



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure,

800 rue de la Gauchetière Ouest

Voir aux présentes - See herein

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Sci Prio. concept studies	
<b>Solicitation No. - N° de l'invitation</b> 9F050-170252/A	<b>Date</b> 2018-02-22
<b>Client Reference No. - N° de référence du client</b> 9F050-17-0252	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-450-14779	
<b>File No. - N° de dossier</b> MTB-7-40257 (450)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guérinik, Naoual	<b>Buyer Id - Id de l'acheteur</b> mtb450
<b>Telephone No. - N° de téléphone</b> (514) 607-2651 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AGENCE SPATIALE CANADIENNE EXPLORATION SPATIALE/SPACE EXPLORAT 6767 ROUTE DE L'AEROPORT ST HUBERT Québec J3Y8Y9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **REQUEST FOR PROPOSALS**

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File No. - N° du dossier  
MTB-7-40257

Buyer ID - Id de l'acheteur  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

#### **The following Annexes:**

- Annex A Statement of Work
- Annex B Basis of Payment

#### **The following Attachments:**

- Attachment 1 to Part 3 Technical and Managerial Bid Preparation Instructions
- Attachment 2 to Part 3 Electronic Payment Instructions
- Attachment 1 to Part 4 Point Rated Evaluation Criteria

## 1.2 Summary

### **Project Title**

Space Exploration Concept Studies for Planetary Exploration and Space Astronomy Science Priorities

### **Description**

Public Works and Government Services Canada (PWGSC) on behalf of Canadian Space Agency (CSA) located in St-Hubert, (Quebec), is seeking bids to conduct concept studies related to priority science investigations for Planetary Exploration and Space Astronomy. The objective of this study to develop concepts for mission or instrument science investigations related to space exploration. The outcome of the concept studies should target CSA Space Exploration's Science Readiness Level (SRL) 3 or higher.

### **Period of Contract**

From date of award for up to 18 months.

### **Intellectual Property**

Canada will own all intellectual property rights in foreground information.

### **Security Requirements**

There are no security requirements associated with this requirement.

### **Trade Agreements**

This requirement is not subject to the trade agreements.

### **Canadian Content**

The requirement is limited to Canadian goods and Canadian services.

### **Bidders' Conference**

No bidders conference will be held.

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information.

## 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **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/policyand-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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 240 days

### **2.2 Submission of Bids**

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

**Public Works and Government Services Canada**  
**Quebec Region, Place Bonaventure, 7th Floor, suite 7300 Tower South-West**  
**800 de la Gauchetière Street West**  
**Montreal (QC), H5A 1L6**

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

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

For the purposes of this clause, "**former public servant**" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

**"lump sum payment period"** means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

**"pension"** means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R11, 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.

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MTB450  
CCC No./N° CCC - FMS No./N° VME

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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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Improvement of Requirement During Solicitation Period**

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority, named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



## 2.7 Maximum Funding

Depending on available funding, up to four (4) contracts may be awarded. The maximum funding available for each contract resulting from the bid solicitation is **175,000.00\$** (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

ID	Study Category	Description	Expected number of contracts
PE	Planetary Exploration	Planetary instruments	1-2
SA	Space astronomy	Space astronomy instruments and missions	1-2

## 2.8 Basis for Canada's Ownership of Intellectual Property

The Canadian Space Agency (CSA) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*:

- The main purpose of the Contract, or of the deliverables contracted for, is to deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must clearly identify on the first page of the bid the **Study ID #**, as indicated in Table of Attachment 1 to Part 4 of this document, **to indicate which Eligible Investigation is being addressed**, and the title should reflect the study subject. A proposed study may be related to several eligible investigation categories, in which case, **the Study ID # of the primary investigation** should be identified on the first page.

Study ID#s (XXX-##) are indicated in Table of Attachment 1 to Part 4 of this document, and in the Planetary Topical Team Report section titles.

**The Bidder must submit one separate bid for each concept study proposed.** The Bidder must follow the same instructions described in this Request for proposal for each bid they submit.

