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**REQUEST FOR STANDING OFFER (RFSO)**

**MEDIA RELATIONS SERVICES ON AS AND WHEN REQUESTED BASIS  
for the Canadian Space Agency**

**Bid Submission Deadline:  
November 2<sup>nd</sup>, 2017 at 2:00 pm (EDT)**

Submit Bids to:

Canadian Space Agency (CSA)  
TENDERS RECEPTION OFFICE  
Receiving/Shipping (between 8:00 am and 4:30 pm)  
6767 Route de l'Aéroport  
St Hubert, Quebec J3Y 8Y9  
Canada

Or by email: [asc.soumissionscontrats-contractssubmissions.csa@canada.ca](mailto:asc.soumissionscontrats-contractssubmissions.csa@canada.ca)

Attention: Alexandre Gentile

Reference: CSA File No. 9F015 – 20170405

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



October 13, 2017

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Mandatory and rated Evaluation criteria, Integrity Form, Security requirements check List and the Performance.

### **1.2 Summary**

The purpose of this Request for Standing Offer (RFSO) is to solicit bids from Canadian organizations specializing to provide media relations services on as and when requested basis for the Canadian Space Agency.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFSO. A description of the work to be completed under this requirement is provided in the Statement of Work attached hereto as Annex A.

### **1.3 Trade Agreements**

This procurement is subject to the Canadian Free Trade Agreement (CFTA)

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#### **1.4 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### **1.5 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

#### **1.6 Communications Notification**

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

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted only to Canadian Space Agency by the date, time and place indicated on page 1 of the bid solicitation.

You can send your proposal by email or mail. **IMPORTANT: DO NOT COPY THE CONTRACTING AUTHORITY.**

Mail:  
Canadian Space Agency  
TENDERS RECEPTION OFFICE  
Receiving/Shipping (between 8:00 and 16:30)  
Monday to Friday, From 08h00 to 16h30 (closed between 12h00 and 13h00)  
6767 route de l'Aéroport  
Saint-Hubert(Québec) J3Y 8Y9  
Canada

Email: [asc.soumissionscontrats-contractssubmissions.csa@canada.ca](mailto:asc.soumissionscontrats-contractssubmissions.csa@canada.ca)

**Due to the nature of the bid solicitation, bids transmitted by facsimile 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.

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## **2.4 Extension of the validity period**

Government of Canada reserves the right to seek an extension to the bid validity period. Upon notification in writing from Government of Canada, Bidders shall have the option to either accept or reject the proposed extension.

If the extension is accepted, in writing, by all those who submitted bids, then Government of Canada shall continue immediately with the evaluation of the bids and its approvals processes.

If the extension is not accepted in writing by all those who submitted bids then Government of Canada shall, at its sole discretion, either

- (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
- (b) cancel the invitation to tender.

## **2.5 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.6 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (4 hard copies) and/or 1 electronic copy by email)

Section II: Financial Offer (1 hard copies) and/or 1 electronic copy by email)

Section III: Certifications (1 hard copies) and/or 1 electronic copy by email)

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex C1

##### **4.1.1.2 Point Rated Technical Criteria**

See Annex C2

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and,
- b. meet all mandatory technical evaluation criteria.
- c. obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (30%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.16	73.16	77.70
Overall Rating		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award.

Suppliers may register for a PBN online at Supplier Registration Information

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

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

Procurement Business Number (PBN): \_\_\_\_\_

#### Ineligibility and Suspension Policy

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

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

#### Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex D - Integrity Form).

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s)**. (See Annex D - Integrity Form).

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Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **Federal Contractors Program for Employment Equity**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### **Former Public Servant**

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

### **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 FPS in receipt of a pension, as applicable:

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

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

### **Work Force Adjustment Directive**

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

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

### **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.

### **Status and Availability of Resources**

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

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

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## **Education and Experience**

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

## **Certification**

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

## **CERTIFICATION SIGNATURE**

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

- Certifications Precedent to Contract Award and Additional Information
- Procurement Business Number
- Certifications Precedent to Contract Award and Additional Information
- Bidder's Proposed Sites or Premises Requiring Safeguarding Measures
- Ineligibility and Suspension Policy
- Integrity Provisions – List of Names
- Federal Contractors Program for Employment Equity
- Former Public Servant Certification
- Status and Availability of Resources
- Education and Experience
- Certification

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Title of person authorized to sign on behalf of the Organization

\_\_\_\_\_  
Name of Organization

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **7.3.1 General Conditions**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period of the Standing Offer will be of one (1) year from the contract award date.

##### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) period, from November 1, 2018 to October 31, 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alexandre Gentile  
Title: Senior Procurement Officer  
Canadian Space Agency  
Address: 6767 route de l'Aéroport, St-Hubert, Quebec, J3Y 8Y9

Telephone: 450-926-4833  
Facsimile: 450-926-4969  
E-mail address: [alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

*Fill in or delete, as applicable.*

## 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.

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## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Canadian Space Agency.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer

## 7.9 Basis of payment – Limitation of expenditure

Government of Canada's liability to the Contractor under this Standing offer shall not exceed \$175,000.00 per year, unless otherwise authorized in writing by the Minister. The Contractor shall not be obliged to perform any work or provide any services, which would cause the total liability of government of Canada to exceed the said sum, unless an increase is so authorized. The Contractor shall notify the Minister as to the adequacy of this sum when it is 75 percent committed, or four (4) months prior to the estimated date of completion of the standing offer, whichever comes first. However, if at any time the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Minister.

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C1, Mandatory Technical Criteria;
- i) Annex C2, Point Rated Technical Criteria;
- h) Annex D, Integrity Form;
- h) Annex E, Security Requirements Check List;
- h) Annex F, Performance Evaluation Report;
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

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## **7.11 Certifications and Additional Information**

### **7.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## **7.12 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Quebec.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2010B](#) (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

#### **7.3.2 Delivery Date**

The Work must be completed in accordance with the call-up against the standing offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

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## 7.5 Payment

### 7.5.1 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$25,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

### 7.5.2 Terms of payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### 7.5.3 Electronic Payment of Invoices – Call-up

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

## 7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Canadian Space Agency  
9F015 – Financial Services  
Communications  
6767, route de l'Aéroport  
Longueuil, Quebec J3Y 8Y9

Or by email : [asc.facturation.invoicing.csa@canada.ca](mailto:asc.facturation.invoicing.csa@canada.ca)

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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## **7.7 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## ANNEX "A"

### STATEMENT OF WORK

#### TITLE

Media and Public Relations Services

#### BACKGROUND

##### Canadian Space Agency

The Canadian Space Agency (CSA) was established in 1989 by the *Canadian Space Agency Act*. The Agency partners with government, industry, universities and international organizations to meet citizens' evolving needs.

#### OBJECTIVES

The CSA needs to identify a Contractor offering extensive media relations services to support the activities of its Media Relations Unit at CSA headquarters in St-Hubert, Quebec, and across Canada, on an as-requested basis.

The Contractor shall provide the following services as required:

- Media Relations Services, Positioning and Coordination
  - ✓ Public Awareness and Promotion Initiatives
  - ✓ Communicate with Media and Coordinate Interviews
- Media Coaching and Training
- Media Event Planning and Organization
- Strategic Communications and Public Relations

#### SCOPE OF WORK / TASKS

##### Media Relations Services, Positioning and Coordination

The Contractor will be expected to provide outsourcing services on site at the CSA with pre-accredited personnel (with valid security clearance) within 24 hours (to do media pitches, plan and coordinate interview schedules, etc.). The Contractor's personnel must be independent, with good organizational skills and specialized expertise in media relations. They must have a proven track record of successfully delivering pitches to media and briefing spokespeople and be fluent in English and French.

