



**RETURN RESPONSES TO:
RETOURNER LES RÉPONSES À:**

PWGSC Bids Receiving Unit
Place Bonaventure, 7th Floor
South-East Portal, suite 7300
800 De la Gauchetière St. W.
Montreal, Quebec, Canada
H5A 1L6

Réception des soumissions de TPSGC
Place Bonaventure, 7^e étage
Portail Sud-Est, suite 7300
800 rue de la Gauchetière Ouest
Montréal (Québec), Canada
H5A 1L6

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal to : Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux : Travaux publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, aux conditions énoncés ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

*****Limited to**

**Vendor / Firm Name and Address
Raison sociale et adresse du
fournisseur / de l'entrepreneur**

Issuing Office - Bureau de distribution

Space Programs Directorate (Mtd Division)
6767 route de l'Aéroport
Longueuil, Quebec, Canada
J3Y 8Y9



Titre – Sujet Lunar Surface Mobility Concept Study	
Solicitation No. - N° de l'invitation 9F050-16-0980/A	Amendment No. - N° modif. N/A
Client Reference No. - N° de référence du client C3P-CS-04	Date April 5, 2017
GETS Ref. No. - N° de réf. de SEAG PW-17-00775233	
File No. - N° de dossier 9F050-16-0980	CCC No./N° CCC - FMS No/N° VME N/A
Solicitation Closes - L'invitation prend fin : at - à 2:00 pm On - le Tuesday, May 9th, 2017	Time Zone Fuseau horaire Eastern Daylight Time (EDT)
F.O.B - F.A.B. Plant-Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other-Autre : <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Bruno Bergeron	Buyer Id - Id de l'acheteur MTD100
Telephone No. - N° de téléphone 450-926-4562	E-mail address - Adresse Courriel bruno.bergeron@canada.ca
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Canadian Space Agency 6767 route de l'Aéroport Longueuil, Quebec, Canada J3Y 8Y9	

Instructions : See Herein
Instructions : Voir aux présentes

Delivery Required - Livraison exigée See herein	Delivery Offered - Livraison proposée
Vendor / Firm Name and Address Raison sociale et adresse du fournisseur / de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 INTRODUCTION

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

List of Annexes:

- Annex "A" - Statements of Work;
- Annex "B" - Basis of Payment;
- Annex "C" – Bidder's / Contractor's Disclosure of Intellectual Property;
- Attachment 1 to Part 3: Additional CSA Technical bid preparation instructions;
- Attachment 1 to Part 4: Point Rated Evaluation Criteria.

1.2 SUMMARY

Project Title:

Lunar Surface Mobility Concept Study (C3P-CS-04)

Description:

- a) Public Works and Government Services Canada (PWGSC) (also referred to as "*Public Services and Procurement Canada*" ("*PSPC*")), on behalf of the Canadian Space Agency (CSA), located in Longueuil, Quebec (the "Client"), is seeking bids for a concept study aimed at developing a potential solution for a lunar surface mobility concept.
- b) The study is to be completed over a 6 months period following contract award.
- c) This bid solicitation is intended to result in the award of up to (2) single contract for an all-inclusive budget not to exceed **\$450,000.00 CDN** (excluding any applicable taxes) per contract.
- d) This procurement is **limited to Canadian goods and Canadian Services.**

Contract Period:

The initial period of the Contract is from Contract award plus 6 months.

Intellectual Property:

The title to Intellectual Property vests with Canada. The Canadian Space Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reason, as set out in the

Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts:

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

- 4.3: To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

Security Requirements:

There is no security requirements associated with this requirement.

Integrity Provisions:

As per the Integrity Provisions under section 01 of Standard Instructions 2003 (2016-04-04) bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions and to Part 5 – Certifications.

Former Public Servants:

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

Trade Agreements:

This requirement is not subject to the Trade Agreements as per the following dispositions:

- Agreement on Internal Trade (AIT):
[Chapter 5, Annex 502.1A](#)
- World Trade Organization Agreement on Government Procurement (WTO-AGP):
[Appendix I, Annex I](#)
- North American Free Trade Agreement (NAFTA)
[Chapter 10, Annex 1001.1a-1](#)
- Canada-Chile Free Trade Agreement
[Annex K bis-01, 1-1](#)
- Canada-Peru Free Trade Agreement
[Annex 1401,1-1](#)
- Canada-Colombia Free Trade Agreement
[Annex 1401-1](#)
- Canada-Panama Free Trade Agreement
[Chapter 16, Annex I](#)

Canadian Content

This requirement is limited to Canadian goods and Canadian services.

1.3 DEBRIEFINGS

Bidders may request, in writing, a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within ten (10) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 COMMUNICATIONS

As a courtesy and in order to coordinate any public announcements pertaining to any resulting Contract, the Government of Canada requests that the successful bidder notify the Contracting Authority, five (5) working days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

PART 2 - BIDDER INSTRUCTIONS

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

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

The [2003](#) (2016-04-04) *Standard Instructions - Goods or Services - Competitive Requirements*, are incorporated by reference into and form part of the bid solicitation.

Subsection 4 of Section 05, *Submissions of Bids* of the [2003](#), Standard Instructions, - *Goods or Services - Competitive Requirements*, is amended as follows:

Delete: 60 days

Insert: one-hundred and twenty (120) days

2.1.1 SACC Manual Clauses

[A7035T](#) (2007-05-25) List of Proposed Subcontractors

2.2 SUBMISSION OF BIDS

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit at the address below by the date and time indicated on page 1 of the bid solicitation.

Bids are to be sent to the following address:

Bids Receiving Unit
Public Works and Government Services Canada
Quebec Region

Place Bonaventure, 7th Floor, Suite 7300 South-East Portal
800 De la Gauchetière Street West
Montreal, Quebec, Canada
H5A 1L6

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

2.3 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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 FPSs 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](#).

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 \$5,000.00 (CDN) including Applicable Taxes.

2.4 ENQUIRIES - BID SOLICITATION

All enquiries must be submitted **only in writing** to the Contracting Authority no later than ten (10) working 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 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

3.1 BID PREPARATION INSTRUCTIONS

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical and Management Bid:
 One (1) hard copy and one (1) soft copy on CD, DVD or USB Key.
- Section II: Financial Bid:
 One (1) hard copy and one (1) soft copy on CD, DVD or USB Key.
- Section III: Certifications:
 One (1) hard copy and one (1) soft copy on CD, DVD or USB Key.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy. The only acceptable file formats for the soft copies are MS Word, MS Excel or Adobe PDF.

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

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

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

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

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

Section I: Technical and Management Bid

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

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

3.1.1 CSA's technical Additional Bid Preparation Instructions:

In addition to the above generic bid preparation instructions, bidders is requested to follow the CSA instructions set forth under the Attachment #1 to this Part 3 of this bid solicitation document.

The bidders are requested to try to limit their proposal to 100 pages maximum as much as possible to ensure an efficient bid evaluation process.