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

**Section I:** Technical and Managerial Bid (1 hard copy and 1 soft copy on CD/DVD/USB)

**Section II:** Financial Bid (1 hard copy and 1 soft copy on CD/DVD/USB)

**Section III:** Certifications (1 hard copy and 1 soft copy on CD/DVD/USB)

- a) 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;
- b) For the soft copies of Section I (Technical and Managerial Bid as well as the Executive Summary), all of the information must be contained in two files (one for the Technical and Managerial Bid and one for the Executive Summary). The only acceptable formats are: MS Word, PDF and HTML. Format chosen for Section I must allow the text to be copied (unprotected) for evaluation and other operational purposes;
- c) For the soft copy of Section II (Financial Bid), all of the information must be contained in one file. The only acceptable formats are: MS Word, PDF and HTML. Format chosen for Section II must allow the text to be copied (unprotected) for evaluation and other operational purposes;
- d) The soft copy of Section II must be submitted on a separate CD/DVD/USB key than the soft copy submitted for Section I;
- e) Prices must appear in Section II (Financial Bid) only. **No prices must be indicated in any other section of the bid;**
- f) The total number of pages **for Section I: Technical and Managerial Bid must not exceed 45 pages** (8.5 X 11 inches) (216 mm X 279 mm) paper, **including cover pages**, but **excluding resumes and letters of commitment**. If the number of pages of Section I, as described herein, is exceeded, **the evaluation will strictly be based on the first 45 pages submitted, resumes and letters of commitment.**

- g) The bid should 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/achatsprocurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, Bidders should:

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

## **Section I: Technical and Managerial Bid**

In their technical and managerial 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 and managerial 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.

Part 4: *Evaluation Procedures and Basis of Selection* contains additional instructions that Bidders should consider when preparing their technical and managerial bid.

The structure and content requested for the Technical and Managerial Bid (Section I) are detailed in Attachment 1 to Part 3: *Technical and Managerial Bid Preparation Instructions*.

## **Section II: Financial Bid**

### **3.1.1 Bidders must submit their financial bid in accordance with the following:**

- (a) A firm, all-inclusive lot price for the Work, not exceeding the maximum funding available for the contract resulting from the bid solicitation. The total amount of applicable taxes should be shown separately, if applicable;
- (b) For Canadian-based bidders, prices should be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 - Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.3 Price Breakdown

Bidders are requested to detail the following elements for expenses in the performance of each task, milestone or phase of the Work, as applicable:

- (a) Labour: For each individual and (or) labour category to be assigned to the Work, indicate:
  - i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.
- (b) Equipment: Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies: Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Travel and Living Expenses: Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the National Joint Council (NJC). With respect to the NJC's Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive <http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>, and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable. The Treasury Board Secretariat's Special Travel Authorities, [http://www.tbssct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/statb-eng.asp](http://www.tbssct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp), also apply.
- (e) Subcontracts: Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (f) Other Direct Charges: Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.
- (g) Applicable Taxes: Identify any Applicable Taxes separately.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Evaluation Criteria**

The mandatory evaluation criteria are described at Attachment 1 to Part 4: *Mandatory and Point Rated Technical and Management Evaluation Criteria*. Bids which fail to meet the mandatory evaluation criteria will be declared non-responsive.

##### **4.1.1.2 Point Rated Technical and Management Criteria**

Point Rated Technical Evaluation Criteria are described at Attachment 1 to Part 4: *Mandatory and Point Rated Technical and Management Evaluation Criteria*. Criteria not addressed will be given a score of zero.

##### **4.1.1.2.1 Bidder Experience**

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

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

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

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Mandatory Financial Criteria**

The Bidder must submit a firm, all-inclusive lot price for the Work, which must not exceed the maximum funding available for the contract resulting from the bid solicitation (Applicable Taxes extra, as appropriate).

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Bids valued in excess of this amount will be considered nonresponsive. This disclosure does not commit Canada to pay the maximum funding available.

#### **4.1.2.2 Evaluation of Price**

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

#### **4.2 Basis of Selection – Highest Combined Rating for Technical Merit Within Budget**

##### **4.2.1 To be declared responsive, each bid must:**

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria;
- (c) obtain the required minimum rating of 25 points (out of 40 points) for Merit criteria;
- (d) obtain the required minimum rating of 62.5 points overall (out of 100 points) for all categories of the point-rated evaluation criteria (i.e. *Merit, Feasibility and Management criteria*).