Tasks will include but not be limited to:

- Developing, targeting and leveraging existing and new media relationships to promote initiatives and public awareness of the CSA:
  - ✓ Carry out media positioning activities such as making calls to media to position and promote events and/or initiatives, generally from CSA headquarters;
  - ✓ Support the planning and execution of specific projects, events and initiatives;
  - ✓ Identify events, initiatives or media worthy of consideration for the CSA;
  - ✓ Support spokespeople in defining their messages and stories;
  - ✓ Identify appropriate distribution channels for the CSA's work (e.g. newswire agencies, media distribution lists and networks); and
  - ✓ Manage the distribution of content across these channels.
- Communicating with media and coordinating interviews:
  - ✓ Make and take calls and coordinate media interviews (generally from CSA headquarters);
  - ✓ Provide ongoing media relations support to position CSA storylines and identify media opportunities;
  - ✓ Maintain strong relationships with a diversity of media across multiple channels in

- 
- astronautics and other relevant sectors;
  - ✓ Review, analyze and respond to incoming media queries;
  - ✓ Deliver proactive pitches based on media or communications plan; and
  - ✓ Provide communications advice to the CSA and follow up with journalists as required.

### **Media Coaching and Training**

The Contractor shall provide experts with extensive experience in media and trends who will train and coach CSA spokespeople. These experts must be able to give concrete advice and feedback and conduct realistic interview simulations.

Tasks will include but not be limited to:

- Designing and delivering media workshops, training and coaching sessions, in English and French, at the CSA's office in St-Hubert (or at other CSA offices or locations, if required). The sessions will be customized for CSA topics and focus on effective communication with media.

The outcome of these sessions will be to sharpen CSA spokespeople's skills and their ability to communicate with media and deliver key messages effectively, comfortably and confidently.

The Media Relations Unit will coordinate the scheduling of the training sessions (depending on the specific needs of each executive or non-executive CSA employee) to be developed and delivered by the Contractor.

The CSA will provide the Contractor with information about the participants and their area of expertise in advance of the sessions.

The sessions should:

- Be designed by the Contractor to offer general information about dealing with the media, techniques, practical interview simulations and constructive feedback (structure answers so that the interviewee stays in control of his/her responses, is able to control his/her nerves, and projects confidence and poise through verbal and non-verbal communications);
- Include taped mock interviews;
- Be adaptable based on the audience and their area of expertise;
- Incorporate a section about the importance of meeting deadlines, key terms and concepts such as "sound bites," and how to stay on message;
- Include practical simulation exercises and theoretical information;
- Provide an opportunity for participants to evaluate the course, and provide these evaluation results to the CSA; and
- Include an evaluation leading to the production of a final detailed written report, outlining each participant's strengths, weaknesses and areas needing improvements. The report must be provided to the CSA within fifteen (15) working days of the training session (when applicable).

Development of the content of sessions, including exercises specific to the CSA:

The Contractor will:

- ✓ Prepare training kits for participants in both English and French;
- ✓ Forward each participant (through the Media Relations Unit) a brief, electronic questionnaire that they should complete and return to the Contractor before their respective sessions. CSA staff will be asked to assess their own presentation/public speaking skills and identify strengths, weaknesses and learning objectives. The Contractor will use the gathered information to adapt the workshops to the participants' particular requirements;



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- ✓ Provide an agenda for each session in advance. The Contractor must come fully equipped with laptop computer, USB key, HD video camera and audio;
  - ✓ Deliver sessions in either English or French, or both, as required;
  - ✓ Ensure that the theoretical part is followed by videotaping of participants as they give interviews on difficult topics relating to their area of expertise; and
  - ✓ Provide print and electronic versions of the training presentation.

Note: The Contractor may also be required to offer additional, unplanned media training sessions on short notice in response to public interest issues developing in the media where the CSA may be required to deliver many interviews. In addition to the training sessions, specific interview preparation sessions for individual participants will also be required.

### **Media Event Planning and Organization**

The Contractor must have the ability to provide turnkey, integrated media and public relations services for an event, a project or a campaign, from the development of a media or public relations strategy/plan to its implementation, including writing the communications products, developing digital content, finding innovative tactics, finding venues, subcontracting audiovisual services, and providing media relations services. Events and projects may be on site at the CSA's headquarters in St-Hubert and/or in other locations in Canada.

Tasks will include but not be limited to:

- Providing organization, coordination, and logistics services and support for regional and national events;
- Identifying and liaising with subcontractors, as needed;
- Developing media strategy and stories, and pitching appropriate media and space/business/technology media stories to advance and position the CSA's profile and initiatives; and
- Establishing relationships with a diversity of niche media across multiple channels. This will require connections/knowledge about astronautics media.

