

Advance Contract Award Notice (ACAN)

Title: Operational Space Medicine Human Behaviour and Performance Support for the 3rd Canadian Long Duration mission (C3)

1. Advance Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

1.0 Background

The CSA Operational Space Medicine mandate includes provision of Human Behaviour and Performance (HBP) Support for CSA astronauts and their families during all mission phases. Additional support is required for supporting astronauts assigned for a mission during pre-flight, in-flight and post-flight periods.

This contract is aimed at obtaining HBP support services for the 3rd Canadian long-duration mission (C3), planned to take place November 2018 – April/May 2019. This support is to be provided in accordance with the current ISS and CSA HBP support standards and in collaboration with international partners, as deemed necessary. The requirement is for a contractor who is familiar with OSM HBP goals and documentation, and has previous experience with providing HBP support for an ISS mission in order to minimize the time required for training. The services are required starting August 24, 2017 until December 20, 2019.

2.0 The tasks to be covered under this contract include:

- a. Assist in the preparation of a pre-flight and in-flight HBP support plan for the CSA C3 crewmember and make sure that all the pre-requisites for the implementation of the plans are in place, including information technology requirements/set-ups/permissions for document exchanges/transfers and mission monitoring as deemed necessary.
- b. Provide HBP in-flight support (including but not limited to supporting C3 personal website, family and friends site, crew care packages, private HBP conferences) for the CSA C3 crewmember in collaboration with KBRWyle and NASA (as per CSA agreement with KBRWyle and NASA). This task may involve working overtime.
- c. Assist in the preparation of the contingency plan concerning HBP support.

- d. Assist with the post-flight HBP activities (e.g. thank-you process) as well as lessons learned process.
- e. Assist with the provision of family support as required during pre-flight, in-flight and post-flight phases.
- f. Perform literature searches, collect and compile information (in the form of reports or presentations) in support of C3 HBP activities.
- g. Prepare educational and informational materials on HBP and related C3 activities, as and if required.
- h. Document all the HBP C3 support activities, and update the CSA OSM HBP In-Flight Support Guidebook accordingly.
- i. Ensure that all the documentation is organized and filed according to the current Canadian Government and CSA data management and archiving practices.
- j. Respect the confidentiality requirements concerning HBP mission support activities and documentation.

3.0 Deliverables:

- a. Pre-flight and in-flight HBP support plan for the CSA C3 crewmember; Pre-requisites for the implementation of the plans in place, including information technology requirements/set-ups/permissions for document exchanges/transfers and mission monitoring.
- b. Timely provision of C3 HBP in-flight support (including but not limited to maintenance of C3 personal website, family and friends site, and supporting crew care package preparation, coordination of private HBP special conferences).
- c. Preparation of the contingency plan concerning HBP support
- d. Completion of post-flight HBP activities and a lessons learned document.
- e. Provision of family support as required during pre-flight, in-flight and post-flight phases, including support for Private Family Conferences.
- f. Literature searches, reports, presentations, educational/informational/background materials, and similar items. in electronic format
- g. Document containing full description of C3 HBP support provided and copies of key documents (CSA OSM HBP In-Flight Support Guidebook updated).
- h. C3 HBP documents filed and organized according to the current Canadian Government and CSA data management and archiving practices.
- i. Adherence to the confidentiality requirements re: HBP mission support activities and documentation, and related documents.

3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

In order to successfully perform the required work, the consultant must:

- 1. Have an undergraduate degree in social sciences, preferably in Psychology.

2. Proven proficiency with such tools as Microsoft Word, Excel, PowerPoint, Adobe Photoshop, InDesign.
3. Experience in managing and developing social media content on Facebook, Twitter and Google+. Experience with other social media is an asset.
4. Experience with planning and coordination/management of events involving larger groups.
5. Experience in conducting internet searches and compiling findings in reports
6. Experience with preparing educational and informational presentations and or materials for larger audiences/public
7. Experience in reviewing and analyzing documents for public consumption
8. Experience with providing psychological support for families
9. Experience with supporting long-duration space missions aboard the ISS; Understanding of requirements for in-flight and family support for such missions.
10. Experience with handling confidential materials.
11. Proven ability to work independently and manage own time.
12. Knowledge of the CSA Operational Space Medicine Program mandate and activities pertaining to mission support.
13. Be available to work at the CSA headquarters in Saint-Humbert for the most of the contract period.

4.0 Justification of Pre-Identified Supplier

Ms. Stephanie Fowler is the most qualified person available to provide the required services during the period requested. She possesses all the qualification required, notably:

5.0 Government Contracts Regulations Exception(s)

The following exception(s) to the Government Contracts Regulations is (are) invoked for this procurement under subsection 6(d) - only one person is capable of performing the work.