The rating is performed on a scale of 100 points.

##### **4.2.2 Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive;**

##### **4.2.3 For each responsive bid, the rankings for each evaluation criteria will be combined for the overall score.**

##### **4.2.4 The responsive bids with the highest overall scores in each Study Category shown in section 2.7 will be recommended for award of contract. If there are less than 2 responsive bids in one category, additional contracts may be awarded in the other category up to a maximum of 4 contracts in total, depending on available budget.**

##### **4.2.5 In the event that two or more responsive bids obtain the same overall ratings, the bid which obtained the highest rating for the Merit Criteria will be recommended for award of contract.**

## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgcpcwpsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award**

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.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgcpcwpsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 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" 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

#### Definitions

For the purposes of this clause, "**former public servant**" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"**pension**" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all 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.

## **5.3 Additional Certifications Precedent to Contract Award**

### **5.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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

**5.3.1.1** *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

### **5.3.2 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.

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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. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.3.3 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.

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## **PART 6 - FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Financial Capability**

SACC Manual clause A9033T (2012-07-16), Financial Capability

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical and Managerial Bid entitled , dated *(will be inserted at contract award)*.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2040 (2016-04-04), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.1.1 SACC Manual Clause K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract *(will be inserted at contract award)*

From date of Contract award until \_\_\_\_\_.

### 7.4 Authorities

#### 7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Naoual Guerinik  
Public Works and Government Services Canada  
Quebec Region  
Place Bonaventure, 7th Floor  
800 de la Gauchetière Street West  
Suite 7300  
Montreal (QC), H5A 1L6

Telephone: 514-607-2651  
Facsimile: 514-496-3822  
E-mail address: Naoual.guerinik@tpsgc-pwgsc.gc.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

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#### **7.4.2 Project Authority** *(will be inserted at contract award)*

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

#### **7.4.3 Contractor's Representative** *(will be inserted at contract award)*

The Contractor's Representative for the Contract is:

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

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

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

SACC Manual Clause A3025C (2013-03-21)

### **7.6 Payment**

#### **7.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the Contract for a cost of \$ \_\_\_\_\_ *(the amount will be inserted at contract award)*. Customs duties are included and Applicable taxes are extra, if applicable.

#### **7.6.2 Limitation of Price**

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.

### **7.6.3 Method of Payment**

#### **7.6.3.1 Milestone Payments**

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

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### **7.6.3.2 Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is detailed in Annex B.

### **7.7 SACC Manual Clauses**

SACC Manual Clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

### **7.8 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.9 Invoicing Instructions - Progress Claim - Firm Price**

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 Claim for Progress Payment (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

#### **Each claim must show:**

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

- (c) the description and value of the milestone claimed as detailed in the Contract.
  - (d) a copy of the progress report, as applicable.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify **one (1) original and two (2) copies** of the claim on form PWGSC-TPSGC 1111, and forward:
    - a) the **original and one (1) copy** to the Canadian Space Agency at the address shown on page 1 of the Contract under "Invoices" (Financial Services Section) for appropriate certification by the Project Authority identified herein after inspection and acceptance of the Work takes place;and,
    - b) **one (1) copy of the original** progress claim to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  4. The CSA's Financial Services Section will then forward the original and one (1) copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
  5. The Contractor must not submit claims until all work identified in the claim is completed.

## 7.10 Certifications and Additional Information

### 7.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10.3 SACC Manual Clause

A3060C (2008-05-12), Canadian Content Certification

## 7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## 7.12 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 2040 (2016-04-04) General Conditions - Research & Development;
- c) SACC Manual Clause K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) 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))

## 7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## 7.14 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

## 7.15 Directive on Communications with the Media

### 1. DEFINITIONS

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

### 2. COMMUNICATION ACTIVITIES FORMAT

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

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



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

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

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

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

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

The Contractor must obtain and use a high resolution printed or electronic copy of the CSA's corporate identity logo and seek advice on its application, by contacting the Project Authority, mentioned in section 7.4.2 of this contract.

### 3. COMMUNICATION ACTIVITY COORDINATION PROCESS

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

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

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## **ANNEX "A"**

### **STATEMENT OF WORK**

The Statement of Work, appended to the bid solicitation package, is to be inserted at this point and forms part of this document.

