
REQUEST FOR STANDING OFFER (RFSO)

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

**Bid Submission Deadline:
May 9th, 2018, at 2:00 pm (EDT)**

Submit Bids to:

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

Or by email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

Attention: Alexandre Gentile

Reference: CSA File No. **9F015 – 20170405 / B**

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



April 24, 2018

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

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

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

1.3 Security Requirements

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

1.4 Debriefings

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

1.5 Communications Notification

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

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

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

Email: asc.soumissionscontrats-contractssubmissions.csa@canada.ca

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 Extension of the validity period

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

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

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

(a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or

(b) cancel the invitation to tender.

2.5 Enquiries - Request for Standing Offers

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

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

2.6 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex B1

4.1.1.2 Point Rated Technical Criteria

See Annex B2

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

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

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

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

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

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

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

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

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

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

Procurement Business Number

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

Suppliers may register for a PBN online at Supplier Registration Information

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

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

Procurement Business Number (PBN): _____

Ineligibility and Suspension Policy

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

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

Integrity Provisions – List of Names

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

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

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

Federal Contractors Program for Employment Equity

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

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

Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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

Proactive Disclosure of Contracts with Former Public Servants

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

Status and Availability of Resources

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

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

Education and Experience

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

Certification

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

CERTIFICATION SIGNATURE

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

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

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

Signature

Date

Name (print or type)

Title of person authorized to sign on behalf of the Organization

Name of Organization

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the award date to March 31, 2019.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) period, from April 1, 2019 to March 31, 2023 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Alexandre Gentile
Title: Senior Contracting Officer
Organization: Canadian Space Agency
Division: Procurement and Contract Administration, and Material Management
Directorate: Finance
Address: 6767, Route de l'Aéroport, Saint-Hubert, QC J3Y 8Y9

Telephone: 450-926-4875
Facsimile: 450-926-4969
E-mail address: alexandre.gentile@canada.ca

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

7.5.2 Project Authority

To be inserted at the award of the standing offer.

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: Canadian Space Agency
Address: 6767, Route de l'Aéroport, Saint-Hubert, QC J3Y 8Y9

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

7.5.3 Offeror's Representative

To be inserted at the award of the standing offer.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

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

7.8 Call-up Instrument

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

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

7.9 Basis of payment – Limitation of expenditure

Government of Canada's liability to the Contractor under this Standing offer shall not exceed \$80,000.00 per year, unless otherwise authorized in writing by the Minister. The Contractor shall not be obliged to perform any work or provide any services, which would cause the total liability of government of Canada to exceed the said sum, unless an increase is so authorized. The Contractor shall notify the Minister as to the adequacy of this sum when it is 75 percent committed, or four (4) months prior to the estimated date of completion of the standing offer, whichever comes first. However, if at any time the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Minister.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B1, Mandatory Technical Criteria;
- f) Annex B2, Point Rated Technical Criteria;
- g) Annex C, Basis of Payment;
- h) Annex D, Integrity Form;
- i) Annex E, Security Requirements Check List;
- j) Annex F, Performance Evaluation Report;
- k) the Offeror's offer.

7.11 Certifications and Additional Information

7.11.1 Compliance

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

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.3.2 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Limitation of Call-ups

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

7.5.2 Terms of payment

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

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

7.5.3 Electronic Payment of Invoices – Call-up

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

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

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

Or by email : asc.facturation.invoicing.csa@canada.ca

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

7.7 Insurance

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

ANNEX "A"

STATEMENT OF WORK

TITLE:

Media Relations Services at CSA headquarters or any other location across Canada on an On-requested Basis.

OBJECTIVES

The CSA organizes several media activities and events in a year, and requires support during periods of high volume in order to continue delivering high-quality services to media. The CSA needs to identify a Contractor offering media relations services to support the activities of its Media Relations Unit at CSA headquarters in St-Hubert, Quebec, and across Canada during media events, on an as-requested basis.

SCOPE OF WORK / TASKS

On-Site Media Relations Services

The Contractor must provide media relations services (e.g. to do media pitches, plan and coordinate interview schedules) on site at the CSA headquarters in St-Hubert, QC (or any other location across Canada, as required).

For these services, the Contractor must provide personnel:

- with valid security clearance (see part 6 - Security Requirements);
- with specialized expertise in media relations and a proven track record of successfully delivering pitches to media and coordinating media interviews;
- who are fluent in English and French (orally, in writing and in comprehension) (see the "Language skills" section).