3.1.2 Preliminary Disclosure of Contractor's Background Intellectual Property brought into the study project by the Bidder:

If the Bidder intends to use any of its own Background Intellectual Property to develop the Foreground Information, the Bidder must complete the Table C1 – "*Disclosure of Background Intellectual Property (BIP) brought into the study project by the Contractor*" included in the Annex "C" of this bid solicitation document and include it into the Section I – (*Technical*) of its Bid. Such report will be reviewed by both the Contracting and Technical Authorities, but not evaluated.

If a contract is awarded following this bid solicitation process, the selected contractor will be required to provide Canada with a comprehensive update of such preliminary BIP disclosure report that was submitted as part of the contractor's Bid as part of the Contract closure process

Section II: Financial Bid

3.1.3 Bidders must submit their financial bid in accordance with the "Basis of Payment" (Annex "B") in their Financial Bid (table B1).

Firm Fixed Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are to be FOB destination (Canadian Space Agency, Longueuil, Quebec).

Blank prices: When applicable, bidders are requested to insert "0.00\$" for any item for which it does not intend to charge or for items that are already included in other prices in the basis of payment. If the bidder leaves any price blank, Canada will treat the price as "0.00\$".

All Costs to be included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification and provision of any necessary equipment, software, peripherals, components and/or travel and living expenditures (as examples) required to meet the requirements of the bid solicitation and the associated costs of these is the sole responsibility of the Bidder.

If applicable, per diems are to be based on seven and a half hours (7.5) of Work per day.

The financial proposal **must not exceed the maximum budget of \$450,000.00 Canadian dollars** (excluding any applicable sales taxes, but including custom duties or excise taxes, if applicable) to be considered as responsive.

Section III: Certifications

3.1.4 Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 EVALUATION PROCEDURES

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "Technical" and "Financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

Point Rated (Technical) criteria are included in the Attachment 1 to this Part 4 of this Bid Solicitation document.

4.1.1.2 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

1. The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
2. The Bidder's affiliates (i.e. parent, subsidiary or sister corporations), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criterion; or
3. The Bidder's subcontractors provided the Bidder includes a copy of the teaming agreement and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

The experience of the Bidder's suppliers will not be considered.

4.1.2 Financial Evaluation

Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are FOB destination (Canadian Space Agency, Longueuil, Quebec).

The maximum funding available for the Contract resulting from the bid solicitation is **\$450,000.00** CDN (excluding any applicable sales taxes, but including custom duties or excise taxes, if applicable). **Bids valued in excess of this amount will be considered non-responsive.** This disclosure does not commit Canada to pay the maximum funding available.

Only for the purpose of conducting the financial evaluation, prices will be evaluated without taking into account any applicable sales taxes.

4.2 BASIS OF SELECTION

4.2.1 Highest Rated within Budget

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory technical evaluation criteria;
 - c) obtain the required minimum of **15 points** for the technical evaluation criterion 1 which is subject to point rating. The rating is performed on a scale of 20 points.
 - d) obtain the required minimum of **65 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of contract, provided that the total evaluated price does not exceed the budget available for this requirement.

4.2.2 Tiebreaker

1. Should two responsive bids achieve the exact same overall number of points for all of the rated evaluation criteria, the proposal which obtained the highest score by adding the bidder's individual scores of criteria 3, 4 and 5 will be recommended for contract award.
2. Should there still be a tie after the first tiebreaker, the bid with the lowest price will be recommended for award.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#) (2016-04-04). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2.1 Additional Certifications Precedent to Contract Award

5.2.1.1 Canadian Content Certification

This procurement is **limited to Canadian goods and Canadian services**.

The Bidder certifies that:

- a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

5.2.1.2 Canadian Content Definition

SACC Manual Clause [A3050T](#) (2014-11-27) – Canadian Content Definition.

5.2.1.3 Status and Availability of Resources

SACC Manual Clause [A3005T](#) (2010-08-16) – Status and Availability of Resources.

5.2.1.4 Education and Experience

SACC Manual Clause [A3010T](#) (2010-08-16) – Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENTS

There is no security requirement applicable to this solicitation.

6.2 FINANCIAL REQUIREMENTS

There is no financial requirement applicable to this solicitation.

6.3 OTHER REQUIREMENTS

There is no other requirement applicable to this solicitation.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 STATEMENT OF WORK

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 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](https://buyandsell.gc.ca/policy-and-guidelines/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.

7.2.1 General Conditions

[2040](#) (2016-04-04) General Conditions – Research and Development apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract.

[K3410C](#) (2015-02-25) – Canada to Own Intellectual Property Rights in Foreground Information.

7.3 SECURITY REQUIREMENTS

There is no security requirement applicable to this Contract.

7.4 CONTRACT PERIOD

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- i. The "Initial Contract Period" which begins on the date the Contract is awarded and ends on (TBD at contract award.)

7.5 AUTHORITIES

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Bruno Bergeron
Title: Supply Manager
Public Works and Government Services Canada
Space Programs Directorate

Address: 6767, Route de l'Aéroport, suite 4A-353
St-Hubert, Quebec, Canada
J3Y 8Y9

Telephone: 450-926-4562
E-mail address: bruno.bergeron@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name:
Title:

Organization: Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Quebec, Canada
J3Y 8Y9

Telephone:
E-mail address:

The Technical 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 Technical Authority; however, the Technical 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.

7.5.3 Contractor's Representative

Name:
Title:

Organization:
Address:

Telephone:
E-mail address:

7.6 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.

7.7 PAYMENT

7.7.1 Basis of Payment

Payments will be made to the Contractor in Canadian dollars (\$CDN).

7.7.2 Milestone Payments

Canada will make milestone payments in accordance with the Schedules of Milestones detailed in the Annex "B" 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;
- 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.

7.7.3 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

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. the description and value of the milestone claimed as detailed in the Contract (when applicable).
2. 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 not Applicable Taxes payable as it was claimed and payable under the previous claim for progress payments.
3. The Contractor must prepare and certify **one original and two (2) copies** of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

7.8 CERTIFICATIONS

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

7.8.2 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department
[A3025C](#) (2013-03-21) Proactive Disclosure of Contracts with Former Public Servants

7.9 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the _____ (insert the name of the province or territory as specified by the Bidder in its Bid, if applicable) Canada.

7.10 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings 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) the General Conditions 2040 (2016-04-04), Research and Development;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Contractor's Disclosure of Intellectual Property – and -
- f) The Contractor's bid entitled "___" dated _____.

7.11 DIRECTIVE ON COMMUNICATIONS WITH THE MEDIA

1. DEFINITIONS

"Communication Activity(ies)" includes: public information and recognition, the planning, development, production and delivery or publication, and any other type or form of dissemination of marketing, promotional or information activities, initiatives, reports, summaries or other products or materials, whether in print or electronic format that pertain to the present agreement, all communications, public relations events, press releases, social media releases, or any other communication directed to the general public in whatever form or media it may be in, including but without limiting the generality of the preceding done through any company web site.

2. COMMUNICATION ACTIVITIES FORMAT

The Contractor must early on coordinate with the Canadian Space Agency (CSA) all Communication Activities that pertain to the present contract.