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**ANNEX B**  
**BASIS OF PAYMENT**  
**SCHEDULE OF MILESTONES**

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

Milestone No.	Deliverable	Firm Amount	Delivery Date
1	Specify		
2	Specify		
3	Specify		
Etc			

**Total Firm Price CAN \$** \_\_\_\_\_  
**(Taxes Extra, if applicable)**

## ATTACHMENT 1 TO PART 3

### TECHNICAL AND MANAGERIAL BID PREPARATION INSTRUCTIONS

#### **3A.1      *Technical and Managerial Bid***

The details provided in this Attachment complement the information introduced in sections 3.1 and 3.2 of Part 3 - Bid Preparation Instructions.

As indicated in Part 3, section 3.1 par. f) of this RFP, Bidders are reminded that the total number of pages for Section I: Technical and Managerial Bid **must not exceed 45 pages** (8.5 X 11 inches) (216 mm X 279 mm) paper, **excluding appendices specified in 3A.6**. If the number of pages of Section I, as described herein, is exceeded, the evaluation will strictly be based **on the first 45 pages submitted plus the appendices specified in 3A.6**. Font size must be easily readable in the hard copy, ie fonts smaller than 10 point must not be used.

**IMPORTANT NOTICE:** the page count is defined by the physical pages – corresponding to the number of pages in the file, and NOT by the page number appearing on the page. All pages beyond the limit will be removed from the proposal prior to evaluation and therefore not considered in the evaluations.

**Resumes and letters of commitment must be provided in a separate electronic file and are not counted towards the Technical and Managerial Bid page limit.**

The information should be organized in the following order in the main document:

1. Title / Project Identification Page (see 3A.2);
2. Executive Summary (see 3A.3);
3. Table of Contents (see 3A.4)
4. Technical & Scientific Proposal (see 3A.5);
  - a) Relevance and Expected Impact of the Investigation to the SE Program
  - b) Traceability of the Investigation to the Objectives
  - c) Scope and understanding of the scientific approach
  - d) Scope and understanding of the technical approach
5. Managerial Proposal
  - a) Team Capability
  - b) Project Management Plan
6. Supplemental Information(Optional)

If applicable **and within the page limit** any other information deemed appropriate by the Bidder

The following information should be provided in a separate electronic file(s) as appendices to the Technical and Managerial Proposal

- 1) List of acronyms used in the Bid;
- 2) Short professional résumés or NSERC form 100 or equivalent;
- 3) List of Contacts with e-mail addresses and/or daytime phone numbers.
- 4) Letters of Commitment

**Note:** The structure of the Technical and Managerial Bid, and its subsections, are described below. In this attachment, some of the subsection headings are followed by numbers in brackets. These numbers represent the Evaluation Criteria (see Table 4A-2 of Attachment 1 to Part 4) that are applicable to that specific section/subsection, for each bid submitted by the bidder.

### **3A.2 Title/Project Identification Page**

The first page of the bid submitted should be laid out in according to the requirements of Part 3 of this Request for Proposal (RFP) and should clearly state the following information:

- a) The Request for Proposal (RFP) file number;
- b) The Bidder's organisation name and address;
- c) The Category of the proposed project (Space Astronomy OR Planetary Exploration);
- d) The title of the proposed project (the use of acronyms in the title is discouraged, unless they are described). The title should reflect the study subject; and
- e) A short summary of the Bid summarizing the Bid in 8 lines (maximum).

### **3A.3 *Executive Summary***

The Executive Summary of the Technical and Managerial sections of the Bid should provide a high level overview of the concept being proposed and be suitable for use as a stand-alone document for public dissemination, for example, through the CSA web site. The Executive Summary should not exceed one page in length (8.5 X 11 inches) (216 mm X 279 mm) paper and should highlight the following elements:

- Science investigation objectives;
- Mission concept;
- Team;
- Main scientific and technical innovations;
- Major milestones and deliverables; and
- Relevance to CSA strategy and programs.

### **3A.4 *Table of Contents***

The table of contents should be formatted such that its headings are linked to their respective location in the bid for ease of reference when using the bid's electronic version.