### **Strategic Communications and Public Relations**

The Contractor may be required to provide strategic communications and public relations advice and support, as needed.

Tasks may include but are not limited to:

- Recommending and implementing novel communications approaches and tools;
- Developing and implementing public relations strategies and plans;
- Writing communications plans and products, including but not limited to press releases, backgrounders, story idea pitches, key messages and speeches;
- Creating and sharing relevant communications material and messaging;
- Executing required items from the plan as requested;
- Planning strategically and positioning events or initiatives; and
- Providing crisis management advice and support.

### **CONSTRAINTS**

The Contractor must:

- Be able to provide pre-accredited personnel (with valid security clearance) who are fluent in English and French to work on site at CSA headquarters, according to the identified need, within 24 hours;
- Be able to provide services and resources of equal quality across Canada on short notice;
- Be able to provide services and resources of equal quality across Canada at the same rate;

- 
- Be able to receive several requests at once, all with tight deadlines, and still provide effective, high-quality service; and
  - Respect the confidentiality of the information it receives from the Media Relations Unit during preparations for large-scale and other events or projects, at all times.

### **Project Management**

The Contractor must report only to the designated Media Relations Unit employee as instructed when the work request is issued. Throughout each project, the Contractor must provide, at regular intervals, status updates to the Media Relations Unit, take active ownership of any work request, proactively raise issues that may impact ability to deliver, communicate with appropriate stakeholders as required, and ensure that the work is completed to the standard requested and within the agreed conditions. Any changes in scope, level of effort or deliverables have to be approved in writing by the Media Relations Unit.

### **Language of Work**

The Contractor's personnel must be able to communicate fluently with media and stakeholders in both official languages, orally and in writing.

### **Working Day**

For the purposes of this contract, "working day" means the period between 8:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday, except federal statutory holidays. The Contractor must also be able to provide services outside regular business hours (or "working day"), on request.

### **Government-Provided Support**

At the outset of the contract, the Media Relations Unit will provide the Contractor with relevant background information, access to data and any orientation to CSA environment required. Every attempt will be made throughout the course of the contract to provide additional information requested by the Contractor, if deemed relevant to the project. In addition, the Media Relations Unit will be available to respond to inquiries from the Contractor.

The Media Relations Unit will provide the Contractor with specific instructions on each respective project, including:

- ✓ work to be done;
- ✓ objectives and desired results;
- ✓ pertinent and necessary information;
- ✓ deliverable(s) expected; and
- ✓ timelines.

### **Work Location**

The Contractor will be expected to provide services on and off site (CSA headquarters in St-Hubert), as required by the Media Relations Unit.

When on site, the Media Relations Unit will work with the Contractor to arrange suitable facilities, including any equipment and work tools they may require to carry out their work.

The Contractor may also be required to work at other locations across Canada.

### **Travel**

If travel is required, the Contractor shall be reimbursed for travel and living expenses as per the National Joint Council's Travel Directive. The Contractor shall not be reimbursed for travel to/from/within St-Hubert and Greater Montreal.

### **Standards**

The work delivered under this contract must be deemed satisfactory by the Media Relations Unit.

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During the period of the contract, the Contractor shall be able to produce original documents using software from the Microsoft Office suite (Word, PowerPoint, Excel) and produce documents in PDF, as specified by the Media Relations Unit.

The Contractor shall:

- Use antivirus software and take the necessary steps to deliver texts using virus-free electronic media or methods;
- Have Internet access for receiving and sending texts; and
- Assume responsibility for all equipment, hardware, supplies, services, software and any work tools and instruments that are necessary to perform the work.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Bidder must complete this Unit Price Table and include it in their financial bid.

The pricing specified below, quoted by the Bidder:

- a) includes the total estimated cost per hour that may need to be incurred for the work, which is described in Appendix A – SOW of the bid solicitation and which is to be performed during regular working hours (8 a.m. to 5 p.m.) and overtime (outside regular working hours); and
- b) should reflect the rate to provide services in any location across Canada, travel and living expenses excluded. As per Appendix A – SOW, the successful bidder shall not be reimbursed for travel to/from/within St-Hubert and Greater Montreal. Should travel and living expenses be required to provide a service outside this location, or outside the Contractor's business office(s) and city(ies), the National Joint Council Travel Directive will apply.