The Contractor must be able to provide services from CSA headquarters or any other location across Canada on an on-requested basis and:

- within 48 hours' notice following a request from CSA;
- for short (one day up to five consecutive days) or longer-term periods (more than five consecutive days).

Tasks will include but not be limited to:

- ✓ Carry out media positioning activities, such as making proactive calls to media to pitch and promote events, messages and/or initiatives from CSA headquarters;
- ✓ Review, analyze and respond to incoming media queries;
- ✓ Coordinate media interview requests (from CSA headquarters and at media events)
- ✓ Identify appropriate distribution channels for the CSA's work (e.g., specialized media); and
- ✓ Provide media relations support.

Communications

The Contractor must

- communicate only with the designated CSA Media Relations Unit employee as instructed when the work request is issued.
- respect the confidentiality of the information it receives from the CSA Media Relations Unit at all times.

Language skills

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

This means that the personnel have a proficiency that is equivalent to level C of the [Treasury Board Secretariat's Qualification Standards for Official Languages](#).

Working Day

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

Government-Provided Support

At the outset of the contract, the CSA Media Relations Unit will provide the Contractor with relevant background information, access to data, and any orientation to the CSA environment or any additional information required.

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

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

Work Location

The Contractor will be expected to provide services on site (CSA headquarters in St-Hubert).

When on site, the CSA Media Relations Unit will work with the Contractor to arrange suitable facilities, including any equipment and work tools that may be required to carry out the work.

The Contractor may also be required to work at other locations across Canada, as required by the CSA Media Relations Unit, in order to support media events.

Travel

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

ANNEX "B1"

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 that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

Mandatory criterion #	Description	Page/Par. No.	Compliant/non-compliant
M1	<p>The Bidder must demonstrate that it has an established practice that has provided media relations services in both English and French for a minimum of three (3) years. Information required includes the following:</p> <ul style="list-style-type: none"> ✓ company overview; ✓ organizational structure; ✓ years of experience; and ✓ core competencies in the media relations market and experience that aligns with the CSA's requirements outlined in Appendix A – Statement of Work (SOW). <p>Note: Response should be limited to one (1) page, single-sided.</p>		
M2	<p>The Bidder must provide one (1) project reference where it provided on-site (i.e., at the client's offices) media relations services in the past three (3) years. The project reference must be supported by a reference letter from the client.</p> <p>Project reference: The Bidder must include the following information in the description of its project reference:</p> <ul style="list-style-type: none"> a) description of the project and overall media relations services provided by the Bidder ; b) start and end dates during which the Bidder provided on-site media relations services at the client's offices for that project; c) name and address of the company (client); d) name, title, telephone number, and email address of the client contact. <p>Reference letter: the Bidder must provide:</p> <ul style="list-style-type: none"> e) a recent reference letter from the client (see notes below) <p>Notes:</p> <ul style="list-style-type: none"> -The Bidder's response (project reference) must be limited to one (1) page, single-sided. - The reference letter must be limited to one (1) page, single-sided; be written and signed between 2016 and 2018 and acknowledge the media relations services 		

	<p>provided for this project and mention the client's appreciation of the bidder's services.</p> <p>-The Contracting Authority may communicate with the reference to validate the information provided.</p>		
--	---	--	--

Information and instructions to address M3 and M4 criteria

Team Requirements

The Bidder must present résumés, using the template provided in **Annex "G"**, for the proposed bilingual resources (must be fluent in English and French, orally, in writing and in comprehension - see the "Language skills" section) with relevant media relations experience comprising a minimum of the following positions:

**1. Intermediate Consultant
Media Relations**

-Note: Provide at least one résumé (but not more than three) for this position.

**2. Junior Consultant
Media Relations**

-Note: Provide at least one résumé (but not more than three) for this position.

Examples of relevant and acceptable areas of media relations experience:

- Strategic planning and positioning of media events or initiatives;
- Organization, coordination and logistics of regional and national media events;
- Media spokesperson briefings;
- Media positioning and pitches;
- Developing targeted media lists;
- Taking calls and coordinating media interviews.

