-0359-2

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



June 29, 2016



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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's (CSA) plans to award a contract to identify a mission concept for high-resolution measurement of terrestrial snow water equivalent.

The activity has the following objectives:

- Identify and analyze payloads to meet operational requirements for terrestrial snow mass measurements perform trade-offs and identify best options.
- Develop mission concepts to meet primary requirements for snow mass measurements and assess the feasibility to meet the secondary mission objectives related to sea ice, land ice and ocean vector winds measurements.
- Identify key Canadian technologies and propose a mission development plan.
- Examine alternate options as preparatory work for a preliminary business case.

Period of the Contract

The period of the contract will be for approximately **13 months** commencing on the day of contract award. (October 2016)

3. Communications Notification

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

4. Debriefings

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

5. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$400,000.00**, 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 will be considered non-responsive.



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 (2016-04-04) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>

Modification 1. Section 5.4 of 2003, Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: hundred twenty (120) days

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. List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

3. 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.



4. Enquiries - Bid Solicitation

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bids in 3 separate files as follows:

1 hardcopy in 3 sections and 1 electronic support including the 3 separate files

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Prices must appear in the financial Bid only.

No prices must be indicated in any other section of the offer.

Canada requests that bidders 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

Section I: Technical and Management Bid

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

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

The technical and management Bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the Bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings.

To avoid duplication, bidders may refer to different sections of their Bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Outline and Content of Section I: Technical Bid

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 should be a stand-alone document suitable for public dissemination, for example, through the CSA web site, if the Bid is successful. It should not exceed one page in length (8.5" x 11") and should 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;
- E. Major milestones; and

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 should describe the proposed project as outlined in the following sections and subsections.

4.1. Payload Analysis and Trade-off (Evaluation Criterion 1)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to understand the users objectives for terrestrial snow mass measurements, flow-down those high-level objectives to instrument specifications and capability to consider alternate options.

The bidder is requested to:

- A. demonstrate his understanding of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean vector winds and underlying technical/scientific principles;
- B. demonstrate capabilities for simulating and analyzing the high-level performance of a Synthetic Aperture Radar (SAR) and of any other instrument that is expected to be analyzed as part of the proposed work;
- C. provide examples of experience in performing trade-off analyses between the feasibility/complexity of an Earth Observation (EO) payload versus the compliance to measurement objectives.

4.2. Mission Concept Design (Evaluation Criterion 2)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to perform space mission design analyses.

The bidder is requested to:

- A. provide examples of space mission design analysis completed by the bidder, such as coverage analysis, power and mass budgets, link analysis, etc.;
- B. describe simulators, tools, models, etc. that the bidder is currently using for space mission design activities and identify on which mission/instrument they have been used.



4.3. Mission Development Plan (Evaluation Criterion 3)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to perform a Technology Readiness and Risk Assessment (TRRA), identify technology development activities and assess costs, schedule and risks of the proposed mission.

The bidder is requested to:

- A. provide examples of mission development plans completed by the bidder for EO missions;
- B. describe the methodology that the bidder is currently using for TRRA, estimating preliminary costs, schedule and perform risks assessment for an EO mission.
- C. demonstrate the capability to identify technology development activities in the context of the Canadian space industry.

5) Management Section:

This section of the proposal should demonstrate the effectiveness of the bidder in delivering the project. In order to do this, the bidder should include as a minimum the following: key personnel qualifications, team organization and arrangements, previous project experience, and the Management Plan.

5.1. Team Experience (Evaluation Criterion 4)

The bidder is requested to:

- A. present the organizational chart and the project team that will be dedicated to the project;
- B. describe 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 any teaming arrangements that would increase the depth of knowledge of the bidder's organization;
- E. provide the details of the arrangement that exists to respond to this request for proposal;
- F. demonstrate knowledge and previous experience in the technology domain applicable to the statement of work; and
- G. 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 5)

The bidder is requested to:

- A. describe the management approach that will be taken to implement the project;
- B. provide a description of the main tasks of the project in sufficient detail to demonstrate a good understanding of the scope of the project;
- C. provide a resource allocation matrix identifying the time, manpower and resources allocated on each task.
- D. describe the overall project management system, methods of tracking and controlling the progress of the project necessary to ensure effective and efficient project management; and
- E. provide a project timetable that relates tasks, milestones and deliverables. For planning purposes, use a project start date of October 4h, 2016.
- F. Provide an analysis of project management risks with mitigation plans.



