

Medium Complexity Bid Solicitation and Resulting Contract Template (MC)
For below NAFTA Requirements

REQUEST FOR PROPOSAL (RFP)

9F060-17-0324 / B

Amendment # 1: New title – General information 1.2 Statement of Work modified

FOR THE FOLLOWING SERVICE

**ASSESSMENT AND ROADMAP DEVELOPMENT FOR THE APPLICATION OF
ARTIFICIAL INTELLIGENCE (AI) IN THE CANADIAN SPACE SECTOR**

**Bid Submission Deadline:
November 2, 2017 at 2:00 PM (EDT)**



Submit Bids to:
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

Attention to: Alexandre Gentile
Email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Reference : CSA File No. # **9F060-17-0324 / B**

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

October 13th 2017



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirements associated with this requirement.

1.2 Statement of Work

~~This bid solicitation is being issued to satisfy the requirement of the Canadian Space Agency in Saint-Hubert to identify and evaluate the potential of AI within the Canadian space sector by identifying key areas where AI products and solutions can have the greatest impact.~~

AMENDMENT # 1

The purpose of this Request for Proposal (RFP) is to solicit bids from specialized organizations to provide a service for the assessment and roadmap development of Artificial Intelligence (AI) within the Canadian space sector.

Interested bidders are requested to submit their bids in accordance with the instructions provided in this document. A description of the work to be carried out is given in Annex A to this document.

The contractor must be able to provide staffs that are able to conduct interviews and draft documents in both official languages.

- **Period of the Contract**

The period of the Contract is from date of Contract to February 28th, 2018 inclusive

- **Work location**

The work (meetings, consultations, and review of records) will take place at the offices of the Canadian Space Agency, at 6767 Route de l'Aéroport, Saint-Hubert, Québec.

1.3 Maximum funding

The funding available for the Contracts resulting from the bid solicitation is \$65,000.00 all applicable taxes extra.

1.4 Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.5 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation 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 contract.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids 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

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (alexandre.gentile@canada.ca) no later than two (2) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Ombudsman clause

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one hard and/or electronic copy by email)
- Section II: Financial Bid (one hard and/or electronic copy by email)
- Section III: Certifications (one hard and/or 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 bid only. No prices must be indicated in any other section of the bid.

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.



1.2 Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded. The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

1.3 Bidders should include the following information in their financial bid:

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions: _____

6) Procurement Business Number (PBN): _____

7) Tax number: _____

8) Members of the Board of Directors:

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3 – BASIS OF PAYMENT

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive fixed per-diem rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the bidder's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.
- b. travel between the successful bidder's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data 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 this data.

Milestone No.	Description of Deliverable	Firm Amount	Delivery Date
1	Interactive Sessions with related preparatory material and summary reports	\$	One week after the last interactive session
2	Long-term AI Roadmap (Report)	\$	Three months after contract awarded

Total Firm Price \$_____ (before taxes)



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.1 Point Rated Technical Criteria

Refer to Attachment 2 to Part 4

4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection - 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 75 % for the technical merit and 25 % 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 75%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%.

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).

Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
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 st	3 rd	2 nd

* represents the lowest evaluated price

4.3 Tie Breaker

- If more than one responsive bid has the same overall score, the bid with highest score for rated Criterion no#2 «Methodology and work plan» will be recommended for a contract award.
- If more than one responsive bid has the same overall score and the same score for rated Criterion no#2 «Methodology and work plan», the responsive bid with the highest number of points for the Financial Proposal will be recommended for a contract award.



ATTACHMENT 1 TO PART 4 - TECHNICAL CRITERIA

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.

TECHNICAL EVALUATION	
MANDATORY TECHNICAL EVALUATION CRITERIA	Allotted score
MC 1 Provide resumes of all the key team members proposed.	Mandatory
<p>MC 2 Provide a minimum of one (1) letter of reference from a client for whom a recent* high level Artificial Intelligence (AI) roadmap have been developed for.</p> <p>The reference letter must identify the project name, project description and testify on the quality of the AI roadmap that was delivered.</p> <p>Recent*: within the last 2 years</p>	Mandatory
MC 3 The financial proposal (i.e. project cost) shall not exceed \$65,000 (CAD)- (before taxes)	Mandatory



ATTACHMENT 2 TO PART 4

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.