Subject to review and approval by the CSA, the Contractor may mention and/or indicate visually, without any additional costs to the CSA, the CSA's participation in the contract through at least one of the following methods at the complete discretion of the CSA:

- a) By clearly and prominently labelling publications, advertising and promotional products and any form of material and products sponsored or funded by the CSA, as follows, in the appropriate official language:

"This program/project/activity is undertaken with the financial support of the Canadian Space Agency."

"Ce programme/projet/activité est réalisé(e) avec l'appui financier de l'Agence spatiale canadienne."

- b) By affixing CSA's corporate logo on print or electronic publications, advertising and promotional products and on any other form of material, products or displays sponsored or funded by the Canadian Space Agency.

Any and all mention or reference to the Canadian Space Agency in addition to those specified above in (a) and (b) must be specifically accepted by the CSA prior to publication.

The Contractor must obtain and use a high resolution printed or electronic copy of the CSA's corporate identity logo and seek advice on its application, by contacting the project manager as mentioned in section 6.2 of this contract.

3. COMMUNICATION ACTIVITY COORDINATION PROCESS

The contractor must coordinate with the CSA's Directorate of Communications and Public Affairs all Communication Activities pertaining to the present contract. To this end, the contractor must:

- a) As soon as the Contractor intends to organize a Communication Activity, send a Notice to the CSA's Directorate of Communications and Public Affairs. The Communications Notice must include a complete description of the proposed Communication Activity. The Notice must be in writing in accordance with the clause Notice included in the general conditions applicable to the contract. The Communications Notice must include a copy or example of the proposed Communication Activity.
- b) The contractor must provide to the CSA any and all additional document in any appropriate format, example or information that the CSA deems necessary, at its entire discretion to correctly and efficiently coordinate the proposed Communication Activity. The Contractor agrees to only proceed with the proposed Communication Activity after receiving a written confirmation of coordination of the Communication Activity from the CSA's Directorate of Communications and Public Affairs.
- c) The Contractor must receive beforehand the authorization, approval and written confirmation from the CSA's Directorate of Communications and Public Affairs before organizing, proceeding or hosting a communication activity.

7.12 INSURANCE

G1005C (2008-05-12) Insurance – No specific requirement

7.13 DISCLOSURE OF INTELLECTUAL PROPERTY

Upon completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority, a copy of the Background and Foreground Intellectual Property Disclosures as per the format prescribed in the Annex "C". Such disclosures will consist in a comprehensive update of the preliminary Background Intellectual Property (BIP) disclosure report that was submitted as part of the Contractor's bid (Annex "C", Table "C1") and a detailed disclosure of the Foreground Intellectual Property developed under this contract (Annex "C", Table "C2").

Such Intellectual Property Disclosure reports are Contract deliverables that are subject to Canada's review and acceptance.

ANNEX "A" - STATEMENT OF WORK

CSA-LSM-SOW-0001

Canadian Space Agency

Annex "A"

Post-ISS Human Spaceflight Contributions – Lunar Surface Mobility (LSM) Concept Study

Statement of Work (SOW)

Initial Release

January 10th, 2017

(Available as a separate file)

ANNEX “B” - BASIS OF PAYMENT

B.1 WORK PERFORMED UNDER THE CONTRACT

This following section applies to the Work described in the Statement of Work (SOW) in Annex “A” to which this basis of payment applies.

Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are FOB destination (Canadian Space Agency, Longueuil, Quebec).

The schedule of milestones for which payments will be made in accordance with the Contract is as presented in the Table B1 below.

Table B1 – Schedule of payment milestones

Payment Milestones No.	Deliverables Description	Months After Contract Award (MACA)	Percentage of Overall Cost	All inclusive Payment
1	Payload Requirements Review Meeting completed and accepted by the CSA	2	15%	\$
2	Mid-term review meeting completed and accepted by the CSA	3	20%	\$
3	Payload concept review meeting completed and accepted by the CSA	4	25%	\$
3	Final review meeting completed and background and foreground intellectual property reports accepted by CSA.	6	40%	\$

Sub-total:	\$
Goods and Services Tax (GST) @ 5%:	\$
Quebec Sales Tax (QST) @ 9.975%:	\$

Total Firm Fixed Price	\$
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ANNEX "C" – CONTRACTOR'S DISCLOSURE OF INTELLECTUAL PROPERTY

If applicable, and in accordance with Article 7.13 of the Contract (Disclosure of Intellectual Property), and with the *Article 28 – Records and Disclosure of Foreground Information* of the [2040](#) (2016-04-04) General Conditions for Research and Development, the Contractor must return to the Contracting Authority this completed Annex "C". Canada will not release any final payment owed to the Contractor unless it has received and accepted this completed Annex "C" as per the requirements below.

1. **Contractor's Legal Name:**
2. **Project Title supported by the Contract:** Lunar Surface Mobility Concept Study / C3P-CS-04
3. **CSA Technical Authority:**
4. **Contract #:** 9F050-16-0980/00x/MTD
5. **Date of disclosure:**
6. **Was there any Contractor's own Background Intellectual Property brought to the project?**
 Yes → Complete Table C1 (Disclosure of Background Intellectual Property)
 No
7. **Was there any Foreground Intellectual Property developed under the project?**
 Yes → Complete Table C2 (Disclosure of Foreground Intellectual Property)
 No

Definitions (from the [2040](#) (2016-04-04) General Conditions for Research and Development) which form part of this Contract):

1. **Intellectual Property (IP):** means any information or knowledge of an industrial, scientific, technical, commercial, literary, dramatic, artistic or otherwise creative nature relating to the Work, whether oral or recorded in any form or medium and whether or not subject to copyright; this includes but is not limited to any inventions, designs, methods, processes, techniques, know-how, show-how, models, prototypes, patterns, samples, schematics, experimental or test data, reports, drawings, plans, specifications, photographs, manuals and any other documents, Software, and Firmware.
2. **Background Information / Background Intellectual Property (BIP):** means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party.

3. **Foreground Information / Foreground Intellectual Property (FIP):** means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract.

ANNEX “C” – CONTRACTOR’S DISCLOSURE OF INTELLECTUAL PROPERTY (continued)

Instructions to the Contractor

BIP / FIP Disclosure:

The Contractor is required to review and update the preliminary BIP disclosure report included in its Bid. At Contract closure, only the BIP elements that were actually used to develop the FIP must be listed in the final BIP disclosure report.

General Instructions for completing the C1 “BIP” and C2 “FIP” tables:

- Tables must be structured according to the CSA IP forms provided in this Annex “C”.
- Each IP element must have a unique ID# in order to easily link the elements of the different tables.
- Titles of the IP elements must be descriptive enough for the project stakeholders to get a general idea of the nature of the IP.
- Numbers and complete titles of reference documents must be included.

The CSA Technical Authority is responsible to review and approve the Tables C1 and C2 before the closing of the Contract.