Mandatory criterion #	Description	Page/Par. No.	Compliant/no n-compliant
M3	<p>Intermediate Consultant – Media Relations Services - Experience</p> <p>The Bidder's proposed Intermediate Consultant must have a minimum of three (3) years of relevant and full-time media relations experience.</p>		
M4	<p>Intermediate Consultant – Media Relations Services – Language skills</p> <p>The Bidder's proposed Intermediate Consultant must be fluent in English and French, orally, in writing and in comprehension (see the "Language skills" section).</p>		

M5	<p>Junior Consultant – Media Relations Services - Experience</p> <p>The Bidder's proposed Junior Consultant must have a minimum of one (1) year of relevant and full-time media relations experience.</p>		
M6	<p>Junior Consultant – Media Relations Services – Language skills</p> <p>The Bidder's proposed Junior Consultant must be fluent in English and French, orally, in writing and in comprehension (see the "Language skills" section).</p>		

ANNEX "B2"

POINT-RATED TECHNICAL CRITERIA

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

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

	Technical Criterion	Minimum Points Required	Maximum Points Available
R1	<p>Capacity to deliver successful media pitches</p> <p>Please describe a concrete example where you (the Bidder) have delivered successful media pitches for a client with the goal of positioning a media event and its initiative.</p> <p>Your response must include the following information:</p> <ul style="list-style-type: none"> - The name of the client's company; - A description of the media event, its location, and its purpose; - Your approach and strategy to delivering successful media pitches; - What was the storyline; - Overview of the results (media attendance, coverage, tone, etc.). <p>Notes:</p> <ul style="list-style-type: none"> - Response must be limited to one (1) page, single-sided. - If the Bidder does not provide a concrete example in its response, no points will attributed for this Technical Criterion. In addition, the example provided must be different from the one provided in the Mandatory Requirement or Technical Criterion R2. 	75	100

Points for R1 will be awarded in each criterion based on the following benchmark statements:

0	25	50	75	100
<p>The information and the example provided are weak, not convincing, unclear, and not well-articulated.</p> <p>The approach, example and results described</p>	<p>The information and the example provided are weak, not convincing, unclear, and not well-articulated.</p> <p>The approach, example and</p>	<p>The information and the example provided are somewhat weak and unclear, not very convincing, and not fully articulated.</p> <p>The approach,</p>	<p>The information and the example provided are generally good, convincing, clear, and well-articulated.</p> <p>The approach, example and</p>	<p>The information and the example provided are strong, very convincing and clear, and well-articulated.</p> <p>The approach, example and results described are</p>

0	25	50	75	100
<p>are not relevant and do not demonstrate that the Bidder has the capacity to deliver successful pitches to media in order to position a media event and its initiative.</p> <p>The elements requested in the response are missing or are improperly addressed.</p>	<p>results described are not that relevant and do not demonstrate that the Bidder has the capacity to deliver successful pitches to media in order to position a media event and its initiative.</p> <p>Several elements requested in the response are missing or are improperly addressed.</p>	<p>example and results described are somewhat relevant and do demonstrate partially that the Bidder may have the capacity to deliver successful pitches to media in order to position a media event and its initiative.</p> <p>Some of the elements requested in the response are missing or are improperly addressed.</p>	<p>results described are relevant and do demonstrate that the Bidder has the capacity to deliver successful pitches to media in order to position a media event and its initiative.</p> <p>Most of the elements requested in the response are included and properly addressed.</p>	<p>extremely relevant and clearly demonstrate that the Bidder has the capacity to deliver successful pitches to media in order to position a media event and its initiative.</p> <p>All of the elements requested in the response are included and properly addressed.</p>

Technical Criterion		Minimum Points Required	Maximum Points Available
R2	<p>Ability to coordinate multiple interview requests at the same time for a media event</p> <p>Please describe a concrete example where you (the Bidder) have successfully coordinated multiple media interview requests for a client for a media event.</p> <p>Your response must include the following information:</p> <ul style="list-style-type: none"> - The name of the client's company; - A description of the media event, its location, and its purpose; - Your approach and strategy to successfully coordinate interview requests; - Overview of the results (number of interviews coordinated and spokespeople interviewed, etc.). <p>Notes:</p> <ul style="list-style-type: none"> - Response must be limited to one (1) page, single-sided. - If the Bidder does not provide a concrete example in its response, no points will be attributed for this Technical Criterion. In addition, the example provided must be different from the one provided in the Mandatory Requirement or Technical Criterion R1. 	75	100

Points for R2 will be awarded in each criterion based on the following benchmark statements:

0	25	50	75	100
<p>The information and the example provided are weak, unclear, not convincing, and not well-articulated.</p> <p>The approach, example and results described are not relevant and do not demonstrate that the Bidder has the capacity to successfully coordinate multiple interview requests at the same time for a media event.</p> <p>The elements requested in the response are missing or are improperly addressed.</p>	<p>The information and the example provided are weak, unclear, not convincing, and not well-articulated.</p> <p>The approach, example and results described are not that relevant and do not demonstrate that the Bidder has the capacity to successfully coordinate multiple interview requests at the same time for a media event.</p> <p>Several elements requested in the response are missing or are improperly addressed.</p>	<p>The information and the example provided are somewhat weak and unclear, not very convincing, and not fully articulated.</p> <p>The approach, example and results described are somewhat relevant and do demonstrate partially that the Bidder may have the capacity to successfully coordinate multiple interview requests at the same time for a media event.</p> <p>Some of the elements requested in the response are missing or are improperly addressed.</p>	<p>The information and the example provided are generally good, convincing, clear, and well-articulated.</p> <p>The approach, example and results described are relevant and do demonstrate that the Bidder has the capacity to successfully coordinate multiple interview requests at the same time for a media event.</p> <p>Most of the elements requested in the response are included and properly addressed.</p>	<p>The information and the example provided are strong, very convincing and clear, and well-articulated.</p> <p>The approach, example and results described are extremely relevant and clearly demonstrate that the Bidder has the capacity to successfully coordinate multiple interview requests at the same time for a media event.</p> <p>All of the elements requested in the response are included and properly addressed.</p>

ANNEX "C"

BASIS OF PAYMENT

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

The pricing specified below, quoted by the Bidder:

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

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

CATEGORIES	QUOTED ALL-INCLUSIVE PER-HOUR RATE (including all overtime costs) (in CAN\$) for a and b.	Volumetric Data (Number of Hours)	Total (in CAN\$)
1	Initial Period – contract award date to March 31st 2019		
1a	Intermediate Consultant	7.5	
1b	Junior Consultant	7.5	
		Total Initial Period:	
2	Option Period 1		
2a	Intermediate Consultant	7.5	
2b	Junior Consultant	7.5	
		Total Option Period 1:	
3	Option Period 2		
3a	Intermediate Consultant	7.5	
3b	Junior Consultant	7.5	
		Total Option Period 2:	
4	Option Period 3		
4a	Intermediate Consultant	7.5	
4b	Junior Consultant	7.5	
		Total Option Period 3:	

5	Option Period 4		
5a	Intermediate Consultant		7.5
5b	Junior Consultant		7.5
		Total Option Period 4:	
6	Evaluated Price (GST/HST excluded): (i.e. sum of Total Initial Period + Total Option Periods)		\$ _____
7	GST or HST Insert GST or HST amount, as applicable:		GST: HST:

Reimbursement of Travel and Living Expenses

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

- a) The Treasury Board Travel Directive, Appendices B, C and D <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng&merge=2>, and
- b) The "Special Travel Authorities" Directive, Section 7 for "Persons on contract" : <https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/special-travel-authorities.html>

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

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

ANNEX "D"
INTEGRITY FORM

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 "E"

SECURITY REQUIREMENTS CHECK LIST



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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Non-classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

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

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

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

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

16. Procurement Officer / Agent d'approvisionnement

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

ANNEX "F"

PERFORMANCE EVALUATION REPORT

PERFORMANCE EVALUATION REPORT	
<p>Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the standing offer agent responsible.</p>	
Name of contractor:	Standing offer completion date:
Name of project authority/technical authority:	Branch:
Standing offer no.:	Project name:
*Supplier	
Rating scale:	10 – 9: Excellent 6 – 5: Satisfactory 2 – 1: Unsatisfactory 8 – 7: Very Good 4 – 3: Poor
1. Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	10 9 8 7 6 5 4 3 2 1
	Comments:
2. Please rate the overall quality of the services provided by this supplier.	10 9 8 7 6 5 4 3 2 1
	Comments:
3. Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	10 9 8 7 6 5 4 3 2 1
	Comments:
4. Was the work performed in accordance with the requirements specified in the statement of work?	10 9 8 7 6 5 4 3 2 1
	Comments:

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

Overall Rating

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

ANNEX "G"

RÉSUMÉ TEMPLATE (2 pages maximum per candidate)

Candidate Information:

Please complete the required information in the chart below for each candidate.

Name of candidate	
Number of years of relevant experience in media relations (as describe in the Team Requirements section)	
Language skills (for which the candidate is fluent orally)	
Language skills (for which the candidate is fluent in writing expression and comprehension)	
Post-secondary education. For each completed diploma, please include the name of the institution, the name of the program, and the year of completion.	

Work Experience:

Please complete the required information in the chart below for each relevant employment in media relations of the candidate, as described in the "Team Requirement" section on **p.25**.

Name and location of the organization	
Title (function) of the candidate	
Period of employment. Please include the month and year for both the start and end date of employment of the candidate in that function	
Description of key responsibilities	