POINT RATED TECHNICAL EVALUATION CRITERIA (The descriptions of each criteria are in the evaluation grid – see next page)	Maximum Score	Minimum Score
1. Team experience and capability	40	30
2. Methodology and work plan	40	30
3. Communication in both official languages	5	NA
GLOBAL TECHNICAL NOTE	85	
GLOBAL TECHNICAL PASSING GRADE		65

Instructions for bidders regarding the technical proposal:

The proposal should demonstrate understanding of the objective of the study and the project team capability (including information on the bidder), propose the methodology and associated work plan that would address, as a minimum, the work breakdown structure and the responsibility assignment matrix. The proposal should also identify how the project team will incorporate the use of both official languages in the interactive sessions.



Evaluation Grid:

The proposal scoring for evaluation criterion 1 and 2, will be determined using four (5) predetermined scores: 0, 10, 20, 30 or 40 points As guidelines, a series of five (5) corresponding evaluation benchmark definitions will be used.

Description of point – rated technical criteria evaluated

	Criteria Evaluated	0	10	20	30	40
1	<p>The team’s experience and capability to carry out projects that uncover the potential of AI in industrial sectors.</p> <p>This criterion assesses the degree to which the bid exhibits projects similar to that outlined in the Statement of Work (SOW) and recent*:</p> <ul style="list-style-type: none"> • Expertise in state-of-the-art AI research and development conducted in Canada; • Experience in conducting educational activities and engaging with relevant industrial and academic players; • Ability to identify best practices and provide tools to facilitate technology development, project management and implementation. <p>Recent*: within the last 2 years</p>	<p>The bid does not demonstrate that the proposed team has technical capability and experience with Artificial intelligence (AI) research and development in Canada.</p>	<p>The bid demonstrates that the proposed team is missing key technical capability and has limited experience with AI research and development in Canada. The bid does not substantiate that the project manager has a track record of having successfully completed projects of similar scope and complexity to that required for this project</p>	<p>The bid demonstrates that the proposed team has technical capability and experience with AI research and development in Canada, but some capabilities are weak to form a comprehensive team. The project manager has a moderate track record of successfully having managed projects of a scope and complexity similar to that required for this project.</p>	<p>The bid demonstrates that the proposed team has worked with AI related projects in Canada that are of comparable scope and complexity. The proposed team possesses the technical capabilities and experience required to perform the work. The project manager has a proven track record of success in executing and managing projects of a scope and complexity similar to that required for this project.</p>	<p>The bid clearly substantiates that the proposed team is highly experienced in developing AI related solutions of comparable scope and complexity in Canada. The proposed team possesses all the technical capabilities required to perform the work. The project manager has a successful and extensive track record in executing and managing projects of a scope and complexity similar to that required for this project.</p>



	Criteria Evaluated	0	10	20	30	40
2	<p>Methodology and work plan</p> <p>This criterion evaluates the project proposal's underlying methodology and the thoroughness of the work plan to meet project objectives and requirements as outlined in the Bid solicitation's SOW.</p>	<p>The proposal has no concrete work plan and thereby instills no confidence that the project will successfully meet the project objectives.</p>	<p>The bid does not provide an adequate work plan as more than one of the elements are missing or are improperly addressed. Consequently, the likelihood of achieving successful completion is marginal OR the plan reveals serious inefficiencies.</p>	<p>The proposal provides a work plan, but with some key elements improperly addressed. Consequently, doubts remain regarding the likelihood of the project achieving successful completion. The plan demonstrates a weak implementation approach.</p>	<p>The proposal provides a credible work plan with all elements covered. Conditions and criteria of the project are defined and elaborated. Consequently, the likelihood of achieving successful completion is good. The plan demonstrates a somewhat suitable or appropriate implementation approach.</p>	<p>The proposal provides a coherent and comprehensive work plan with all elements covered. Conditions and criteria of the project are well defined and elaborated. The plan instills confidence that the project will achieve successful completion. The plan demonstrates an efficient implementation approach.</p>