ANNEX “C” – CONTRACTOR’S DISCLOSURE OF INTELLECTUAL PROPERTY (continued)

**TABLE C1:
 DISCLOSURE OF BACKGROUND INTELLECTUAL PROPERTY (BIP) BROUGHT TO THE PROJECT BY THE CONTRACTOR (if applicable)**

1 BIP ID#	2 Project Element	3 Title of the BIP	4 Type of IP	5 Type of access to the BIP required to use/improve the FIP	6 Description of the BIP	7 Reference Documentation	8 Origin of the BIP	9 Owner of the BIP
<p><i>Provide ID# specific to each BIP element brought to the project e.g. BIP-CON-99</i></p> <p><i>Where “CON” is the contract acronym.</i></p>	<p><i>Describe the system or sub system in which BIP is integrated (e.g. camera, control unit, etc.).</i></p>	<p><i>Use a title that is descriptive of the BIP element integrated to the Work.</i></p>	<p><i>Is the BIP in the form of an invention, trade secret, copyright, design, patent?</i></p>	<p><i>Describe how the BIP will be available for Canada to use the FIP (e.g. BIP information will be incorporated in deliverables documents, software will be in object code, etc.).</i></p>	<p><i>Describe briefly the nature of the BIP (e.g. mechanical design, algorithm, software, method, etc.).</i></p>	<p><i>Provide the number and fill title of the reference documents where the BIP is fully described. The reference document must be available to Canada. Provide patent # for Canada if BIP is patented.</i></p>	<p><i>Describe circumstances of the creation of the BIP. Was it developed from internal research or through a contract with Canada? If so, provide contract number.</i></p>	<p><i>Name the organization that owns the BIP. Provide the name of the subcontractor if not owned by the prime contractor.</i></p>

**TABLE C2:
 DISCLOSURE OF THE FOREGROUND INTELLECTUAL PROPERTY (FIP) DEVELOPED UNDER THE CONTRACT**

1 FIP ID#	2 Project Element	3 Title of the FIP	4 Type of FIP	5 Description of the FIP	6 Reference documentation	7 BIP used to generate the FIP	8 Owner of the FIP
<p><i>Provide ID# specific to each FIP element brought to the project e.g. BIP-CON-99</i></p> <p><i>Where "CON" is the contract acronym.</i></p>	<p><i>Describe the system or sub system in which FIP is integrated (e.g. camera, control unit, etc.).</i></p>	<p><i>Use a title that is descriptive of the FIP element.</i></p>	<p><i>Specify the form of the FIP e.g. invention, trade secret, copyright, industrial design, patent?</i></p>	<p><i>Specify the nature of the FIP e.g. software, design, algorithm, etc.</i></p>	<p><i>Provide the full title and number of the reference document where the FIP is fully described. The reference document must be available to Canada.</i></p>	<p><i>BIP referenced in Table 1 e.g. BIP-CON-2, 15.</i></p>	<p><i>Specify which organization owns the FIP e.g. Contractor or Subcontractor.</i></p> <p><i>Provide the name of the subcontractor if not owned by the prime contractor.</i></p> <p><i>Provide reference to contract clauses that support FIP ownership.</i></p> <p><i>Provide reference to WPDs (Work Package Descriptions) under which the technical Work has been performed.</i></p>

ATTACHMENT 1 TO PART 3: ADDITIONAL CSA TECHNICAL AND MANAGEMENT BID PREPARATION INSTRUCTIONS

The required outline and content of Section I of Part 3 - Bid Preparation Instructions, is detailed herein. Should clarification be required, it is the responsibility of the Bidder to contact the Contracting Authority prior to submitting the bid.

Section I should address only one project and be contained within a single document/file, not exceeding 100 pages, including 6) Bid Appendices. The bidders are requested to try to limit their proposal to 100 pages as much as possible to ensure an efficient bid evaluation process.

The information should be organized in the following order:

- 1) Title / Project Identification Page;
- 2) Executive Summary;
- 3) Table of Contents;
- 4) Technical Bid;
- 5) Managerial Bid;
- 6) Bid Appendices:
 - 6.1) List of acronyms used in the Bid;
 - 6.2) Bidder's Criteria Substantiation (refer to section 2 of Annex D);
 - 6.3) Résumés or NSERC form 100 or equivalent (including résumés of subcontractors); and
 - 6.4) List of Contacts.

If applicable:

- 6.5) Corporate literature;
- 6.6) Relevant technical papers published by team members;
- 6.7) Any other Bid appendices deemed appropriate by the Bidder.

Note: The structure of Sections I and II and subsections are described below. Some of the subsection headings are followed by numbers in brackets. These numbers represent the Evaluation Criteria (see Annex D) that are applicable to that specific section/subsection.

1. Title / Project Identification Page

This is the first page of the Bid. It should be laid out in accordance with the requirements specified in Part 3 and should clearly state:

- 1) RFP file number;
- 2) The company's name and address;
- 3) The Category of the proposed project;
- 4) The title of the proposed project (the use of acronyms in the title is discouraged, unless they are described);
- 5) A short summary of the Bid summarizing the Bid in 8 lines (maximum).

2. Executive Summary

The Executive Summary of Sections I and II 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:

- 1) Project objectives;
- 2) Targeted Technology;
- 3) Main technical innovations;
- 4) Major milestones and deliverables; and
- 5) Relevance to CSA strategy and programs;

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 Bid

The Bid should describe the proposed project as outlined in the following subsections. The bidder should strive to address all items under the letter "D" of each criterion.

4.1 Impact

4.1.1 Relevance and Merit of the Concept (Evaluation Criterion 1)

This subsection should provide the substantiated evidence describing the relevance and merit of the proposed concept relative to the scope of work. It should address and substantiate how the proposed contribution addresses the scope of the work presented in Section 1.4 Scope of the individual Statements of work Annex A.

International collaboration opportunities should be highlighted and explanations given how they can help to reduce the overall cost to Canada. Letters of intent of potential collaboration partners should be provided.

4.1.2 Canadian Technology Strength (Evaluation Criterion 2)

The proposal should elaborate on the potential Canadian technology content and expertise of the proposed concept. Canadian technology strength should be emphasized. The proposal should assess the relative Canadian technology value based on the estimated total cost of the proposed contribution.

4.2 Technical and Criteria

4.2.1 Understanding the Requirements and Technical Principles (Evaluation Criterion 3)

This section should identify and substantiate in detail the underlying requirements and the technical principles and knowledge necessary for realizing the proposed concept. It should thoroughly demonstrate an understanding of these requirements and principles. The proposal should include a presentation of proposed concept and operations requirements that will be addressed by the proposed activities and objectives, and their relationship to overall objectives. References to and a thorough discussion of the existing literature relevant to the central theme of the proposed concept is provided.

4.2.2 Feasibility of Achieving Goals and Technical Objectives (Evaluation Criterion 4)

In this subsection the Bidder should provide a description and overall feasibility assessment of the proposed approach and the degree to which it is capable of delivering the goals and technical objectives.

This includes the compatibility of the technology selected and incorporation into the proposed design for addressing the technical requirements and enhancements. The bidder should elaborate on the technical risks associated with the eventual integration and implementation of the concept.