The inclusion of volumetric data (number of hours) in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with that data.

	<b>CATEGORIES</b>	<b>QUOTED ALL-INCLUSIVE PER-HOUR RATE (including all overtime costs) (in CAN\$) for a, b, c, and d.</b>	<b>Volumetric Data (Number of Hours)</b>	<b>Total (in CAN\$)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
<b>1</b>	<b>Initial Period – 1 year from the contract award date</b>			
1a	Project Manager		7.5	
1b	Senior Consultant		7.5	
1c	Intermediate Consultant		7.5	
1d	Junior Consultant		7.5	
		<b>QUOTED ALL-INCLUSIVE UNIT PRICE</b>		
1e	Hourly training rate		1	
1f	½-day training session (fixed price for up to 6 people) Estimated 3-4 hours in length		4	
1g	Full-day training session (fixed price for up to 6 people) Estimated 7.5 hours in length		7.5	
			<b>Total Initial Period:</b>	

<b>2</b>	<b>Option Period 1</b>			
2a	Project Manager		7.5	
2b	Senior Consultant		7.5	
2c	Intermediate Consultant		7.5	
2d	Junior Consultant		7.5	
		<b>QUOTED ALL- INCLUSIVE UNIT PRICE</b>		
2e	Hourly training rate		1	
2f	½-day training session (fixed price for up to 6 people) Estimated 3-4 hours in length		4	
2g	Full-day training session (fixed price for up to 6 people) Estimated 7.5 hours in length		7.5	
			<b>Total Option Period 1:</b>	
<b>3</b>	<b>Option Period 2</b>			
3a	Project Manager		7.5	
3b	Senior Consultant		7.5	
3c	Intermediate Consultant		7.5	
3d	Junior Consultant		7.5	
3e	Hourly training rate		1	
3f	½-day training session (fixed price for up to 6 people) Estimated 3-4 hours in length		4	
3g	Full-day training session (fixed price for up to 6 people) Estimated 7.5 hours in length		7.5	
			<b>Total Option Period 2:</b>	
<b>4</b>	<b>Option Period 3</b>			
4a	Project Manager		7.5	
4b	Senior Consultant		7.5	
4c	Intermediate Consultant		7.5	
4d	Junior Consultant		7.5	
		<b>QUOTED ALL- INCLUSIVE UNIT PRICE</b>		
4e	Hourly training rate		1	
4f	½-day training session (fixed price for up to 6 people) Estimated 3-4 hours in length		4	
4g	Full-day training session (fixed price for up to 6 people) Estimated 7.5 hours in length		7.5	
			<b>Total Option Period 3:</b>	

<b>5</b>	<b>Option Period 4</b>		
5a	Project Manager		7.5
5b	Senior Consultant		7.5
5c	Intermediate Consultant		7.5
5d	Junior Consultant		7.5
		<b>QUOTED ALL- INCLUSIVE UNIT PRICE</b>	
5e	Hourly training rate		1
5f	½-day training session (fixed price for up to 6 people) Estimated 3-4 hours in length		4
5g	Full-day training session (fixed price for up to 6 people) Estimated 7.5 hours in length		7.5
			<b>Total Option Period 4:</b>
<b>6</b>	<b>Evaluated Price (GST/HST excluded):</b> (i.e. sum of Total Initial Period + Total Option Periods)		<b>\$ _____</b>
<b>7</b>	<b>GST or HST</b> Insert GST or HST amount, as applicable:		GST: HST:

#### Reimbursement of Travel and Living Expenses

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

a) The Treasury Board Travel Directive, Appendices B, C and D <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng&merge=2>, and

b) The “Special Travel Authorities” Directive, Section 7 for “Persons on contract” [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/sta-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/sta-eng.asp) :

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

All travel must have the prior authorization of the technical authority.