		0	5
3	<p>The Bidder should propose resources that are capable of providing services in both official languages.</p>	<p>The proposal does not indicate that the project team is able to communicate orally and in writing in both official languages.</p>	<p>The proposal indicates that at least one of the key team members has the ability to communicate orally and in writing in both official languages.</p>



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 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): _____

5.2 Certifications Required with the Bid

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



ATTACHMENT 1 TO PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND REQUIRED WITH THE BID

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a 24 hours time frame to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2004. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

- 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 C - 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 C - Integrity Form).**
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) 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](http://www.hrsdc.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - c. corporate entity;
2. It was registered or formed under the laws of

3. Controlling interest/ownership (name if applicable) of the organization is held in the country of



4. Any resulting Supply Arrangement or Contract may be executed under the following corporate full legal name and at the following place of business:

D. CODE OF CONDUCT FOR PROCUREMENT

- 1) The Bidder confirms that it has read the Code of Conduct for Procurement

(<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tdm-toc-e.html>) and agrees to be bound by its terms.

- 2) The bidder certifies that:

(a) no corruption and no collusion took place in the preparation of its bid; and

(b) it has not committed an offence under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 "Selling or purchasing office"), 380 (Fraud committed against Her Majesty) or 418 ("Selling defective stores to Her Majesty") of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

E. ATTESTATION – FORMER PUBLIC SERVANT

Contracts with 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.

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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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.

F. STATUS AND AVAILABILITY OF RESOURCES (see also Replacement of specific individuals of general clauses 2035, section 08)

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 in the maximum delay of 14 days. 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.

G. 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.

ATTESTATION

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

ATTESTATION SIGNATURE

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

- A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION;
- B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- C. LEGAL ENTITY AND CORPORATE NAME;
- D. CODE OF CONDUCT FOR PROCUREMENT;
- E. ATTESTATION – FORMER PUBLIC SERVANT;
- F. STATUS AND AVAILABILITY OF RESOURCES;
- G. EDUCATION AND EXPERIENCE.

SIGNATURE

Name and title of the authorized person for the contractor

Signature

Date



PART 6 - RESULTING CONTRACT CLAUSES

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

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to February 28th, 2018 inclusive

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address:

Canadian Space Agency
6767 Route de l'Aéroport
Saint-Hubert, QC, J3Y 8Y9

Contact Name: Alexandre Gentile
Telephone: 450-926-4492
Facsimile: 450-926-4969
E-mail address: alexandre.gentile@canada.ca

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



6.5.2 Project Authority

Department Name and Address

Contact Name:

Telephone:

Facsimile:

E-mail address:

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

6.5.3 Contractor's Representative

Contact Name:

Telephone:

Facsimile:

E-mail address:

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a _____ (*insert "firm price" OR "firm unit price(s)" OR "firm lot price(s)", as specified in _____ insert "contract" OR "in Annex ____" for a cost of \$ _____ insert the amount at contract award*). Customs duties are _____ (*insert "included", "excluded" OR "subject to exemption"*) and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.8 Method of Payment - Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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.



6.9 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.10 Invoicing Instructions

1. 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
9F060 – Space Science and Technology
6767, route de l'Aéroport
Longueuil, Quebec J3Y 8Y9

Or by email : 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.



6.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

6.14 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B \(2016-04-04\), General Conditions - Professional Services \(Medium Complexity\)](#);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Integrity Form;
- (f) Annex D, Client Satisfaction Form;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.15 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.16 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.