### **3A.5 *Mandatory and Point Rated Technical Evaluation Criteria***

#### **Technical Bid**

The Bid should describe the proposed project as outlined in the following subsections. The bidder should strive to address all items described under the letter "D" of each criterion, as described in section 4A.3: *Evaluation Criteria and Benchmark Statements*, at Attachment 1 to Part 4 of this RFP.

#### **3A.5.1 Mandatory Criteria**

##### **3A.5.1.1 Eligible Categories**

Priorities for this SOW are derived directly from the 2016-2017 consultation on 'Canadian Space Exploration: Science and Space Health Priorities for Next Decade and Beyond' which included the 2016 Canadian Space Exploration Workshop and planetary Topical Teams for Planetary Exploration and Space Astronomy (Ref: SOW MRD-08, MRD-09)

While this RFP is specifically for concept studies and implies no commitment for future phases, any Bids targeting a near term mission opportunity (an invitation to participate, with partner expectation to confirm participation within the next two years) must provide details of host mission interfaces, timeline and the terms of the potential contribution arrangement within their Bid.

- **For Space Astronomy:**

- Concept Studies must correspond to one of the community priorities as listed in Table 4A-1. This must be clearly indicated in the Bid. Note that the priorities listed were selected as the top 5 areas for investigation based on the topical team reports. All 5 investigations are of equal priority. The studies must address the corresponding science objective.

- **For Planetary Exploration:**

- Investigations undertaken through this Concept Study must correspond to a community priority as described in the Planetary Exploration Topical Team report (Ref: SOW MRD-08). The Bid must identify which section of the report the Bid addresses.
- Instrument Investigation concept studies are eligible under this RFP, full mission concept studies are not.
- Investigations must address the corresponding science objective. Where the priority is general, e.g., Mars or Europa, one planetary body must be selected such that development reflects a specific science investigation in a specific planetary environment.
- Specific mission opportunities with launch dates need not be identified, but where a mission target exists it should be named and described. The Earth and geospace may not be proposed. The Earth's Moon is an eligible target.

## **Managerial Bid**

The management plan should provide details on the work packages and corresponding personnel allocation and identify managerial risks and recommend risk mitigation strategies. A project schedule should be provided in the form of a Gantt chart which shows the planned milestones and work package activities.

### **3A.6 Bid Appendices**

The following items should be addressed in individual appendices, and these must be appended to Section I: Technical and Managerial Bid as a separate file. These items specifically will not be included in the page limit count;

- a) List of Acronyms: All the acronyms used in the Bid should be explained.
- b) Resumes: The Bid should include short professional résumés of all key personnel. NSERC form 100 may be used for convenience.
- c) List of Contacts: The list of contacts should be appended to Section I: Technical and Managerial Bid, in a format suitable for distribution and should include all the Bidder's points-of-contacts

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Client Ref. No. - N° de réf. du client  
9F050-170252

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTB-7-40257

Buyer ID - Id de l'acheteur  
MTB450  
CCC No./N° CCC - FMS No./N° VME

involved in the Bid development and/or contract negotiations. The following example format should be used:

**Table 3A3: Bidder's List of Contacts**

Role	Name	Telephone	Fax	E-mail
Project Manager				
Principal Investigator				
Contracting Authority				
Claims officer				
Communications (for press release)				
Etc.				

- d) Letters of commitment: Letters of commitment confirming the participation of key team members not directly employed by the lead contractor should be provided where applicable.



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MTB450  
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**ATTACHMENT 2 TO PART 3**  
**ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

## ATTACHMENT 1 TO PART 4

### MANDATORY AND POINT RATED TECHNICAL EVALUATION CRITERIA

#### 1. Mandatory Criteria – Eligible Categories

Investigations undertaken must correspond to one of the following eligible categories:

**For Planetary Exploration** – Instrument Investigations developed through this Concept Study must correspond to a community priority as listed in –the CSEW 2016 Planetary Topical Teams Report (Ref: SOW MRD-08). Note that whole mission concepts are not eligible for this Planetary Instrument Concept Study.

OR

**For Space Astronomy**, a Concept Study must correspond to a community priority as listed in Table 4A-1 Table . The investigations must address the corresponding science objective, consistent with the CSEW 2016 Topical Team reports for space astronomy (Ref: SOW MRD-09).