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**ANNEX "C1"**

**MANDATORY TECHNICAL CRITERIA**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

<b>Mandatory criteria #</b>	<b>Description</b>	<b>Page/Par. No.</b>	<b>Compliant/non-compliant</b>
<b>M1</b>	<p>The Bidder must demonstrate that they have an established practice that has provided media and public relations services in both English and French for a minimum of three (3) years. Information required includes the following:</p> <ul style="list-style-type: none"><li>✓ company overview;</li><li>✓ organizational structure;</li><li>✓ years of experience; and</li><li>✓ core competencies in the media and public relations market and experience that aligns with the CSA's requirements outlined in Appendix A – Statement of Work (SOW).</li></ul> <p>Note: Response should be limited to one (1) page single sided.</p>		
<b>M2</b>	<p>The Bidder must demonstrate one (1) project reference where they provided in both English and French on-site media relations services, positioning and coordination since the last 3 years.</p> <p>The project reference should include the following:</p> <ul style="list-style-type: none"><li>a. description of the project;</li><li>b. name of company;</li><li>c. name, title, telephone number, and email address of the client contact;</li><li>d. A reference letter from the client.</li></ul> <p>Note: Response should be limited to one (1) page single sided. The Contracting Authority may communicate with the reference to validate the information provided.</p>		

M3	<p>The Bidder must demonstrate one (1) project similar in scope to the one being the subject of the present request for proposals, where they provided media event planning and coordination services, as presented in Appendix A – SOW, provided in the last 3 years..</p> <p>The project reference should include the following:</p> <ul style="list-style-type: none"> <li>a. description of the project;</li> <li>b. name of company;</li> <li>c. name, title, telephone number, and email address of the client contact;</li> <li>d. A reference letter from the client.</li> </ul> <p>Note: Response should be limited to one (1) page single sided. The Contracting Authority may communicate with the reference to validate the information provided.</p>		
M4	<p>The Bidder must demonstrate one (1) project similar in scope to the one being the subject of the present request for proposals, where they provided media coaching and training, as presented in Appendix A – SOW provided in the last 3 years.</p> <p>The project reference should include the following:</p> <ul style="list-style-type: none"> <li>a. description of the project;</li> <li>b. name of company;</li> <li>c. name, title, telephone number, and email address of the client contact;</li> <li>d. A reference letter from the client.</li> </ul> <p>Note: Response should be limited to one (1) page single sided. The Contracting Authority may communicate with the reference to validate the information provided.</p>		



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**Team Requirements**

The Bidder must present résumés for a bilingual team proposed (must be fluent in English and French) with media and public relations experience comprised at a minimum of:

1. Project Manager  
Media and Public Relations

Note: Please provide a maximum of one résumé for this position.

2. Senior Consultant  
Media and Public Relations

Note: Please provide a maximum of one résumé for this position.

3. Intermediate Consultant  
Media and Public Relations

Note: Please provide at least one résumé (but not more than five) for this position.

4. Junior Consultant  
Media and Public Relations

Note: Please provide at least one résumé (but not more than five) for this position.

Examples of acceptable areas of media and public relations experience:

- Strategic planning and positioning of media events or initiatives;
- Organization, coordination and logistics of regional and national media events;
- Strategic communications, media and public relations advice;
- Media spokesperson training;
- Media positioning and pitches;
- Taking calls and coordinating media interviews;
- Writing and development of a variety of media and other communications products;
- Development and implementation of media and communications strategies;
- Recommendation on and implementation of novel communications approaches and tools;
- Crisis management advice and support.

<b>M5</b>	<p><b>Project Manager – Media Relations Services</b></p> <p>The Bidder's proposed Project Manager must have a minimum of five (5) years of media and public relations experience.</p>		
<b>M6</b>	<p><b>Senior Consultant – Media Relations Services</b></p> <p>The Bidder's proposed Senior Consultant must have a minimum of ten (10) years of media and public relations experience.</p>		
<b>M7</b>	<p><b>Intermediate Consultant – Media Relations Services</b></p> <p>The Bidder's proposed Intermediate Consultant must have a minimum of five (5) years of media and public relations experience.</p>		
<b>M8</b>	<p><b>Junior Consultant – Media Relations Services</b></p> <p>The Bidder's proposed Junior Consultant must have a minimum of three (3) years of media relations experience.</p>		