2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.17 Procurement Ombudsman – Dispute resolution services

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties with respect to the interpretation or application of terms and conditions in this Contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

6.18 Procurement Ombudsman – Contract administration

The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor with respect to the administration of this Contract if the requirements of subsection 22.2(1) of the Department of Public Works and Government Services Act and sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the Scope of the Work of this Contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at boa.opo@boa-opo.gc.ca.

6.19 Direct deposit

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>



ANNEX "A" STATEMENT OF WORK

1 INTRODUCTION

As outlined in Federal Budget 2017, there is a need to grow Canada's advantage in Artificial Intelligence (AI). A combination of strong public support for research programs and world class expertise at Canadian universities and start-up companies has helped to propel Canada to a leadership role in AI and deep learning. Canada aims to retain and attract top academic talent, and to increase the number of post-graduate trainees and researchers studying in these fields. The \$125 million Pan-Canadian AI Strategy announced in March 2017 will also promote collaboration between Canada's main centers of expertise in Montreal, Toronto-Waterloo and Edmonton. The investment will build on existing AI advancements and create a critical mass of talent necessary for Canadian businesses to succeed in changing markets.

To support these objectives, the Canadian Space Agency (CSA) aims to uncover the potential applications and impact of AI within the Canadian space sector. The information gathered will serve to define a cohesive approach and guide Canada's future investments in space technology development.

1.1 PURPOSE

The purpose of this assessment is to identify and evaluate the potential of AI within the Canadian space sector by identifying key areas where AI products and solutions can have the greatest impact. The targeted sectors of activity will be directed towards Canadian proven strengths (e.g., space-based radar, optics, communications, and robotics), as well as cover the potential of AI in the downstream, upstream and related applied sciences (e.g., quantum physics, control theory, combustion, and mechanics of materials).

1.2 SCOPE

This assessment will be carried out by the proposed project team to explore the potential role AI could play in the future of the Canadian space sector. The aim is to produce an AI roadmap that will provide a detailed description of the most viable AI space-related technologies and applications. This will involve development and prioritization of a portfolio of AI opportunity areas across the space value chain and related applied sciences.

This portfolio of opportunity areas will feed into a high-level strategic roadmap for the application of AI in the Canadian space sector.

This AI roadmap will:

- Identify key Canadian strengths and actors, drivers of change, and technology enablers, related to AI, that could shape the future of the Canadian space sector;
- Engage leading AI researchers and scientists in relevant domains to provide strategic guidance and support the assessment;
- Define a set of space-related opportunity areas for the application of AI based on the significance of the problems identified, the available data, and existing AI models;
- Generate AI-enabled value propositions/concepts that could enable or transform the space sector over the long-term;
- Prioritize AI opportunity areas based on strategic relevance, feasibility and value created for the Canadian space sector;
- Establish alignment between prioritized AI opportunity areas and Canadian strategic goals in the space sector;
- Develop a detailed description of the most promising near-term AI space-related technologies and applications and outline an implementation plan.

The assessment will be supported by a series of interactive sessions with selected representatives from the CSA and other federal departments.



1.3 ROLES AND RESPONSIBILITIES

The Contractor will be responsible for the overall execution of the work described in this Statement of work (SOW). CSA is the Project Authority (PA) and will verify that the work is done as per this document (SOW) and accept the work and the deliverables.

2 WORK REQUIREMENTS

2.1 TASKS

The following tasks will be performed under the guidance and supervision of a CSA Project Authority:

a) Plan, structure and hold interactive sessions with Government of Canada representatives (approx.. 15-20 as determined by the CSA) in order to:

- Review the potential of AI with Government of Canada representatives
- Generate and define AI opportunity areas for the Canadian space sector
- Assess and prioritize identified space –related AI opportunities

*Associated preparatory material and a summary reports are required for each interactive session. Note that the interactive sessions will be conducted in English.

b) Prepare a long-term, high-level AI roadmap, as described in section 1.2, and share results.