**Table 4A-1: Space Astronomy Community science priorities derived from 2016 CSA Topical Teams and Canadian Space Exploration Workshop**

ID #	Topic	Eligible Investigations
SA-1	Cosmology: Cosmic Microwave Background (CMB) and inflation	Investigations related to CMB, measuring B-modes (polarization in CMB) and structure of the Universe
SA-2	Dark Energy and Dark Matter	Investigations related to wide field imaging, cosmological surveys, and low resolution spectroscopy. Cosmic expansion, matter density, DE equation of state parameter; influences of dark matter
SA-3	High-energy astrophysics	Investigations related to accretion physics, compact objects, gamma-ray bursts, active galaxies and X-ray binaries, stellar winds, supernova, black holes. X-ray imaging, spectroscopy, timing and polarimetry
SA-4	Cosmic origins: galaxy and stellar formation and evolution, interstellar medium	Investigations related to observational cosmology, galaxy population, distribution, stellar physics, dark matter influence
SA-5	Exoplanets and solar system bodies	Investigations related to search and characterization, photometry, spectroscopy, extreme imaging.

## 2. Impact / Technical / Management Point Rated Criteria

Proposals meeting all the mandatory criteria will be evaluated and scored as specified in Table 4A-2: "List of Evaluation Criteria and Associated Ratings".

Proposals 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.

The Bidder should achieve the minimum score requirements as indicated in Table 4A-2. Bids will be evaluated according to the point-rated criteria as specified in Table 4A-2 and subsection 4A.3 of this document: "Evaluation Criteria and Benchmark Statements".

The criteria are grouped under the following divisions:

- 1) Merit;
- 2) Feasibility; and
- 3) Management.

"Evaluation Criteria and Benchmark Statements" contains a series of evaluation criteria, each supported by a set of benchmark statements (0, A, B, C, D). Each of these statements has a corresponding relative value:

- 0 = 0% of maximum point rating
- A = 25% of maximum point rating
- B = 50% of maximum point rating
- C = 75% of maximum point rating
- D = 100% of maximum point rating

As an example, the maximum point rating for the "*Understanding the Requirements and Technical Principles*" criterion is 20 points. If a Bid receives a "C" for this criterion in the evaluation process, the score attributed will be:

$$75\% \text{ of } 20 \text{ points} = 15 \text{ points (score)}$$

### Table 4A-2 identifies:

- 4) The maximum point rating assigned to each criterion;
- 5) The maximum point rating possible for each criteria category (*Merit, Feasibility, and Management*);
- 6) The minimum point rating required for the *Merit* criteria category;
- 7) The maximum point rating possible for the overall score;
- 8) The minimum point rating required for the overall score.

**Table 4A-2: List of Evaluation Criteria and Associated Ratings**

Evaluation Criteria	Ratings
<b>Science Merit Criteria</b>	
1) Relevance and Expected Impact of the Investigation to the SE Program	20
2) Traceability of the Investigation to the Objectives	20
<b>Minimum Score</b>	<b>25</b>
<b>Maximum Score</b>	<b>40</b>
<b>Feasibility Criteria</b>	
3) Scope and understanding of the scientific approach	15
4) Scope and understanding of the technical approach	25
<b>Maximum Score</b>	<b>40</b>
<b>Management Criteria</b>	
5) Team Capability	10
6) Project Management Plan	10
<b>Maximum Score</b>	<b>20</b>
<b>Maximum Overall Score</b>	<b>100</b>
<b>Minimum Overall Score Requirement</b>	<b>62.5</b>

#### 4A.2.1 Cross-References to Evaluation Criteria in the Bid (Optional)

The Bidder may complete the following table by indicating where in its Bid the information is found demonstrating how the proposal meets the evaluation criteria, in order to assist in the assessment of the Bid.

**Table 4A-3: Cross-References to Evaluation Criteria in the Bid**

Evaluation Criterion	Section(s) in the Bidder's proposal where the criterion is addressed.
1	
2	
3	
4	
5	
6	

## **4A.3 Evaluation Criteria and Benchmark Statements**

### **4A.3.1 Science Merit Criteria**

**The following criteria evaluate the relevance and merit of the proposed concept relative to the scope requested in the Statement of Work.**

#### **4A.3.1.1 Relevance and expected impact of the proposed investigation to the SE program**

This criterion evaluates the relevance of the proposed mission or instrument investigation objectives to requirements and objectives as described in the SOW. This criterion evaluates the alignment of the proposal with the Canadian science priorities as defined in the applicable CSEW 2016 reports referenced in the SOW. and the expected impact in the science discipline, international objectives or science missions.