- Ms. Fowler has a Bachelor of Arts Degree, with Major in Psychology.
- Ms. Fowler has actively used all Microsoft tools in her education and professional life. She utilized Adobe Photoshop and InDesign programs working for the CSA on the second Canadian long-duration mission and with her public relations clients for the past three years.
- Ms. Fowler has managed social media accounts and campaigns for national and local brands based in Vancouver, BC. She has a thorough knowledge of all social media platforms including Facebook, Twitter, Instagram, LinkedIn, Pinterest, SnapChat and Google+. She has managed these accounts natively and through platforms including Hootsuite and Buffer. She has created strategies and has designed campaigns to increase awareness and engagement. She has worked with

- brands to create campaigns that receive national attention with Twitter trending moments and media coverage. These campaigns involved clients like British Pacific Properties, Starbucks Canada, and Bosa Properties.
- Ms. Fowler has managed and organized events for upwards of 16,000 people with the BC Lions Football Club including managing the concourse for football games, black tie fundraisers, and stakeholder engagements. She has also managed and led events for press announcements for companies including Starbucks Canada, the BC Lions Football Club, and Bosa Properties through her public relations work. Additionally, she has hosted and organized fundraisers for audiences between 15 and 200 people for organizations including Dixon Transition Society and the BC Lung Association.
 - Ms. Fowler has extensive research experience having worked in a psychology lab at SFU for three years. As well her experience developing and designing public relation campaigns required extensive and thorough research capabilities, which she has done for the past four years.
 - Through her public relations and stakeholder engagement, with clients ranging from real estate developers to non-profits, specifically Rize Alliance, Bosa Properties, Adera, Dixon Transition Society, and the BCSPCA, Ms. Fowler has developed both informational materials including brochures, newsletters and pamphlets, and has presented to large groups of up to 150 people. Materials were distributed to event attendees and media at press conferences for announcements of innovations in design or fundraising initiatives.
 - Ms. Fowler has a strong editing background having worked as an online editor for a local website in Vancouver for two years. In her capacity as the Online Managing Editor of Networking in Van and a public relations consultant for non-profits and businesses ranging from Young Women in Business to Oakridge Shopping Centre to Haribo, she has managed writers and maintained brand identities in a variety of materials for public consumption including social media channels.
 - Ms. Fowler worked for the CSA on the second Canadian long-duration space mission contributing to the psychological support efforts for Commander Hadfield and his family. This included agency wide projects, and communication with offices in different regions including the US and Ottawa.
 - Ms. Fowler engaged with Wyle and NASA during her time working on the second Canadian long-duration space mission to ensure psychological support met all regulations ensuring safety for transport to the ISS. She reviewed all processes required prior to, during, and post flight for the mission.
 - Ms. Fowler has managed confidential information working on the second Canadian long-duration space mission and has managed confidential information frequently working with clients as a public relations and communications lead. The companies she has work with are publically traded companies and large private businesses including Providence Health Care, Starbucks Canada, Purdys Chocolates, and Bosa Properties.
 - Ms. Fowler has worked as an independent contractor for over three years and has excellent time management abilities.

- Having worked on the second Canadian long-duration space mission, Ms. Fowler is familiar with the CSA Operational Space Medicine Program mandate and activities pertaining to mission support.
- Ms. Fowler is able to work in Saint-Hubert, Quebec for the majority of the contract period.

6.0 Ownership of Intellectual Property

Canada intends to retain ownership of any Foreground Intellectual Property arising out of the proposed contract on the basis that the main purpose of the contract is to generate knowledge and information for public dissemination.

7.0 Period of the proposed contract or delivery date

The proposed contract is from the award date till December 20, 2019.

8.0 Option to extend the contract period

The Contractor grants to government of Canada the irrevocable option to extend the term of this contract by one (1) period of one (1) year at the time each under the same terms and conditions. Government of Canada may exercise this option at any time by sending a notice to the Contractor at least 30 calendar days prior to the contract expiry date.

9.0 Cost estimate of the proposed contract

The estimated value of the contract is:

Base Period: \$ 36,550 (August 24, 2017 – March 31, 2018)

Option 1: \$102,550 (April 1, 2018 – December 20, 2019)

10.0 Name and address of the pre-identified supplier

Stephanie Fowler, B.A
302-120 4th Street North Vancouver, BC V7L 1H6

11.0 Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

12.0 Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is July 10, 2017 at 2:00 p.m. EST.

13.0 Inquiries and submission of statements of capabilities are to be directed to:

Anaïs Beaudry
Contracting officer, Procurement and contracts administration
Canadian Space Agency / Government of Canada
6767 route de l'aéroport
Saint-Hubert Québec
J3Y 8Y9
Phone: 450-926-4492
Fax: 450-926-4969
email: anais.beaudry-delisle@canada.ca

The Canadian Space Agency is exempt from all of Canada's national and international trade agreements.

Suppliers who consider themselves fully qualified and available to provide the services/goods described herein, may submit a statement of capabilities in writing to the contact person identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The file number, the CSA contact name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of a facsimile transmission, on the covering page.

The Crown retains the right to negotiate with suppliers on any procurement. Documents may be submitted in either official language of Canada.