The proposed effort should be well displayed and substantiate. A well thought-out, feasible and valid concept and methods that can obtain the desired technical results should be presented. The bid should show and substantiated that overall scenario is valid. It should be demonstrated that the proposed concept relies on well proven technology.

A preliminary technology development roadmap should be presented in order to meet the technical basic requirements and enhancements of the study.

The CSA Technology Readiness Levels and Assessment Guidelines are provided in MRD-1 and the Technology Readiness Levels Handbook for Space Applications is provided in MRD-2 for further details on technology readiness.

4.2.3 Scope of the Concept (Evaluation Criterion 5)

The section should address the scope and aspects of the proposed concept in relation to what is asked in the statement of work. It should provide a detailed description and substantiation of a relevant approach for the concept development. It should provide a preliminary design of the technology and a description of the operation concept.

5. Managerial Bid

The Managerial Bid should demonstrate the effectiveness and commitment of the Bidder in delivering the project on time and budget. Its sub-sections should address in detail: key-personnel qualifications, team organisation and arrangements, previous project experience, and the Management Plan.

5.1 Team Capability (Evaluation Criterion 6)

5.1.1 Team expertise

This subsection should identify the Principal Investigator, Project Manager and Technical Lead and outline their respective qualifications. It should identify the key members of the project's technical and management teams and state their specific and relevant qualifications and experience for the work involved. Detailed résumés are to be put in an appendix of Sections I and II of the Bid. Provisions for back-up personnel for key positions are to be stated.

Key personnel include at least the principal investigator, project manager and technical leads for all the top-level technical work packages.

5.1.2 Team Organisation and Arrangements

This subsection should outline the roles and responsibilities of the proposed team members, and discuss and highlight the unique expertise they offer with respect to the capability of the team. This subsection should also provide details on the subcontractors' roles, responsibilities and on the nature of their contractual relationship with the prime contractor. An organisation chart should be included illustrating the structure of the proposed project team.

Letters of Agreement between the prime contractor, subcontractors, and other collaborators should be provided. These Letters of Agreement typically describe the scope-of-work, financial contributions, IP ownership, commercialisation activities, and any other applicable items. For scientific co-investigators, this letter should include the proposed role and time commitment.

5.1.3 Previous Project Experience

The Bidder should identify any previous experience with Research and Development (R&D) projects of a similar scope as the one proposed, including any projects undertaken with the CSA or other government institutions. The Bidder should list previous projects and assignments undertaken, within the last five years, which are relevant to proposed scope of work. The Bidder should identify any team members in the current Bid that participated in those other projects and describe the nature of their contributions to those projects.

Note: The Bidder may describe as many previous projects as it feel is necessary in order to adequately demonstrate the experience and qualifications of the company and of the proposed team, as long as the Bid length is compliant to the requirement.

5.2 *Project Management Plan (Evaluation Criterion 7)*

This subsection describes the Management Plan that will be retained in order to deliver the project, and to do so in the most effective manner.

The Management Plan should contain, as a minimum, the following information: Work Break-down Structure, WP definitions, personnel allocation, managerial risk assessment, milestones and deliverables, schedule, and project control system.

The Management Plan's presentation should be based on the recognised management tools most applicable to the proposed project, such as a scope planning (WBS), schedule development charts (e.g. Gantt chart, etc.). Equivalent company-developed, project-tailored tools/charts are also acceptable, provided that the information is complete and comprehensive.

5.2.1 *Work Package Definition*

This Management Plan subsection should define and specify the work to be executed according to the requirements of this SOW. The project should be broken down into Work Packages (WPs). Each WP should focus on specific activities that will form the total project and, as a minimum, should define and describe the specific work to be carried out and indicate: the person responsible, the WP's associated levels-of-effort and required resources, the schedule (start and finish dates), the risks, and its associated deliverable or output.

WPs stem from the WBS. The WBS should be taken to a low enough level and the associated WP should be defined in sufficient depth in order for the Bidder to demonstrate a clear understanding of the process that will be followed to perform the project.

As a guideline, Table 1 of this attachment presents a fictitious example of a Work Package Definition Sheet.

The Bidder should provide a detailed SOW for each subcontractor along with a Letter of Agreement in Principle to be included in the Bid appendices. **The subcontractors' price information must be included in the Financial Bid only.**

Table 1: Example of Work Package Definition Sheet

Project: Novel T/R Unit Demonstration		
Work Pack Title:		
TEST SETUP WBS Ref: 2200		
1 of 1	WP Estimated Value:	Do not indicate \$ value in Section I of Bid, indicate value in Section II
Sheet:		
Scheduled Start: T0 + 2 weeks	Accountable Manager:	Resource A
Scheduled End: T0 + 12 weeks	Resources:	Resource A, Resource B, Resource C
Estimated Effort: 80 hours		
<u>Objectives:</u>		
1. Deliver a functional test setup for the T/R unit		
<u>Inputs:</u>		
1. Test plan and procedure 2. Unit drawings 3. Unit Interface Control Documents		
<u>Tasks:</u>		
1. Review input documentation 2. Define requirements 3. Produce initial concept 4. Design test setup 5. Fabricate test setup 6. Commission and debug		
<u>Outputs and Deliverables:</u>		
1. Fully functional T/R unit test setup 2. Test setup log manual 3. Test setup user manual		

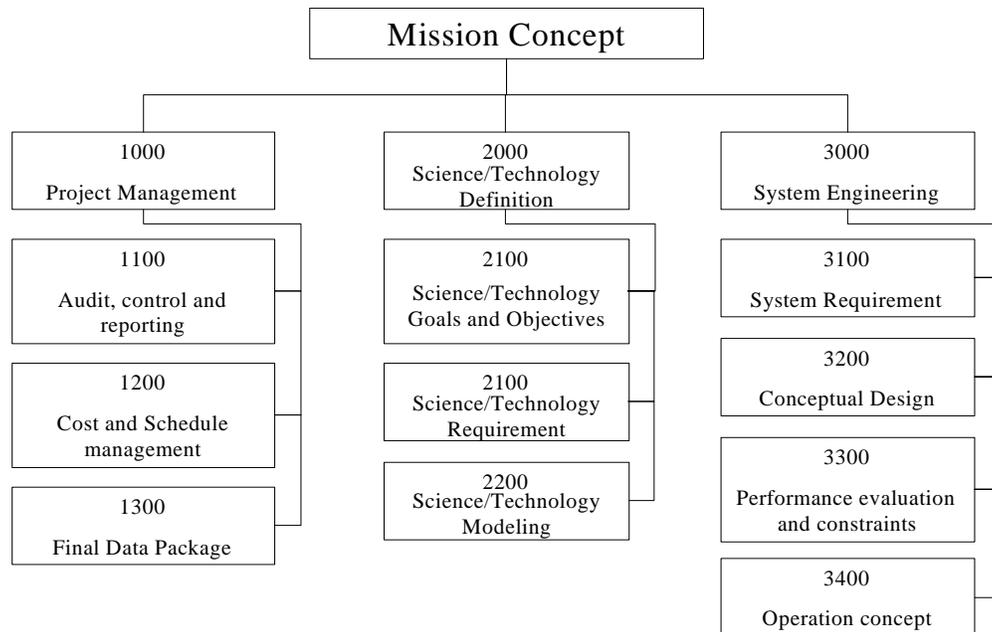


Figure 1: Example of a Work Breakdown Structure

5.2.2 Personnel Allocation

This Management Plan subsection should include a resource assignment matrix showing the level-of-effort for each individual team member that has been allocated to each WP. The matrix should identify each individual by name, and provide the estimated time (number of hours or days) required to complete each task. As a guideline, Table 2 of this attachment presents a fictitious example of a Responsibility Allocation Matrix (RAM) also known as a Resource Allocation Matrix. **The RAM should be presented in both the Technical and Managerial Bid and the Financial Bid.**