- 0)
  - The science objectives are not aligned with Canadian science priorities
- A)
  - The scientific objectives address questions weakly aligned with the Canadian science priorities.
- B)
  - The scientific objectives address questions generally aligned with the Canadian science priorities., AND,
  - The proposed investigation is broadly complementary to international programs
- C)
  - The scientific objectives address questions directly aligned with the specific Canadian science priorities , AND,
  - The proposed investigation is novel in terms of science and/or technology approaches, AND
  - The proposed investigation has the potential to contribute to important international objectives or missions
- D)
  - The scientific objectives address questions directly aligned with the specific Canadian priorities AND,
  - The proposed investigation contains elements that are novel in terms of science and/or technology approaches AND,
  - The proposed investigation is highly relevant to important international objectives or missions AND,
  - The proposal includes an adequate plan for the development of a public outreach and engagement plan.

#### **4A.3.1.3 Traceability and understanding of the science investigation**

This criterion evaluates the clarity and completeness of the proposal in describing the relationship between science objectives and the details of the investigation approach and concept.

- 0)
  - The science objectives are not described
  
- A)
  - The proposed science objectives are not substantiated; OR,
  - The proposal does not describe how the investigation is linked to the science objectives
  
- B)
  - The proposed science objectives are described and substantiated with a literature review, but key references and justifications are missing, OR,
  - Traceability of the science objectives to the proposed concept is presented, but lacks key details and justifications.
  
- C)
  - The proposed science objectives are described in the context of international scientific goals and substantiated with a literature review that indicates good understanding, AND,
  - Traceability between objectives, measurement needs, and the proposed concept is presented and demonstrates good understanding of the derivation from the investigation design to the science objectives.
  
- D)
  - The proposed science objectives are described in the context of recent results and international scientific goals and are substantiated by a comprehensive literature review demonstrating authoritative understanding of the science investigation, AND,
  - Traceability between objectives, measurement needs, and the proposed concept is comprehensive and demonstrates authoritative understanding of the derivation from the investigation design to the science objectives.

#### **4A.3.2 Feasibility Criteria**

##### **4A.3.2.1 Scope and understanding of the scientific approach**

This criterion assesses the degree to which the scope of the Science Work Package required in the Statement of Work is addressed, the degree to which work is planned to meet this scope, the appropriateness of the methodologies proposed for the scientific approach and the degree to which it is capable of meeting the science goals of the mission and the requirements of the Science Work Package.

- 0)
  - No work plan is provided to address the Science Work Package requirements.
- A)
  - A broad methodology for the proposed science is described, but a work plan addressing the Science Work Package is insufficient , OR,
  - The proposed scientific approach presents significant risks that the science goals of the mission and science Work Package objectives will not be achieved.
- B)
  - A work plan is described to address the main scope of the Science Work Package, and the methodologies (experiments, tools, models and/or approaches) described in this plan are appropriate, AND
  - The planned work is likely to result in the mission investigation achieving a Science Readiness Level less than 3, with some undefined science requirements
- C)
  - A detailed work plan is described to address the full scope of the Science Work Package, and the methodologies (experiments, tools, models and/or approaches) described in this plan are appropriate, AND
  - The work plan demonstrates that the proposed concept study will achieve Science Readiness Level 3, AND
  - The work plan demonstrates that the proposed concept study will result in well-defined baseline and threshold requirements with clear traceability to science objectives and well understood impact on science return.
- D)
  - A detailed work plan is described to fully address the scope of the Science Work Package, and the methodologies (experiments, tools, models and/or approaches) described in this plan are appropriate, AND
  - The work plan demonstrates that the proposed concept study will achieve Science Readiness Level 3 or higher, AND
  - The work plan demonstrates that the proposed concept study will result in well-defined baseline and threshold requirements with clear traceability to science objectives and well understood impact on science return, AND
  - The work plan includes identification and validation of science requirement values for the measurements and data processing needed to address the proposed science objectives.