6) Bid Appendices

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

- A. List of acronyms used in the Bid;
- B. Résumés: The Bid shall include résumés of all key personnel including those of subcontractors and these shall be appended to Section I;
- C. List of Contacts: The list of contacts shall be appended to Section 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 B 2: - 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.				

- D. Signed Letters of Agreement with subcontractors: These include Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), or other related documentation, that will confirm participation of identified subcontractors.;
- E. Statements of Work for subcontractors;
- F. CDRL compliance matrix;
- G. Key Background Intellectual Property;
- H. Corporate literature: Only literature that is relevant and will be useful to support the Bid;
- I. Any other Bid appendices deemed appropriate by the Bidder

Section II: Financial Bid

- 1.1. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in ANNEX B. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST), Quebec Sales Tax (QST) is to be shown separately, as applicable.
- 1.2. Bidders must submit their prices and rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST/HST/QST excluded.
- 1.3. Bidders are requested to detail the cost elements for each work package of the Contract Work Breakdown Structure (CWBS). At a minimum, the following information shall be provided for each work package for the price quoted in response to the pricing schedule detailed in ANNEX B.



- 1.4. Professional fees: For each individual and (or) labour category, bidders should indicate: a) the quoted hourly rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., hours). If daily or monthly rates are proposed, bidders should specify the number of hours included in a working day or month, exclusive of meal breaks.
- 1.5. Equipment, if applicable: Bidders shall specify each item required for purchase and provide the pricing basis for each one.
- 1.6. Materials and Supplies, if applicable: Bidders shall identify each category of materials and supplies required for purchase and provide the pricing basis of each one. Bidders shall indicate, on a per category basis, whether the items are likely to be consumed during the performance of the contract.
- 1.7. Travel and Living Expenses:
Indicate the number and cost of journeys, together with the basis of these costs. Refer to Appendices B, C and D of the National joint Council Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- 1.8. Subcontracts, if applicable: Bidders shall identify any proposed subcontractor and provide in their financial bid for each one a price breakdown in accordance with this section.
- 1.9. Other Direct Charges, if applicable: Bidders shall identify any category of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work.
- 1.10. Applicable value added taxes: any applicable GST/QST/HST is/are to be shown separately.

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 will evaluate the bids.

2. Technical Evaluation

2.1 Mandatory Criteria

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

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

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

2.2 Point rated Criteria

Point rated evaluation criteria are included in **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 **\$400,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. Bids valued in excess of the amount indicated will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available. The Bidder must submit a signed Bid as specified in the clause entitled "Signature of Bid" in part II of this Bid solicitation.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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) will be declared non responsive.
 - The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.



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- The overall score will 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 criteria # 1 (Payload Analysis and Trade-off) will 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 criteria # 1, the responsive bid with the highest score in the Technical Criteria (sum of Criteria 1 to 3) will be recommended for award of a contract.



PART 5 - CERTIFICATIONS

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part 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 made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

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 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.



1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex D - Integrity Form).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Annex D - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.

1.6 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.

1.7 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.

1.8 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.

1.9 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. Certifications Precedent to Contract Award and Additional Information
- 1.3. Ineligibility and Suspension Policy



-
- 1.4. Integrity Provisions – List of Names
 - 1.5. Federal Contractors Program for Employment Equity
 - 1.6. Former Public Servant Certification
 - 1.7. Status and Availability of Resources
 - 1.8. Education and Experience
 - 1.9. 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. 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 _____.