Table 2: Example of Responsibility Allocation Matrix

WBS number	Work Pack Title	Resource A		Resource B		Resource C		Total
1.1	Project Management	A	200	P	25	P	25	250
1.2	Literature Survey	A	25	P	100	-	0	125
1.3	Requirements	P	50	A	100	P	100	250
1.4	Design	P	100	A	100	P	150	350
1.5	Build	-	0	P	200	A	150	350
1.6	Test and Analysis	A	100	P	200	P	200	500

Total	475	725	625	1825
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P: Participant
 A: Accountable

5.2.3 Managerial Risk Assessment

This Management Plan subsection should provide an assessment of the managerial risks involved in performing the work for the concept study, and identify critical issues that may jeopardise the successful completion of the project within cost and schedule constraints.

5.2.4 Milestones and Deliverables

Milestones and deliverables should be detailed in accordance to what is specified in Table 5 in Annex A - Statement of Work.

5.2.5 Schedule

This Management Plan subsection should relate tasks, milestones and deliverables to a project timetable. For planning purposes, the project expected start date is June 2017.

5.2.6 Project Control System

This Management Plan subsection should outline the methods and systems to be used to control tasks, schedules, and costs for the project. Any project management tool or a spreadsheet software package may be used as long as it contains, as a minimum, the information required in the Monthly Progress Report (DID-0006). Additionally, the Project Control System should provide the capability to report the amount of work per WBS item for each individual on a monthly basis.

The cost figures and values of all industrial contributions must be provided separately in the Financial Bid.

6. Bid Appendices

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

Required Bid Appendices

6.1) List of acronyms used in the Bid

6.2) Bidder's Criteria Substantiation (refer to Section 2 of Annex D).

6.3) Résumés: The Bid should include résumés (and/or NSERC form 100) of all key personnel and these should be appended to Sections I and II.

6.4) List of Contacts: The list of contacts should be appended to Sections I and II, in a format suitable for distribution and should include all of the Bidder's points-of-contact involved in the Bid development and/or contract negotiations. The following example format should be used:

Table 3: 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.				

Applicable Bid Appendices

The following Bid appendices are to be provided, *if applicable*, with Sections I and II:

6.5) Corporate literature: Only literature that is relevant and will be useful to support the Bid.

6.6) Relevant technical papers published by team members.

7.6) Any other Bid appendices deemed appropriate by the Bidder.

ATTACHMENT 1 TO PART 4: POINT RATED EVALUATION CRITERIA

A. BID EVALUATION PROCESS (POINT RATED EVALUATION CRITERIA):

1. Bids will be evaluated against the point rated technical criteria listed herein. Bids who have achieved the minimum passing score of 15 points for criterion 1 and the overall mandatory minimum passing score of 65 points will proceed to a financial evaluation to be performed solely by Public Works and Government Services Canada (PWGSC). Such financial evaluation will only begin once the Canadian Space Agency (CSA) has submitted a duly signed technical evaluation report to PWGSC. **If a financial bid is found to exceed the maximum budget allowed, the overall bid will be declared non-responsive.**
2. PWGSC will compute the overall scoring of each individual bid and will determine which bid should be recommended for contract award (if any).

B. RATED EVALUATION CRITERIA:

The rated technical evaluation criteria along with their respective benchmark statements are detailed in the Table II on the following pages.

C. BIDDER'S CRITERIA SUBSTANTIATION

The Bidder is requested to provide a substantiation, which should be submitted as an appendix to their Section I.

For each of the applicable criteria, provide the substantiation and summarized cross-reference(s) to the bid.

The substantiation should be concise yet sufficiently comprehensive to ensure that the evaluators get a good overall appreciation of the bid's merit relative to the specific criterion. Cross-references to appropriate sections of the bid should be provided and the essence of the referenced information should be summarized in the substantiation.

For convenience, a template for the Self-Evaluation Table is provided below. Enter each technical/management/impact criterion section number, and the substantiation. It is expected that approximately half a page should be sufficient to make the Bidder's case for the rating chosen in the substantiation column.

Bidder's Criteria Substantiation Self-Evaluation Table Template

Company:	
Project Title:	
Criteria	
Substantiation	
<i>Ex.: 1</i> <i>(criterion number)</i>	<i>Criterion substantiation and Bidder's bid cross-reference.</i> <i>It is expected that 300 words or so should be sufficient to make your case.</i>

TABLE I – RESPECTIVE WEIGHT OF EACH INDIVIDUAL POINT RATED REQUIREMENTS

The respective weight of each of the four rated technical evaluation criteria is summarized as such:

Criterion ID	Criterion Title and description	Criterion passing mark	Maximum possible score
Impact Criteria			
1	I1 RELEVANCE AND MERIT OF THE CONCEPT This criterion evaluates the relevance and merit of the proposed concept relative to the scope of work presented in Appendices 4 and 5 of Annex A Scope of the individual Statements of work.	▶ 15	20
	I2 CANADIAN TECHNOLOGY STRENGTH This criterion evaluates the proportion of Canadian technology or know-how and its criticality to the success of the project	▶ N/A	10
Technical Criteria			
3	T3 UNDERSTANDING THE REQUIREMENTS AND TECHNICAL PRINCIPLES This criterion assesses the degree to which the Bid identifies and substantiates in detail the underlying requirements and technical principles and also to what extent it thoroughly demonstrates an understanding of these requirements and principles as stated in Appendices 4 and 5 of Annex A – Statement of Work	▶ N/A	20
	T4 FEASIBILITY OF ACHIEVING GOALS AND TECHNICAL OBJECTIVES The criterion assesses the description and overall feasibility of the proposed approach and the degree to which it is capable of delivering the goals and technical objectives. This includes the compatibility of the technology selected and incorporation into the proposed design for addressing the technical requirements and enhancements. This criterion evaluates the technical risks associated with the eventual integration and implementation of the concept. It assesses if the proposed effort is well documented and substantiate.	▶ N/A	15
5	T5 SCOPE OF THE CONCEPT The criterion assesses the description and overall scope of the proposed Concept Study.	▶ N/A	15
Management Criteria			
6	M6 TEAM CAPABILITY This criterion assesses the capability (education, knowledge, experience, expertise and completeness of skill-sets in science, engineering and management) of the personnel assembled to carry out the proposal.	▶ N/A	10
6	M7 PROJECT MANAGEMENT PLAN This criterion assesses the completeness of the management plan (including WBS, WPs, personnel allocation, detailed schedule and milestones, and managerial risk assessment) and evaluates the effectiveness of the described methodology in successfully achieving the stated objectives of the work to carry out this study.	▶ N/A	10
Total:		65 points (Minimum Passing Mark)	100 points (Maximum Possible Score)

The table II provides details on what are the expectations and corresponding scoring ladder for each rated technical criterion.