#### **4A.3.2.2 Scope and Understanding of the Technical Approach**

This criterion assesses the degree to which the scope of the Technical Work Package required by the Statement of Work is addressed in the Bid, the understanding of the technical principles involved, the degree to which work is planned to meet this scope and is appropriate. This criterion assesses if the proposed technical effort is well documented and substantiated. This includes the compatibility of the technology selected as well as the feasibility of the investigation approach to meet the science goals.

- 0)
  - No plan is provided to address the Technical Work Package requirements
- A)
  - The work plan addressing the scope of the Technical Work Package is incomplete, OR
  - The proposal demonstrates a lack of knowledge of the technologies relevant to the proposed concept.
- B)
  - A work plan is described to address the main scope of the Technical Work Package, and the methodologies described in this plan are appropriate, AND
  - The proposal demonstrates a general understanding of the technical requirements and principles required for the proposed science investigation
- C)
  - A work plan is described to address the full scope of the Technical Work Package, and the methodologies described in this plan are appropriate, AND
  - The proposal demonstrates good understanding of the technical requirements and principles required for the proposed science investigation AND
  - The proposal describes detailed, feasible and valid technical approach required for the proposed science investigation, substantiated by a discussion of relevant technologies.
- D)
  - A detailed work plan is described to address the full scope of the Technical Work Package, and the methodologies described in this plan are appropriate, AND
  - The proposal demonstrates a authoritative knowledge of the technical principles and principles required for the proposed science investigation; AND
  - The proposed concept describes detailed, feasible and valid technical approach required for the proposed science investigation, substantiated by a discussion of relevant technologies, including references.



#### **4A.3.3      *Management Criteria***

##### **4A.3.3.1      Team Capability**

This criterion assesses the capability (education, knowledge, experience, expertise), completeness and complementarity of skill-sets of the personnel assembled to carry out the work.

- 0)      •    The proposed team does not have the required skill-set to fulfill all areas of the SOW
  
- A)      •    The proposed team lacks expertise and may not be capable of fulfilling all elements of the statement of work; OR
- The roles and responsibilities of the team members are not defined.
  
- B)      •    The proposed team is lacking some expertise, but demonstrates that it is capable of fulfilling the statement of work; AND
- Some team members have experience related to design and development and/or operation of related spaceflight software or hardware or operations.
  
- C)      •    The expertise of the proposed team is complementary and it is capable of fulfilling the statement of work; AND
- The roles and responsibilities for key team members, including sub-contractors, are defined; AND
- Some key personnel have experience related to design and development and/or operation of related spaceflight software or hardware or operations.
  
- D)      •    The complementary skills and expertise of the proposed team demonstrates that it is highly capable of fulfilling the statement of work with the potential of delivering an authoritative concept; AND
- The roles and responsibilities of all the team members, including all sub-contractors, are defined with letters of commitment where applicable; AND
- Some key personnel have significant experience related to design and development and/or operation of related spaceflight software or hardware or operations. AND,
- The science team includes representation from two or more Canadian universities.

#### **4A.3.3.2 Project Management Plan**

This criterion assesses the completeness of the management plan (work packages, personnel allocation, detailed schedule and milestones, and managerial risk assessment) and evaluates the effectiveness of the described methodology in achieving the stated objectives of the work in this study.

- 0)
- The proposal does not address this criterion.
- A)
- The proposal presents a poor work-plan; OR
  - The proposed methodology is not effective in achieving the objectives of the work; OR
  - Risks are not identified.
- B)
- The proposal presents a basic work-plan; AND
  - The proposed methodology is able to partially achieve the objectives of the work; AND
  - Risks are identified, however mitigation strategies are missing or insufficient.
- C)
- The work-plan as described in the proposal is based on a methodological approach; AND
  - The effectiveness of the proposed methodology in achieving the objectives of the work is credible; AND
  - Risks are identified and mitigation strategies are discussed.
- D)
- The work-plan as described in the proposal follows a clearly defined methodology; AND
  - The effectiveness of the proposed methodology in achieving the objectives of the work is highly credible; AND
  - Comprehensive risk analysis and mitigation strategies are provided.