2. Standard Clauses and Conditions

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

2.1 General conditions

2035 (2016-04-04), Higher Complexity – Services

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/16>

3. 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**.

4. Term of Contract

The period of the contract will be for approximately **13 months** commencing on the day of contract award. (October 2016)

5. Contracting Authority

Isabelle Doray
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4873
E-Mail: isabelle.doray@canada.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. Project Authority

Name: To be inserted at contract award.

Title: **Manager, Radar and Antenna**

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Canada J3Y 8Y9

Telephone: (450) 926-XXXX

E-Mail: xxx.xxx@canada.ca

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.

7. 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.

8. Terms of payment – Milestone payments

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

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/1111-eng.html>

- (b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Each claim must show:

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



Each claim must be supported by:

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

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

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

Invoices must be distributed as follows:

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

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

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

- (b) One (1) copy must be forwarded to the Project Authorities identified under paragraph 6

9. Travel and Living Expenses

In accordance with:

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

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

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

All travel must have the prior authorization of the Project authority



10. 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.

11. Office of the procurement Ombudsman

a) Dispute Resolution Services

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, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their 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.

b) Contract Administration

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 [the supplier or the contractor or the name of the entity awarded this contract] 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.

12. Priority of Documents of the contract

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) Appendix A, Supplementary Conditions and;
General Conditions:
 - **2035 (2016-04-04)**, Higher Complexity Services
- c) Appendix B, Basis of payment
- d) Appendix C, Statement of Work;
- e) Appendix D, Performance Evaluation
- f) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK (SOW)

**Concept Study for a
Terrestrial Snow Mass Mission**

(See separated document)



ANNEX B

PRICING

(Schedule of Milestones)



PRICING TABLE & MILESTONES SCHEDULE

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.

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

Milestone	Title - Description of the deliverable	FIRM PRICE / MILESTONE
	Payload Analysis and Trade-off Document	\$ <u>125,000</u>
	Mission Conceptual Design Document (draft)	\$ <u>85,000</u>
	Mission Development Plan Document (draft)	\$ <u>55,000</u>
	Analysis of Alternate Options Document	\$ <u>30,000</u>
	Kick-off Meeting Presentation, Minutes & Action Item Log	\$ <u>15,000</u>
	Payload Analysis and Trade-off Review Meeting Presentation, Minutes & Action Item Log	\$ <u>15,000</u>
	Interim Review Meeting #1 Presentation, Minutes & Action Item Log	\$ <u>10,000</u>
	Mission Concept Review Meeting Presentation, Minutes & Action Item Log	\$ <u>15,000</u>
	Interim Review Meeting #2 Presentation, Minutes & Action Item Log	\$ <u>10,000</u>

PRICING TABLE & MILESTONES SCHEDULE



	Final Review Meeting Presentation, Minutes & Action Item Log	\$ <u>10,000</u>
	Final Data Package	\$ <u>30,000</u>
	*Evaluated Price (GST and QST excluded):	\$ _____ * not to exceed \$ 400,000.00



ANNEX C

POINT RATED CRITERIA



Point Rated Criteria:

Each Technical Bid that meets the Mandatory Requirement specified above, will 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 1: List of Evaluation Criteria and Associated Scores

Technical Criteria	Maximum Score	Minimum Pass Score
1) Payload Analysis and Trade-off	25	12.5
2) Mission Concept Design	25	12.5
3) Mission Development Plan	15	7.5
<i>Minimum Pass Score for Technical Criteria</i>	38	
<i>Maximum Score for Technical Criteria</i>	65	
Management Criteria	Maximum Score	Minimum Pass Score
4) Team Experience	20	10
5) Project Management Approach	15	7.5
<i>Minimum Pass Score for Management Criteria</i>	20	
<i>Maximum Score for Management Criteria</i>	35	

The point rated evaluation criteria are supported by a set of 5 benchmark statements (0, A, B, C, 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.