TABLE II – POINT RATED REQUIREMENTS

I1: RELEVANCE AND MERIT OF THE CONCEPT						
Maximum score	Minimum passing score	0	A	B	C (passing score)	D
20	15	0% ► 0 points	25% ► 5 points	50% ► 10 points	75% ► 15 points	100% ► 20 points
Description and objective of the criterion		0	A	B	C	D
1	This criterion evaluates the relevance and merit of the proposed concept relative to the scope of work presented in Annex A Scope of the individual Statements of work, in particular in section C.	The relevance and merit of proposed concept is not addressed.	The relevance and merit of the proposed concept are only partially addressed and not substantiated	The relevance and merit of the proposed concept are addressed and substantiated, but gaps exist.	The relevance and merit of the proposed concept are addressed and substantiated and no gap exists	The relevance and merit of the proposed concept are addressed in detail and well substantiated and no gap exists.

Note that criterion 1 "Relevance and Merit of the Concept" has a minimum score requirement of 15points to make sure that the bidder addresses the scope of work presented in Annex A.

TABLE II- POINT RATED REQUIREMENTS (CONTINUED)

I2: CANADIAN TECHNOLOGY STRENGTH						
Maximum score	Minimum passing score	0	A	B	C	D
10	N/A	0% ► 0 points	25% ► 2.5 points	50% ► 5 points	75% ► 7.5 points	100% ► 10 points
Description and objective of the criterion		0	A	B	C	D
2	This criterion evaluates the proportion of Canadian technology or know-how and its criticality to the success of the project	<p>The key technology and expertise relevant to the proposed concept resides outside Canada;</p> <p>OR</p> <p>It is unlikely that Canadian technology strength will be developed.</p>	<p>Some key technology and expertise to the proposed concept are within Canadian industries or academia.</p> <p>OR</p> <p>Canadian technology strength is not identified or it is not convincing that technology strength will be developed for Canada.</p>	<p>The proposal demonstrates that some key technology and expertise to the proposed concept are within Canadian industries or academia.</p> <p>AND</p> <p>Canadian technology strength is identified but it is not significant.</p>	<p>The proposal demonstrates that the majority of key technology and expertise in the bid are within Canadian industries or academia.</p> <p>AND</p> <p>Either Canadian technology strength is identified and substantiated, but it is not significant; or Canadian technology strength is identified and is significant but it is not fully substantiated.</p>	<p>The proposal demonstrates that the majority of key technology and expertise in the bid are within Canadian industries or academia.</p> <p>AND</p> <p>Significant Canadian technology strength is identified and substantiated.</p>

TABLE II- POINT RATED REQUIREMENTS (CONTINUED)

T3: UNDERSTANDING THE REQUIREMENTS AND TECHNICAL PRINCIPLES						
Maximum score	Minimum passing score	0	A	B	C	D
20	N/A	0% ► 0 points	25% ► 5 points	50% ► 10 points	75% ► 15 points	100% ► 20 points
Description and objective of the criterion		0	A	B	C	D
3	<p>This criterion assesses the degree to which the Bid identifies and substantiates in detail the underlying requirements and technical principles and also to what extent it thoroughly demonstrates an understanding of these requirements and principles as stated in Annex A – Statement of Work</p>	<p>The bid does not address the requirements,</p> <p>OR</p> <p>Does not identify the technical principles driving the proposed concept.</p>	<p>The proposal includes an incomplete overview of the main requirements;</p> <p>OR</p> <p>The proposal demonstrates incomplete knowledge of the technical principles relevant to the goal of the study;</p> <p>OR</p> <p>The bid does not identify how the objectives will help in further defining these requirements;</p> <p>OR</p> <p>The proposal does not include an adequate review of the existing literature or that of previous relevant studies.</p>	<p>The proposal includes only an overview of the main requirements;</p> <p>AND</p> <p>The proposal exhibits a general understanding of these requirements and principles;</p> <p>AND</p> <p>The proposal demonstrates a basic knowledge of the technical principles relevant to the goal of the study;</p> <p>AND</p> <p>The proposal includes a cursory review of and references to existing literature or that of previous relevant to the central theme of the proposed concept.</p>	<p>The proposal demonstrates identification and understanding of the main requirements;</p> <p>AND</p> <p>The proposal demonstrates knowledge of the technical principles relevant to the goal of the study;</p> <p>AND</p> <p>The bid includes a presentation of the proposed concept and operations requirements that will be addressed by the proposed activities and objectives;</p> <p>AND</p> <p>The proposal includes references to and a discussion of other work or previous activities relevant to the central theme of the proposed concept.</p>	<p>The proposal includes an exhaustive identification of the requirements;</p> <p>AND</p> <p>The proposal demonstrates a comprehensive knowledge of the technical principles relevant to the goal of the study;</p> <p>AND</p> <p>The bid includes a presentation of proposed concept and operations requirements that will be addressed by the proposed activities and objectives, and their relationship to overall objectives;</p> <p>AND</p> <p>The proposal includes references to and a thorough discussion of the existing literature relevant to the central theme of the proposed concept is provided.</p>

TABLE II – POINT RATED REQUIREMENTS (CONTINUED)

T4: FEASIBILITY OF ACHIEVING GOALS AND TECHNICAL OBJECTIVES						
Maximum score	Minimum passing score	0	A	B	C	D
15	N/A	0% ► 0 points	25% ► 3.75 points	50% ► 7.5 points	75% ► 12.25 points	100% ► 15 points
Description and objective of the criterion		0	A	B	C	D
4	<p>The criterion assesses the description and overall feasibility of the proposed approach and the degree to which it is capable of delivering the goals and technical objectives. This includes the compatibility of the technology selected and incorporation into the proposed design for addressing the technical requirements and enhancements. This criterion evaluates the technical risks associated with the eventual integration and implementation of the concept. It assesses if the proposed effort is well documented and substantiate.</p>	<p>The feasibility of achieving the goals and technical objectives is not demonstrated</p>	<p>The proposal does not present an adequate case with system(s) that can deliver the technical objectives;</p> <p>OR</p> <p>The proposed concept can obtain the desired technical results, but gaps exist;</p> <p>OR</p> <p>Main elements of a preliminary technology development road map, in order to meet the technical basic requirements, are lacking.</p>	<p>The proposal presents an adequate case with system(s) that can deliver the technical objectives;</p> <p>AND</p> <p>The proposed concept can obtain the desired technical results, but some details or information of limited importance are omitted;</p> <p>AND</p> <p>Main elements of a preliminary technology development road map, in order to meet the technical basic requirements or enhancements, are lacking.</p>	<p>The proposal presents a well-referenced case with system(s) that can deliver the technical objectives;</p> <p>AND</p> <p>The proposed concept displays creative, feasible and valid concepts and methods that can obtain the desired technical results with details;</p> <p>AND</p> <p>Main elements of a preliminary technology development road map are presented in order to meet the technical basic requirements and enhancements of the study.</p>	<p>The proposal presents a well-referenced and convincing case with system(s) that can undoubtedly deliver the technical objectives;</p> <p>AND</p> <p>The proposed concept relies on well proven technology with one or more components having flight qualification heritage and is substantiated with ample details;</p> <p>AND</p> <p>A preliminary technology development roadmap is presented in order to meet the technical basic requirements and enhancements of the study.</p>