**ANNEX "C2"**

**POINT RATED TECHNICAL CRITERIA**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	<b>Technical Criteria</b>	<b>Minimum Points Required</b>	<b>Maximum Points Available</b>
R1	<p><b>Media Event Planning and Organization</b></p> <p>The Bidder should demonstrate their approach to planning and executing an event for the CSA, as presented in Appendix A – SOW, and provide concrete example(s) showing their ability to do so.</p> <p>Response should include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>✓ Strategic planning and positioning of media events or initiatives;</li> <li>✓ Organization, coordination and logistics of regional and national media events;               <ul style="list-style-type: none"> <li>○ identifying venues;</li> <li>○ delivering and/or subcontracting audiovisual services;</li> <li>○ providing logistical support;</li> <li>○ providing media relations services for events;</li> <li>○ writing media and communication products;</li> <li>○ developing digital content;</li> <li>○ coming up with innovative event strategies.</li> </ul> </li> <li>✓ Strategic communications, media and public relations advice;               <ul style="list-style-type: none"> <li>○ media and communications strategies;</li> <li>○ positioning;</li> <li>○ “pitching” to media;</li> <li>○ recommendation on and implementation of novel communications approaches and tools.</li> </ul> </li> <li>✓ How they would leverage best practices and industry knowledge;</li> <li>✓ How they would ensure there are no conflicts of interest in their work among clients, media and</li> </ul>	20	40

	<p>organizations;</p> <ul style="list-style-type: none"> <li>✓ Organized briefing of spokespersons; <ul style="list-style-type: none"> <li>○ media spokesperson training;</li> <li>○ media positioning and pitches.</li> </ul> </li> <li>✓ Taking calls and coordinating media interviews;</li> <li>✓ Crisis management advice and support; and</li> <li>✓ Use of lessons learned to improve future events.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>✓ Response should be limited to four pages single sided; and</li> </ul> <p>When developing their response, the Bidder should carefully review Appendix A – SOW.</p>		
R2	<p><b>Delivering Media Coaching and Training</b></p> <p>The Bidder should demonstrate how they would design and deliver media workshops, training and coaching sessions, as presented in Appendix A – SOW, and provide concrete example(s) showing their ability to do so.</p> <p>Response should include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>✓ approach and method;</li> <li>✓ training kit design;</li> <li>✓ adaptive approach to training based on audience;</li> <li>✓ concrete advice on media trends;</li> <li>✓ realistic interview stimulation;</li> <li>✓ support spokespersons;</li> <li>✓ support messaging to a defined audience;</li> <li>✓ evaluation and feedback.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>✓ Response should be limited to four pages single sided; and</li> </ul> <p>When developing their response, the Bidder should carefully review Appendix A – SOW.</p>	20	40
R3	<p><b>On-site Media Relations Services, Positioning and Coordination</b></p> <p>The Bidder should demonstrate how they would deliver media relations services, positioning and coordination at CSA headquarters, and provide concrete example(s) showing their ability to do so.</p> <ul style="list-style-type: none"> <li>✓ Identifying the appropriate</li> </ul>	20	40

	<p>resource(s);</p> <ul style="list-style-type: none"> <li>✓ Managing the 24-hour turnaround requirement, taking into account the security clearance factor;</li> <li>✓ Quality assurance process to ensure work delivered is of high quality;</li> <li>✓ Replacement process, keeping in mind the security clearance factor, when a resource is unavailable or unable to deliver the work required; and</li> <li>✓ Ensuring that the resource all the tools required to complete the work required.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>✓ Response should be limited to four pages single sided; and</li> </ul> <p>When developing their response, the Bidder should carefully review Appendix A – SOW.</p>		
<b>Minimum Score</b>	<b>60</b>		
<b>Maximum Score</b>			<b>120</b>

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

0	10	20	30	40
Information provided does not demonstrate that the offeror has the capability and experience to meet the evaluation factors.	Information provided demonstrates that the offeror is missing key capability and has limited experience to meet the evaluation factors. More than one of the elements are missing or are improperly addressed.	Information provided demonstrates that the offeror has the capability and experience to meet the evaluation factors, but some capabilities are weak and some key elements are improperly addressed.	Information provided demonstrates that the offeror possesses the capabilities and experience required to meet the evaluation factors. All elements are covered, they are defined and elaborated.	Information provided clearly substantiates that the offeror is experienced and possesses all the capabilities required to meet the evaluation factors. The offeror went beyond these.