EVALUATION CRITERIA AND BENCHMARK STATEMENTS

TECHNICAL CRITERIA

1. Payload Analysis and Trade-off

Maximum Score: 25 points

This criterion assesses the degree to which the proposal demonstrates bidder's recent experience (less than 10 years) and capability to understand the users objectives for terrestrial snow mass measurements and to flow-down those high-level objectives to instrument specifications.

0) The Bid does not address experience or capabilities to understand the users objectives for terrestrial snow mass measurements and to flow-down those high-level measurement objectives to instrument specifications.

A) Poor: The Bid provides only a limited discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean vector winds. The bidder's capabilities for simulating and analyzing the high-level instruments performance are not demonstrated. The Bid provides one example of experience with performing trade-off analyses between the feasibility/complexity of an EO payload versus the compliance to measurement objectives.

B) Average: The Bid provides a discussion on the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean vector winds but the discussion exhibits no general understanding of underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level instruments performance are addressed, but not specifically for a SAR. The Bid provides one example of experience with performing trade-off analyses between the feasibility/complexity of an EO payload versus the compliance to measurement objectives.

C) Good: The Bid includes a discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean vector winds and it exhibits a general understanding of the underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level performance of a SAR instrument, and of any other instrument that is expected to be analyzed as part of the proposed work, are clearly demonstrated. The Bid has experience demonstrated in one relevant project with performing trade-off analyses between the feasibility/complexity of an EO payload versus the compliance to measurement objectives.

D) Excellent: The Bid includes a discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean vector winds and it provides an authoritative understanding of underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level performance of a SAR instrument, and of any other instrument that is expected to be analyzed as part of the proposed work, are clearly demonstrated. The Bid has experience demonstrated in two relevant projects with performing trade-off analyses between the feasibility/complexity of an EO payload versus the compliance to measurement objectives.



2. Mission Concept Design

Maximum Score: 25 points

This criterion assesses the degree to which the proposal demonstrates the bidder's recent experience (less than 10 years) and capability to perform space mission design analyses.

- 0) The bid does not address experience in practical space mission design analysis activity to support the development of a mission.
- A) Poor: The Bid provides one example of space mission design analysis but lacks details. It does not enumerate the tools the bidder uses for space mission design activities.
- B) Average: The Bid describes one space mission design analysis activity in which the bidder has been involved. It only enumerates some of the tools the bidder uses for space mission design activities.
- C) Good: The Bid provides comprehensive and detailed example of one space mission design analysis activity in which the bidder has played a significant role. It describes the tools the bidder uses for space mission design activities.
- D) Excellent: The Bid provides comprehensive and detailed examples of at least two space mission design analysis activities in which the bidder has played a significant role. It describes in detail the tools the bidder uses for space mission design activities and identifies on which mission/instrument they have been used.

3. Mission Development Plan

Maximum Score: 15 points

This criterion assesses the recent experience (less than 10 years) and capabilities of the bidder to perform a Technology Readiness and Risk Assessment (TRRA), identify technology development activities and assess costs, schedule and risks of the proposed mission.

- 0) The bid does not address experience in development plans for EO missions.
- A) Poor: The Bid provides one example of EO mission development plan in which the bidder has been involved but lacks details. It mentions briefly the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of an EO mission.
- B) Average: The Bid provides a comprehensive and detailed example of one EO mission development plan in which the bidder has been involved. It mentions briefly the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of an EO mission.
- C) Good: The Bid provides comprehensive and detailed example of one EO mission development plan in which the bidder has played a significant role. It describes the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of an EO mission. The capability for identify technologies development activities in the context of the Canadian space industry is demonstrated.
- D) Excellent: The Bid provides comprehensive and detailed examples of at least two EO missions development plans in which the bidder has played a significant role. It describes in detail the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of an EO mission. The capability for identify technologies development activities in the context of the Canadian space industry is clearly demonstrated.



MANAGEMENT CRITERIA

4. Team Experience

Maximum Score: 20 points

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

0) The proposed team (including bidder, partners and subcontractors) either has not been identified or has not successfully completed studies of similar scope and complexity.