TABLE II – POINT RATED REQUIREMENTS (CONTINUED)

T5: SCOPE OF CONCEPT						
Maximum score	Minimum passing score	0	A	B	C	D
15	N/A	0% ► 0 points	25% ► 3.75 points	50% ► 7.5 points	75% ► 12.25 points	100% ► 15 points
Description and objective of the criterion		0	A	B	C	D
5	The criterion assesses the description and overall scope of the proposed Concept Study.	The bid does not address the scope and the aspects of what is requested in the SOW.	The bid addresses the scope and the aspects of what is requested in the SOW, but gaps exist.	The bid addresses the scope and the aspects of what is requested in the SOW, but gaps exist.	The bid addresses the full scope and aspects of what is requested in the SOW.	The bid addresses the full scope and aspects of what is requested in the SOW.
		OR It does not provide a description of the approach for the concept development.	OR It does not provide a description of the approach for the concept development.	AND It provides a description of the approach for the concept development, but either gaps exist or is not relevant.	AND It provides a description and substantiation of a relevant approach for the concept development.	AND It provides a detailed description and substantiation of a relevant approach for the concept development. AND The bid provides a preliminary design of the proposed concept and a description of the operation concept.

TABLE II – POINT RATED REQUIREMENTS (CONTINUED)

M6: TEAM CAPABILITY						
Maximum score	Minimum passing score	0	A	B	C	D
10	N/A	0% ► 0 points	25% ► 2.5 points	50% ► 5 points	75% ► 7.5 points	100% ► 10 points
Description and objective of the criterion		0	A	B	C	D
6	<p>This criterion assesses the capability (education, knowledge, experience, expertise and completeness of skill-sets in science, engineering and management) of the personnel assembled to carry out the proposal.</p>	<p>The proposed team does not have the required expertise.</p> <p>OR</p> <p>The proposal does not address this criterion.</p>	<p>The proposed team has no experience in conducting work similar in complexity and scope to what is requested in the SOW;</p> <p>OR</p> <p>The proposed team lacks expertise and may not be capable of fulfilling the statement of work (SOW);</p> <p>OR</p> <p>The roles and responsibilities of the team members are not defined.</p>	<p>The key personnel identified in the proposed team has been involved in at least one project similar in complexity and scope to what is requested in the SOW;</p> <p>AND</p> <p>The proposed team is lacking some expertise but demonstrates that it is capable of fulfilling the statement of work (SOW);</p> <p>AND</p> <p>The team may have deficiencies in the completeness of the skills of its members;</p> <p>AND</p> <p>Some team members have experience in the design and development of space flight hardware in a similar environment as described in the relevant SOW or space software.</p>	<p>The key personnel identified in the proposed team has been involved in at least two projects similar in complexity and scope to what is requested in the SOW;</p> <p>AND</p> <p>The expertise of the proposed team demonstrates that it is highly capable of fulfilling the statement of work (SOW);</p> <p>AND</p> <p>The completeness of the team is very well demonstrated through the complementarities of skills of its members and by the roles / tasks that they are assigned during the concept study;</p> <p>AND</p> <p>(see next page)</p>	<p>The key personnel identified in the proposed team has been involved in more than two projects similar in complexity and scope to what is requested in the SOW;</p> <p>AND</p> <p>The expertise of the proposed team demonstrates that it is highly capable of fulfilling the statement of work (SOW) with the potential of delivering an authoritative concept;</p> <p>AND</p> <p>The roles and responsibilities of all the team members, including all sub-contractors, are defined;</p> <p>AND</p> <p>(see next page)</p>

					<p>The roles and responsibilities for most of the team members, including sub-contractors, are defined;</p> <p>AND</p> <p>Most of the required key personnel are identified and there are qualified back-up personnel identified for most of them;</p> <p>AND</p> <p>The key personnel have experience in the design and development of space flight hardware in a similar environment as described in the relevant SOW or space software.</p>	<p>The completeness of the team is very well demonstrated through the complementarities of skills of its members and by the roles / tasks that they are assigned during the concept study;</p> <p>AND</p> <p>All required key personnel are identified and there are qualified back-up personnel identified for all of them;</p> <p>AND</p> <p>The key personnel have significant experience in the design and development of space flight hardware in a similar environment as described in the relevant SOW and space software.</p>
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TABLE II – POINT RATED REQUIREMENTS (CONTINUED)

M7: PROJECT MANAGEMENT PLAN						
Maximum score	Minimum passing score	0	A	B	C	D
10	N/A	0% ▶ 0 points	25% ▶ 2.5 points	50% ▶ 5 points	75% ▶ 7.5 points	100% ▶ 10 points
Description and objective of the criterion		0	A	B	C	D
7	<p>This criterion assesses the completeness of the management plan (including WBS, WPs, personnel allocation, detailed schedule and milestones, and managerial risk assessment) and evaluates the effectiveness of the described methodology in successfully achieving the stated objectives of the work to carry out this study.</p>	<p>The work-plan does not follow methodological approach and is unlikely to obtain the appropriate objectives;</p> <p>OR</p> <p>The proposal does not address this criterion.</p>	<p>The proposal presents a poor work-plan;</p> <p>OR</p> <p>The proposed methodology is not effective in achieving the objectives of the work;</p> <p>OR</p> <p>There is a lack of correlation between the work-plan and the management method;</p> <p>OR</p> <p>Risks are not identified.</p>	<p>The proposal presents a basic work-plan;</p> <p>OR</p> <p>The proposed methodology is not effective in achieving the objectives of the work;</p> <p>OR</p> <p>There is a lack of correlation between the work-plan and the management method;</p> <p>OR</p> <p>Risks are identified and mitigation strategies are insufficient.</p>	<p>The work-plan as described in the proposal is based on a methodological approach;</p> <p>AND</p> <p>The effectiveness of the proposed methodology in achieving the objectives of the work is credible;</p> <p>AND</p> <p>The correlation between the work-plan and the management method exists;</p> <p>AND</p> <p>Risks are identified and mitigation strategies are discussed.</p>	<p>The work-plan as described in the proposal follows a clearly defined methodology;</p> <p>AND</p> <p>The effectiveness of the proposed methodology in achieving the objectives of the work is highly credible;</p> <p>AND</p> <p>The correlation between the work-plan and the management method is clear;</p> <p>AND</p> <p>Comprehensive risk analysis and mitigation strategies are provided.</p>

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C3P-CS-04

Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
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*****END OF RFP*****