## EVALUATION FACTORS

The depth factors apply to rated criteria R1, R2 and R3.

- Response demonstrates ability to effectively meet and deliver on the required criteria, substantiated by a detailed approach and supporting experience related to the requirement;
- Response provides concrete examples of previous work showing how the Bidder can deliver on the rated criteria;
- Response demonstrates an integrated approach in the 3 sectors of activity;
- Response is based on the application of business, management and/or industry best practices;
- Response demonstrates that risks are avoided or mitigated or how potential constraints will be addressed
- Response demonstrates knowledge and understanding of media and public relations interactions (e.g. positioning and coordination, “pitching” to media, and organized briefing of spokespeople);
- Response demonstrates understanding of the interactions between the Contractor, the CSA, media and/or third party delivery partner;
- Response demonstrates understanding of the logistic and administrative requirements related to the criterion.

**ANNEX "D"**

**INTEGRITY FORM**

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

**ANNEX "E"**

**SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat 20170405
Security Classification / Classification de sécurité Non -classifié

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	ASC	2. Branch or Directorate / Direction générale ou Direction Communications
3. a) Subcontract Number / Numéro du contrat de sous-traitance 20170405	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD by RFP	
4. Brief Description of Work / Brève description du travail Contrat de relations publiques pour les communications pour remplacer le contrat actuel avec National. Le personnel du fournisseur aura accès aux bureaux et au système informatique.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité







**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET		
				CONFIDENTIEL	Très SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A	B		C	CONFIDENTIEL	Très SECRET					
Information / Assets / Renseignements / Biens / Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité  
Non-classifié

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Jessica Lacasse		Title - Titre Conseillère principale, relations avec les médias	Signature <i>Jessica Lacasse</i>
Telephone No. - N° de téléphone 450-926-6651	Facsimile No. - N° de télécopieur 450-926-4352	E-mail address - Adresse courriel jessica.lacasse@canada.ca	Date 31/08/2017

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Josée M.J. Gagnon <i>KARL ROULEAU</i>		Title - Titre Agent, planification à la continuité des activités	Signature <i>Karl Rouleau</i>
Telephone No. - N° de téléphone 450-926-7705	Facsimile No. - N° de télécopieur 450-926-4885	E-mail address - Adresse courriel <i>KARL.ROULEAU@canada.ca</i>	Date 31/8/2017

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) <i>Alexandre Gentile</i>		Title - Titre Agent de contrat	Signature <i>Alexandre Gentile</i>
Telephone No. - N° de téléphone 450-926-4833	Facsimile No. - N° de télécopieur 450-926-4969	E-mail address - Adresse courriel <i>alexandre.gentile@canada.ca</i>	Date 12 oct. 2017

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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**ANNEX "F"**  
**PERFORMANCE EVALUATION REPORT**

**PERFORMANCE EVALUATION REPORT**

Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the standing offer agent responsible.

Name of contractor:	Standing offer completion date:
Name of project authority/technical authority:	Branch:
Standing offer no.:	Project name:

**\*Supplier**

Rating scale:	10 – 9: Excellent 8 – 7: Very Good	6 – 5: Satisfactory 4 – 3: Poor	2 – 1: Unsatisfactory
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1	Comments:	
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1	Comments:	
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1	Comments:	
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1	Comments:	

<p>5. Please rate the quality of communication between the department and the supplier.</p>	<p>10 9 8 7 6 5 4 3 2 1</p>
<p>6. Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Invoices</li> <li>b. Progress reports</li> <li>c. Reports on use or business volume</li> <li>d. Meeting agendas and minutes</li> <li>e. Documentation and quality of work</li> </ul>	<p>10 9 8 7 6 5 4 3 2 1</p>
<p><b>TOTAL</b></p>	<p><b>/60</b></p>

**Overall Rating**

- Excellent: 54 and over
- Very Good: 42 to 53
- Satisfactory: 30 to 41
- Poor: 18 to 29
- Unsatisfactory: 18 or less