2.2 MEETINGS

a) Kick-Off Meeting

Date: One (1) week after contract award

Location(s): At CSA Headquarters, St-Hubert

Purpose: To discuss and clarify the proposed approach, work plan and schedule.

b) Progress Meetings

Dates: Bi- weekly or as requested by either party

Location(s): via Tele/Videoconference

Purpose: To monitor the progress of the assessment and to make any necessary adjustments.

c) Final Review Meeting

Dates: Three months after contract award

Location(s): At CSA Headquarters, St-Hubert

2.3 DELIVERABLES

a) Presentation material: Power Point Presentation

- Due Date:**
- One week before the Kick-Off meeting
 - One week before the Final Review meeting

Copies: One electronic copy via email to the Project Authority



b) Interactive Sessions: related preparatory material/ summary reports

Due Date: One week before/one week after each interactive session

Copies: One electronic copy via email to the Project Authority

c) Draft Long-term AI Roadmap (Report)

Due Date: Two weeks before contract ends

Copies: One electronic copy via email to the Project Authority

d) Long-term AI Roadmap (Report)

Due Date: Three months after contract award

Copies: One electronic copy via email to the Project Authority



ANNEX "B" BASIS OF PAYMENT

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive fixed per-diem rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the bidder's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.
- b. travel between the successful bidder's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data 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 this data.

Milestone No.	Description of Deliverable	Firm Amount	Delivery Date
1	Interactive Sessions with related preparatory material and summary reports	\$	One week after the last interactive session
2	Long-term AI Roadmap (Report)	\$	Three months after contract awarded

Total Firm Price \$_____ (before taxes)



ANNEX "C"

INTEGRITY FORM

To be included with the certifications

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



ANNEX "D"

CLIENT SATISFACTION FORM

ANNEXE « E » - FORMULAIRE D'ÉVALUATION DE RENDEMENT DE L'ENTREPRENEUR														
Ce questionnaire doit être rempli par le responsable de projet/autorité technique une fois le contrat exécuté.														
Nom de l'entrepreneur:					Date d'achèvement du contrat:									
Nom du responsable du projet:					Direction:									
No. de contrat:					Titre du projet:									
Fournisseur														
Grille:					10 à 9 = Excellent 8 à 7 = Très bon			6 à 5 = Satisfaisant 4 à 3 = Faible		2 à 1 = Insatisfaisant				
1) Le fournisseur a-t-il fourni des consultants ayant les études, l'accréditation et l'expérience précisées dans le marché?					10	9	8	7	6	5	4	3	2	1
2) Veuillez évaluer la qualité générale des services rendus de ce fournisseur.					10	9	8	7	6	5	4	3	2	1
3) Veuillez évaluer la rapidité d'exécution du fournisseur à l'égard des demandes de renseignements ou des problèmes survenus dans le cadre du marché ainsi que leur aptitude à respecter les délais.					10	9	8	7	6	5	4	3	2	1
4) Les tâches ont-elles été exécutées conformément aux exigences prévues dans l'énoncé des travaux?					10	9	8	7	6	5	4	3	2	1
5) Veuillez évaluer la qualité des communications entre le ministère et le fournisseur.					10	9	8	7	6	5	4	3	2	1
6) Les documents administratifs ont-ils tous été reçus conformément aux exigences du marché? Les documents administratifs comprennent notamment:					10	9	8	7	6	5	4	3	2	1
<ul style="list-style-type: none"> • Les factures • Les rapports de progrès • Les rapports sur l'utilisation ou le volume d'affaires • Les ordres du jour et comptes rendus des réunions • Documentation et qualité des travaux 					Commentaires:									
Barème /60					Excellent: 54 et 60 Très bon: 42 à 53 Satisfaisant: 30 à 41					Faible: 18 à 29 Insatisfaisant: 18 et moins				
Bloc Signatures Évaluation Excellent, Très bon ou Satisfaisant														
_____					_____									
Responsable de projet					Agent contractuel :									
Bloc Signatures Évaluation faible ou insatisfaisante														
_____					_____									
Expert technique:					Gestionnaire des approvisionnements:									