A) Poor: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is incomplete or not balanced, and there is no evidence that it will be dedicated for the whole duration of the study. Roles and responsibilities of key team members are not defined. Resumes are not provided for key team personnel. The teaming arrangement is not described. The team composition demonstrates little or no experience in the domain relevant to the proposed work. The team has little experience of successfully completing studies of similar scope and complexity.

B) Average: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete and generally balanced, but there is evidenced that it may not be dedicated for the whole duration of the study. The roles and responsibilities of some key team members are not clearly defined. Resumes are provided for some key team personnel, but not all. The teaming arrangement is only generally described. The team composition is such that it only demonstrates partial experience in the domain relevant to the proposed work. The team has limited experience, in that it has successfully completing similar studies, albeit of a reduced scope and complexity.

C) Good: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete, balanced and are planned on being dedicated for the whole duration of the study. The roles and responsibilities of all key team members are clearly defined. Resumes are provided for all key team personnel. The teaming arrangement is described in detail. The team composition is such that it has recognizable experience in the domain relevant to the proposed work. The team has experience in successfully completing studies of similar scope and complexity.

D) Excellent: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete, balanced and will clearly be dedicated for the whole duration of the study. The roles and responsibilities of all key team members are clearly defined. Resumes are provided for all team personnel. The teaming arrangement is described in detail. The team composition is such that it has recognizable experience in the domain relevant to the proposed work. The team has experience and a proven, demonstrated track record in successfully completing studies of at least similar scope and complexity.



5. Project Management Approach

Maximum Score: 15 points

This criterion assesses the suggested Project Management Approach.

- 0) No concrete management approach is provided.
- A) Poor: The project management plan as described in the Bid does not follow a methodical approach. The methods of tracking and controlling the progress are limited and are not correlated to the work. All phases are identified but there are no supporting details for the implementation of the work. The schedule is incomplete and does not contain details demonstrating that the complexity of the mission is understood.
- B) Average: The project management plan as described in the Bid follows a methodical approach, but lacks completeness. Overall, the methods of tracking and controlling the progress are provided, but are not fully correlated to the work. All phases are identified and compliant with the Statement of Work, but there are areas lacking details for the implementation of the work. The schedule is there but lacks details; the schedule includes the deliverables and is compliant with the deliverables schedule stipulated in the Statement of Work.
- C) Good: The project management plan as described in the Bid follows a methodical approach and is complete. The methods of tracking and controlling the progress are logical and clearly outlined, and are correlated to the work. All phases are identified and are compliant with the Statement of Work, including most details for the implementation of the work. The schedule is complete and detailed. The schedule includes the deliverables and is compliant with the deliverables schedule stipulated in the Statement of Work. Risks specific to this study are discussed.
- D) Excellent: The management plan as described in the Bid follows a methodical approach and is complete. The methods of tracking and controlling the progress are logical and clearly outlined, and are correlated to the work. A complete description of the implementation of the work is given and is compliant with the Statement of Work. The schedule is complete and very detailed. The schedule includes the deliverables and individual work packages and is compliant with the deliverables schedule stipulated in the Statement of Work. Risks specific to this study are identified with credible mitigation.



ANNEX D

INTEGRITY FORM

**To be included with certifications
(Section III of bid package):**



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise/Company's address	
NEA de l'entreprise/Company's PBN number	
Numéro de la transaction/ Transaction number	
Liste de pré-qualification/Pre-Qualification List	
Valeur de la transaction (\$) /Transaction Value (\$) PLUS DE 25,000.00\$ (taxes incluses)/ OVER \$25,000.00 (including taxes)	
<input type="checkbox"/> OUI / YES <input type="checkbox"/> NON / NO	
Membres du conseil d'administration (Utilisez le format - Prénom Nom) Board of Directors (Use format - first name last name) Ou mettre la liste en pièce-jointe/Or put the list as an attachment	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres/ Other members:	
Commentaires / Comments:	



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: