

**REQUEST FOR PROPOSAL (RFP)  
# 9F064-18-0191**

FOR THE REQUIREMENT OF

**Space Technical Courses**

**Bid Submission Deadline:  
November 9<sup>th</sup>, 2018 at 2:00 PM (EST)**

**Submit Bids to:**

Canadian Space Agency

**TENDERS RECEPTION OFFICE**

Monday to Friday

Receiving/Shipping (8:00 to 16:30)

**Closed between 12:00 and 13:00**

6767 route de l'Aéroport

Saint-Hubert (Quebec) J3Y 8Y9

Canada

Or By EPOST: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**\* Please note that proposals sent by email will not be accepted.**

**Reference:** CSA File No. **9F064-18-0191**

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



**October 25<sup>th</sup>, 2018**

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Statement of Work
2. Applicable laws
3. Communications Notification
4. Debriefings
5. Trade Agreements
6. Epost Connect Service

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions
  - Section I:** Technical bid
  - Section II:** Financial bid
  - Section III:** Certifications

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

1. Evaluation Procedures
2. Technical Evaluation
3. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required with the Bid

### **PART 6 - RESULTING CONTRACT CLAUSES**

#### **List of Annexes:**

- Annex "A" - Statement of Work (SOW)
- Annex "B" - Basis of payment
- Annex "C" - Integrity Form
- Annex "D" - Performance Evaluation Report
- Annex "E" – E-Post Instructions

## PART 1 - GENERAL INFORMATION

### 1. Statement of Work

Since 2002, the Space Science & Technology (SS&T) of the Canadian Space Agency (CSA) has been coordinating technical lectures & training courses for CSA employees and managers (e.g. FOCUS on Technology & Space Technology Expertise Program (STEP) course series). These courses have been offered in-house, in collaboration with partnering agencies (CNES/ESA/NASA) as invited lecture series, or through contracted out specialized courses suppliers.

The CSA internal need is to maintain and increase the required skill set in order to be able to effectively deliver on the CSA core mandate and long term space strategy. To this end, technical courses are required to maintain expertise. These courses are to be offered in a cost efficient manner and are required to be aligned with the CSA needs. The Science & Technology courses also fosters innovation, and is to enhance the organization's capacity to assimilate new techniques and technologies.

The work to be performed is detailed under Annex "A" Statement of Work.

- **Period of the Contract**  
From the award date of the contract until March 31<sup>st</sup>, 2019
- **Option years**  
It is intended to result in the award of one (1) contract for one (1) year, plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.
- **Work location**  
The courses are to be delivered orally, by the successful bidder, at CSA HQ training rooms located at 6767 Route de l'Aéroport, Saint Hubert, Qc, Canada.
- **Travel**  
Canada will not pay any travel or living expenses associated with performing the Work.
- **Official languages**  
The instructor assigned to this request must be fluent in one of the official languages.

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](#).

### 2. Applicable laws

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

### 3. Communications Notification

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

#### **4. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

#### **5. Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

#### **6. Epost Connect Service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

(see instruction at Annex E)

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

#### 1.1. SACC Manual Clauses

**The document 2003 (2018-05-22)** - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23>

### 2. Submission of Bids

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

#### Bids must be submitted only to:

- ❖ the CSA's Tenders Reception Office  
or
- ❖ EPOST:[TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

by the date, time and place indicated on the front page of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email **will not be accepted**.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority [alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca) **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial bid only.

No prices must be indicated in any other section of the bid.

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper, preferably using a 12 point font;
- b) use a numbering system that corresponds to that of the Request for proposal

### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the RFP and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing.

Unless otherwise specified in the RFP, bids must be in Canadian currency.

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

### **2. Technical Evaluation**

The Bidder must obtain the required minimum technical score of 70 (see page 9 - Point Rated Technical Criteria) and demonstrate, by providing the necessary documentation, that he can comply to all requirements in the Statement of Work.

Any Bid which fails to meet the following Requirements will be declared non-responsive.

### **3. Basis of Selection - Highest Combined Rating of Technical Merit and Price**

- 3.1** To be declared responsive, a bid must:
  - (a)** comply with all the requirements of the bid solicitation; and
  - (b)** meet all mandatory criteria; and
  - (c)** achieve a pass on rated requirements
- 3.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3.3** 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.
- 3.4** 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 %.
- 3.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %
- 3.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 3.7** 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 equals 135 and the lowest evaluated price is \$ 195,000.

| <b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b> |                               |                                |                    |
|--|-------------------------------|--------------------------------|--------------------|
| <b>Bidder</b>  | <b>Bidder 1</b>               | <b>Bidder 2</b>                | <b>Bidder 3</b>    |
| <b>Overall Technical Score</b>   | <b>115/135</b>                | <b>89/135</b>                  | <b>92/135</b>      |
| <b>Bid Evaluated Price</b>   | <b>C\$300,000</b>             | <b>C\$250,000</b>              | <b>C\$195,000</b>  |
|  |                               |                                |                    |
| <b>Calculations</b>  | <b>Technical Merit Points</b> | <b>Price Points</b>            | <b>Total Score</b> |
| <b>Bidder 1</b>  | $115 / 135 \times 70 = 59.63$ | $195^* / 300 \times 30 = 19.5$ | <b>79.13</b>       |
| <b>Bidder 2</b>  | $89 / 135 \times 70 = 46.15$  | $195^* / 250 \times 30 = 23.4$ | 69.55              |
| <b>Bidder 3</b>  | $92 / 135 \times 70 = 47.70$  | $195^* / 195^* \times 30 = 30$ | 77.70              |

\* represents the lowest evaluated price



## Point Rated Technical Criteria

| Technical Evaluation Criteria and Ratings          |                 |
|--|-----------------|
|  | Ratings         |
| <b>1. Team Past Experience and Capability</b>      | <b>70 (max)</b> |
| EC1. Course provider experience                    | 30              |
| EC2. Instructor experience in the course topic     | 30              |
| EC3. Novelty of the teaching material              | 10              |
| <b>2. Delivery Plan</b>                            | <b>30 (max)</b> |
| CC1. Course Plan                                   | 15              |
| CC1. Educative Tools and Methodology               | 15              |
| <b>3. Language Asset – LC1</b>                     | <b>5 (max)</b>  |
| <b>Maximum Overall Technical Score</b>             | <b>105</b>      |
| <b>Minimum Overall Technical Score Requirement</b> | <b>70</b>       |

1. For each proposed team member, the bidder must include, within the proposal, a resume that describes their experience. The resume must be up-to-date and must be submitted as an Appendix. Referenced projects under the Team Experience and Capability Evaluation Criteria (EC) must be clearly highlighted in each resume. The bidder must include the breakdown of the proposed number of hours spent on-site in the delivery of each course per course instructor.
2. The bidder must submit a table that lists all projects referenced under the Course Plan, Educative Tools, and Method Used Evaluation Criteria (CC) including the name and coordinates of a contact person or reference for each.
3. The bidder shall provide a reference, and authorization to contact, a client of a past course delivery that includes:
  - a. Name and description of previous client organization;
  - b. Name, telephone number and email address of a reference of the client identified in a) above
4. The responsive bids will be evaluated for the Space Technical Courses to be provided according to the following criteria detailed in tables 1, 2 and 3.



| <b>TABLE 1 – Supplier Experience and Capability Evaluation Criteria (EC)</b> – This criterion assesses the experience of the key course supplier identified to carry out the work in terms of the their background, qualifications and experience of the course provider (EC1) and instructor (EC2) and novelty of teaching material (EC3). |  |   |                      |          |
|---|--|---|----------------------|----------|
| Criteria  | Criteria Description   | Points  | Points               | Response |
| EC1   | The course provider is to provide its background profile. The bidder must provide a reference and authorization to contact a client of a past course delivery that includes: Name and description of the previous client organization; Name of reference client contact details including telephone number and e-mail address. | <p>The bid <b>MUST</b> substantiate the length of the track record of the course provider in executing and managing courses of a scope and complexity similar to that required.</p> <p>Less than five (5) years : <b>10 points</b><br/>           Between five (5) and seven (7) years : <b>20 points</b><br/>           More than seven (7) years : <b>30 points</b></p>   | Maximum of 30 points |          |
| EC2   | For each proposed instructor member, the bidder must include within the proposal, the breakdown of the number of years dedicated to the on-site delivery of each course, together with an up to date resume (Curriculum vitae) that describes their teaching experience in the field to be taught in an Appendix.              | <p>The bid <b>MUST</b> substantiate the number of years of relevant teaching experience of the proposed instructor(s) in the field to be taught.</p> <p>No experience : <b>0 points</b><br/>           Less than five (5) years : <b>5 points</b><br/>           Between five (5) and nine (9) years : <b>20 points</b><br/>           Between ten (10) and fourteen (14) years : <b>25 points</b><br/>           Fifteen (15) years or more : <b>30 points</b></p> <p><b>For multiple courses with different instructors, a weighted average score based on the number of on-site hours and experience shall be applied.</b></p> | Maximum of 30 points |          |
| EC3   | Novelty of the teaching material such as text books, publications, papers, reports and presentations, certification used as teaching material in the field must be demonstrated.   | <p>The bid <b>MUST</b> demonstrate the novelty of the teaching material based on a number of recent referenced material (for example: relevant recent text books, publications, papers, reports and presentations, certifications).</p> <p>Less than two (2) referenced material: <b>0 points</b><br/>           Between two (2) and four (4) referenced material: <b>5 points</b><br/>           Five (5) or more referenced material : <b>10 points</b></p> <p><b>The course with the least referenced material will be evaluated.</b></p>  | Maximum of 10 points |          |



**TABLE 2 – Course Plan and Educative Tools- Evaluation Criteria (CC)** – This criterion evaluates the course’s underlying methodology and the thoroughness of the Course Plan to meet the specific objectives (CC1) and educative tools (CC2). The plan will be evaluated for its completeness, credibility, effectiveness and efficiency. The bidder must provide a comprehensive specialized level Course Plan (content and approximate schedule) and explain which educative tools and methods will be used (power point presentation, videos, practical examples, exercises, hardware and software demos).

| Criteria | Criteria Description  | Points   | Points               | Response |
|----------|---|--|----------------------|----------|
| CC1      | The course plan must achieve the specific objectives as outlined in sections 5.1.1, 5.1.2, and 5.1.3 of the Statement of Work.  | <p>The bid must demonstrate that the course plan provides for meeting the specific objectives.</p> <p><b>0 points</b> for meeting only 1 of the specific objectives.<br/> <b>5 points</b> for meeting only 2 of the specific objectives.<br/> <b>10 points</b> for meeting only 3 of the specific objectives.<br/> <b>15 points</b> for meeting all 4 of the specific objectives.</p> <p><b>The course that meets the fewest number of specific objectives will be evaluated.</b></p>  | Maximum of 15 points |          |
| CC2      | Educative tools and methodology that will be used (power point presentation, videos, practical examples, exercises, hardware in the loop and software demos, or any equivalent tools and methodology) | <p>The bid demonstrates educative tools &amp; methodology in support of a successful course delivery.</p> <p><b>0 points</b> if the bid demonstrates no use of educative tools and methodology.<br/> <b>5 points</b> if the bid demonstrates at least 2 educative tools &amp; methodology.<br/> <b>10 points</b> if the bid demonstrates at least 3 educative tools &amp; methodology.<br/> <b>15 points</b> if the bid demonstrates at least 4 educative tools &amp; methodology.</p> <p><b>The course that uses the least amount of educative tools and methodology will be evaluated.</b></p> | Maximum of 15 points |          |



| <b>TABLE 3 – Language Asset Criteria (LC)</b> - In compliance with Canada official languages policy, it will be considered as an asset if the course is orally delivered in one official language (English or French) and the accompanying notes be provided in the other official language (French or English). |  |  |                        |  |
|--|--|--|------------------------|--|
| LC1  | The course is delivered orally in one official language (French or English) and the accompanying notes are provided in the other official language (French or English) | <p><b>0 points</b> if the courses are to be conducted entirely in a single official language.</p> <p><b>5 points</b> if all the course are to be delivered orally in one official language while the accompanying notes are provided in the other official language.</p> | Maximum of<br>5 points |  |



## PART 5 - CERTIFICATIONS

### 1. Certifications Required with the Bid

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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.

#### 1.1 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>.

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

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

#### 1.2 Integrity Provisions – Associated Information

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. (**See Annex C - Integrity Form**).
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). (**See Annex C - Integrity Form**).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 1.3 Certifications Precedent to Contract Award and Additional Information

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.

#### 1.4 Federal Contractors Program for Employment Equity

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



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

## 1.5 Code of conduct for procurement

1) The Bidder confirms that it has read the Code of Conduct for Procurement (<http://www.pwgsc.gc.ca/acquisitions/text/cndt-cndct/tdm-toc-e.html>) and agrees to be bound by its terms.

2) The bidder certifies that:

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

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

## 1.6 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.

### 1.5.1 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.

### 1.5.2 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.

### 1.5.3 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.

### 1.5.4 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.

### 1.7 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.





---

## 1.8 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.

## 1.9 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:

- 1.1. Procurement Business Number
- 1.2. Integrity Provisions – Associated Information
- 1.3. Certifications Precedent to Contract Award and Additional Information
- 1.4. Federal Contractors Program for Employment Equity
- 1.5. Code of conduct for procurement
- 1.6. Former Public Servant Certification
- 1.7. Status and Availability of Resources
- 1.8. Education and Experience
- 1.9. 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 - RESULTING CONTRACT CLAUSES

### 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.

1. the Articles of Agreement;
2. the general conditions [2035 \(2018-06-21\) Higher Complexity – Services](#);
3. Annex B, Basis of Payment;
4. Annex A, Statement of Work;
5. Annex D, Performance Evaluation Report Form; and
6. the Contractor's proposition dated \_\_\_\_\_.

### Standard Clauses and Conditions

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

For the purposes of this contract, all references to "Canada", "Crown", "Her Majesty", "the Government" or "the Minister" in the clauses and conditions included herein, including those incorporated by reference, shall mean Her Majesty the Queen in right of Canada as represented by the Canadian Space Agency and its presiding Minister as appropriate.

### Security Requirements

There are no security requirements associated with this requirement.

### Statement of Work

The contractor shall perform the work in its proposition in accordance with the indications in the Annex A "Statement of work".

### Term of Contract

Contract Period : The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :

- i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends March 31<sup>st</sup>, 2019 ; and
- ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

### Option to Extend the Contract :

- iii. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- iv. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.



## Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See Annex D.

## Authorities

### 1. Contracting Authority

The Contracting Authority for the Contract is:

Alexandre Gentile  
**Procurement and Contract Administration**  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert, QC  
Canada J3Y 8Y9  
Telephone: (450) 926-4875  
E-Mail: [alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca)

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

### 2. Project Authority

Name: *To be inserted at contract award.*

Title: , **Project Manager**

#### **Departement**

Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-XXX

E-Mail: [xxxx.xxxx@canada.ca](mailto:xxxx.xxxx@canada.ca)

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

### 3. Contractor's Representative

Contact Name: *To be inserted at contract award.*

Telephone:

E-mail address:



---

## **Basis of Payment – Cost reimbursable – Limitation of expenditure**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$\_\_\_\_\_ - Applicable Taxes are extra.

### **Limitation of expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **Authorized Travel and Living Expenses**

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

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

- a. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## **Certifications Compliance**

The continuous compliance with the certifications provided by the Contractor and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor 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.



---

**Procurement Ombudsman – Dispute resolution services**

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

**Procurement Ombudsman – Contract administration**

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



# ANNEX A

## STATEMENT OF WORK (SOW)

### 1. Title: Space Technical Courses

### 2. Objective(s):

The delivery to CSA of space science & technology specialized courses by an experienced supplier, based on CSA bi-annual internal survey results.

### 3. Background

Since 2002, the Space Science & Technology (SS&T) of the Canadian Space Agency (CSA) has been coordinating technical lectures & training courses for CSA employees and managers (e.g. FOCUS on Technology & Space Technology Expertise Program (STEP) course series). These courses have been offered in-house, in collaboration with partnering agencies (CNES/ESA/NASA) as invited lecture series, or through contracted out specialized courses suppliers.

#### 3.1 Business Needs

The CSA internal need is to maintain and increase the required skill set in order to be able to effectively deliver on the CSA core mandate and long term space strategy. To this end, technical courses are required to maintain expertise.

These courses are to be offered in a cost efficient manner and are required to be aligned with the CSA needs.

The Science & Technology courses also fosters innovation, and is to enhance the organization's capacity to assimilate new techniques and technologies.

### 4. Scope

In the context of the Space Technology Education program, a number of specialised technical courses are to be provided to CSA to enhance capability and capacity of staff.

### 5. Tasks/Technical Specification:

The technical courses of interest to CSA are reflected in the list provided in order of priority in **11. List of Courses**.

The following courses have been identified for delivery FY 18-19:

- Exploration of Space
- Earth Observation
- CubeSat course/workshop

#### 5.1 Course Content

This section is to provide the bidder with the essential, or equivalent, description, but not limited to, the specified content of the course.

##### 5.1.1 Exploration of Space Course:

The course is to provide an overview of planetary environments of our solar system including the moon(s), mars, Near Earth Objects (NEO), asteroids and other celestial bodies; interior,



atmospheric and surface characterization; models of planetary formation, evolution, and orbit migration; characterization of habitability; current and future observational platforms.

The course is to provide an introduction to the observational techniques used to detect and characterize planetary objects and exoplanets. Characterization of atmospheric structure and environments based on coupled models, and on observations and habitability factors.

The goal of the course is to provide the CSA participants with the understanding of planetary objects, their environments and compositions, supported by space-based astronomy and information from past and current space exploration missions, and from space-based platforms, including, but not limited to, space-based telescopes and from ground-based observations.

#### Learning Method

The course is to feature lectures and interactive classroom discussions on the topic. Participants will examine the current ideas about the both detection of the Earth's moon, Mars, Near Earth Objects (NEO), asteroids and other celestial bodies and its composition using evidence from meteorites, satellite remote sensing, and previous manned and unmanned missions.

#### Specific Objectives

Upon completion of the course, participants are to be enabled to:

1. Debate hypotheses about the formation and history of Earth's moon, Mars, Near Earth Objects (NEO), asteroids and other celestial bodies of interest based on theory and observations.
2. Describe the dynamic systems, forces and influences, that continue to shape Earth's moon, Mars, Near Earth Objects (NEO), asteroids and other celestial bodies of interest.
3. Examine the conditions required for human and robotic exploration of Earth's moon, Mars, Near Earth Objects (NEO), asteroids and other celestial bodies of interest.
4. Describe how planetary environments may affect lunar rover/lander, and other exploration vehicles on Mars, Near Earth Objects (NEO), asteroids and other celestial bodies of interest.

#### **5.1.2 Earth Observation Course:**

The course is to provide a comprehensive introduction to Earth Observation missions and payloads.

In particular the characteristics of optical, infrared payload and instrumentation. Optical and optoelectronic techniques & technologies used for detectors and detection electronics.

It outlines Synthetic Aperture radar (SAR) techniques and technologies and detection electronics.

Radio techniques used to transmit information, with a focus on antennas, reception, RF filtering, frequency generation, digital transmission, power transmission and TeleMetry (TM)/TeleCommand TC).

#### Learning Method

The course is to feature lectures and interactive classroom discussions on the topic. Participants will examine the current concepts of Earth Observation missions and payloads.



### Specific Objectives

Upon completion of the course, participants are to be enabled to:

1. Debate the preferred detection techniques for Earth Observation missions.
2. Describe the characteristics of optical, infrared payload and instrumentation.
3. Examine the conditions required for both Optical and Synthetic Aperture radar (SAR) Earth Observation techniques and associated technologies.
4. Describe both optical and radio techniques used to transmit information, with a focus on antennas, reception, RF filtering, frequency generation, digital transmission, power transmission and TeleMetry (TM)/TeleCommand (TC).

### **5.1.3 CubeSat Engineering Course/Workshop**

The course is to provide the application of systems engineering tools and techniques in providing the participants with the necessary skill set, space industry standards, information, data and tools to plan and implement a credible CubeSat Development Program.

The course/workshop is to provide participants with a hands-on practical training, based on a fully functional, or equivalent, hardware and software of a prototype CubeSat. Using a 3U CubeSat, or equivalent nano-satellite, to offer participants hands-on training opportunity in an end to end CubeSat mission design based on a typical Earth

Observation (EO) or equivalent payload.

### Learning Method

The course is to feature lectures and interactive classroom discussions on the topic. Participants will examine the current concepts of CubeSat development program.

### Specific Objectives

Upon completion of the course, participants are to be enabled to:

1. Debate the benefits offered through CubeSat development.
2. Understand the inner working of an Earth Observation CubeSat.
3. Manipulate a hands-on practical training tool of a fully functional, or equivalent, hardware prototype.
4. Manipulate a hands-on practical training tool of a fully functional, or equivalent, flight software prototype interfacing with the hardware.

## **6. Travel**

All necessary travel arrangements and costs on the part of the selected contractor is to be justified and borne entirely by the contractor.

## **7. Constraints**

Course Duration: Each course shall be a maximum of 4 day duration.

Course Delivery: The courses are to be delivered orally, by the successful bidder, at CSA HQ training rooms located at 6767 Route de l'Aéroport, Saint Hubert, Qc, Canada.





Course notes: All courses notes to accompany the course delivery are the responsibility of the successful bidder, and electronic and paper copies for each participant are to be delivered to CSA at least two business day prior to the oral delivery of the course.

In compliance with Canada official languages policy, it will be considered as an asset if the course is orally delivered in one official language (English or French) and the accompanying notes be provided in the other official language (French or English).

At the end of the course, the contractor is to provide a certificate of completion to each participant upon successful completion of the course.

Course Participants: The participants are Government of Canada (CSA) employees with mainly a space science or engineering background.

## 8. Client Support:

Training rooms located at CSA-HQ in St-Hubert, Canada, have a maximum capacity of 25 participants, arranged in class room style, and are equipped with electronic screen with internet, offered as a government furnished facility, for the duration of the courses.

## 9. Meetings

The meetings are upon the delivery of the deliverables at CSA on location. Any preparatory meetings to assure a successful delivery will be conducted via teleconference meeting, as required, between contractor and CSA.

## 10. Deliverables

For all FY18-19 courses delivery dates are as follows:

- At least one course delivered before November 28<sup>th</sup>, 2018
- A second course delivered before January 30<sup>th</sup>, 2019
- A third course delivered before March 30<sup>th</sup>, 2019

One electronic copy of the course PowerPoint presentation on a memory stick.

One hardcopy of the course note for each participant.

One course certificate (either in English or French) upon completion of each course per participant.

## 11. List of courses

Courses to be offered in FY18-19

- 1 Exploration de l'espace / Exploration of Space
- 2 Observation de la terre/ Earth Observation
- 3 Atelier CubeSat/CubeSat Workshop

### Note:

Courses, of the same duration and numbers (as in FY 18-19), to be offered as an option in FY 19-20 and FY 20-21 from among the following subjects in order of priority:

- 4 Vols habités et stations spatiales/ Human Flights and Space Stations
- 5 Structures pour missions spatiales: de la conception au lancement / Space Mission Structures: Concept to Launch

- 6 Règles de gestion de projet spécifiques aux systèmes spatiaux et assurance de la qualité associée / Project management rules specific to space systems, associated product and quality assurance
- 7 Introduction aux sciences planétaires / Introduction to Planetary Sciences
- 8 Météoroïdes et débris spatiaux/ Meteoroids & Space Debris
- 9 Les exoplanètes / Exoplanets
- 10 L'astrobiologie - méthodes de détection de la vie dans d'autres mondes / Astrobiology - approaches to life detection on other worlds
- 11 Environnement spatial et mécanique spatiale / Space Environment & Space Mechanics
- 12 Satellites, sondes spatiales, ballons/ Satellites, Space Probes, Balloons
- 13 Expériences scientifiques embarquées/ Embedded Scientific Experiments
- 14 Définition et caractéristiques d'un engin spatial/ Spacecraft definition & characteristics
- 15 Conception et analyse de missions spatiales / Space Mission Analysis and Design (SMAD)
- 16 Notions fondamentales en imagerie radar et autres concepts avancés / Radar Fundamentals, Imaging and Advanced Concepts
- 17 Conception, systèmes et opérations de lanceurs réutilisables / Reusable Launch Vehicle Design, Systems and Operations
- 18 L'énergie noire / Dark Energy
- 19 Notions fondamentales en calcul de probabilité du risque / Essentials of Probabilistic Risk Assessment
- 20 Sensibilisation à l'état de l'espace et gestion de son achalandage / Situational Space Assessment (SSA) and Space Traffic Management
- 21 Lanceurs, systèmes de transport spatial, bases de lancement, sécurité et sauvegarde/ Launchers, Space Transportation Systems, Launch Bases, Safety & Security
- 22 Télécommunication, navigation et architecture / Telecommunication, navigation & architecture
- 23 Atelier de certification en gestion de projet Agile (PMI-ACP) / Agile Project Management Certification Workshop (PMI-ACP)
- 24 Conception et opérations des systèmes de contrôle au sol / Ground System Design and Operations
- 25 Mécanique orbitale / Orbital Mechanics
- 26 Dynamique de vol spatial/Spaceflight Dynamics
- 27 Technologie hyperspectrale et son utilisation / Hyperspectral Technology and Utilization
- 28 Radiations dans les atmosphères planétaires / Radiation in Planetary Atmospheres
- 29 Cours professionnel préparatoire à la certification en ingénierie de systèmes / Certified Systems Engineering Professional Preparation
- 30 Contrôle passif d'orientation pour petits satellites / Passive Attitude Control for Small Satellites
- 31 Notions en ingénierie de la fiabilité / Reliability Engineering Principles
- 32 Architecture et gestion du traitement de données en vol / Onboard data handling architecture & management
- 33 Propulsion / Propulsion
- 34 Analyse des modes de pannes, de leurs effets et de leur criticité (AMPEC) / Failure Modes, Effects, and Criticality Analysis (FMECA)



- 
- 35 Génie thermique spatial/Space Thermal Engineering
  - 36 Architecture et technologies des systèmes spatiaux embarqués / Architecture & Technologies of Embedded Systems
  - 37 Conception et analyse de systèmes de puissance pour engins spatiaux / Spacecraft Power Systems Design and Analysis
  - 38 Techniques en optique et optoélectronique/ Optical & Optoelectronic techniques
  - 39 Charges utiles et équipement RF (Radio-Fréquences)/ Radiofrequency payloads & equipment
  - 40 Contrôle d'attitude et pointage de satellites/Attitude control & pointing
  - 41 Introduction au STK (Satellite Tool Kit) / Introduction to STK (Satellite Tool Kit)
  - 42 Architecture électrique spatiale/Electric space architecture
  - 43 Méthodes de refroidissement cryogénique / Cryogenic Cooling Methods
  - 44 Génie mécanique/Mechanical Engineering
  - 45 Techniques RF / Radiofrequency techniques
  - 46 Tribologie dans l'espace / Space Tribology
  - 47 Notion fondamentales dans NX / NX Fundamentals
  - 48 Atelier d'analyse cas pire de circuits / Worst Case Circuit Analysis Workshop
  - 49 Processus de certification des astroports / Spaceport Certification Process



---

## **ANNEX B**

### **BASIS OF PAYMENT**



During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

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

- a. Work required to be performed within the Supplier's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.
- b. travel between the successful Supplier's place of business and the 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9.; and
- c. the relocation of resources

These expenses cannot be charged directly and separately from the professional fees.

The Bidder should complete this pricing schedule and include it in its financial bid.

|                     |                                     | All inclusive firm price per course (\$ currency)<br>A | Number of course (estimated)<br>B | Total (\$ currency)<br>C<br>A x B = C |
|---------------------|-------------------------------------|--|-----------------------------------|---------------------------------------|
| Courses in FY 18-19 | Course #1 - Exploration of Space    | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #2 - Earth Observation       | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #3 - CubeSat course/workshop | \$ __. __  | 1                                 | \$ __. __                             |
| Courses in FY 19-20 | Course #4 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #5 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #6 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |
| Courses in FY 20-21 | Course #7 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #8 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |
|                     | Course #9 - (subject to come)       | \$ __. __  | 1                                 | \$ __. __                             |

|                  |           |
|------------------|-----------|
| Sub-total        | \$ __. __ |
| Applicable taxes | \$ __. __ |
| Total            | \$ __. __ |

### 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 has been completed.

Invoices must be distributed as follows:

- (a)** One (1) copy must be forwarded to the following address for certification and payment

CANADIAN SPACE AGENCY  
 9F064 – FINANCIAL SERVICES  
 Information Technology  
 6767 Route de l'Aéroport  
 Saint-Hubert (Québec) J3Y 8Y9  
 CANADA



---

**OR BY E-MAIL :** [asc.facturation-invoicing.csa@canada.ca](mailto:asc.facturation-invoicing.csa@canada.ca)

One (1) copy must be forwarded to the Project Authorities

**Terms of Payment**

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

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

**Direct Deposit**

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



**ANNEX C**  
**INTEGRITY FORM**  
**To be included with certifications (Section III: Certifications)**

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



## ANNEX D PERFORMANCE EVALUATION REPORT

| PERFORMANCE EVALUATION REPORT  |                           |
|--|---------------------------|
| <b>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 contract agent responsible.</b> |                           |
| Name of contractor:  | Contract completion date: |
| Name of project authority/technical authority:   | Branch:                   |
| Contract no.:  | Project name:             |

| Supplier  |   |                           |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
|---|---|---------------------------|-------------------------|---------------------------|----------------------|--------------|---|---|---|---|---|-----------|--|--|--|--|--|--|--|--|--|
| <b>Rating scale:</b>  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">10 à 9 =<br/>Excellent</td> <td style="width: 33%; padding: 5px;">6 à 5 =<br/>Satisfactory</td> <td style="width: 33%; padding: 5px;">2 à 1 =<br/>Unsatisfactory</td> </tr> <tr> <td style="padding: 5px;">8 à 7 = Very<br/>Good</td> <td style="padding: 5px;">4 à 3 = Poor</td> <td></td> </tr> </table>   | 10 à 9 =<br>Excellent     | 6 à 5 =<br>Satisfactory | 2 à 1 =<br>Unsatisfactory | 8 à 7 = Very<br>Good | 4 à 3 = Poor |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
| 10 à 9 =<br>Excellent   | 6 à 5 =<br>Satisfactory   | 2 à 1 =<br>Unsatisfactory |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
| 8 à 7 = Very<br>Good  | 4 à 3 = Poor  |                           |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
| 1) Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table> | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 | Comments: |  |  |  |  |  |  |  |  |  |
| 10  | 9   | 8                         | 7                       | 6                         | 5                    | 4            | 3 | 2 | 1 |   |   |           |  |  |  |  |  |  |  |  |  |
| Comments:   |   |                           |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
| 2) Please rate the overall quality of the services provided by this supplier.   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table> | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 | Comments: |  |  |  |  |  |  |  |  |  |
| 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. | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table> | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 | Comments: |  |  |  |  |  |  |  |  |  |
| 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?   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table> | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 | Comments: |  |  |  |  |  |  |  |  |  |
| 10  | 9   | 8                         | 7                       | 6                         | 5                    | 4            | 3 | 2 | 1 |   |   |           |  |  |  |  |  |  |  |  |  |
| Comments:   |   |                           |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
| 5) Please rate the quality of communication between the department and the supplier.  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table> | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 | Comments: |  |  |  |  |  |  |  |  |  |
| 10  | 9   | 8                         | 7                       | 6                         | 5                    | 4            | 3 | 2 | 1 |   |   |           |  |  |  |  |  |  |  |  |  |
| Comments:   |   |                           |                         |                           |                      |              |   |   |   |   |   |           |  |  |  |  |  |  |  |  |  |
|   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> </table>  | 10                        | 9                       | 8                         | 7                    | 6            | 5 | 4 | 3 | 2 | 1 |           |  |  |  |  |  |  |  |  |  |
| 10  | 9   | 8                         | 7                       | 6                         | 5                    | 4            | 3 | 2 | 1 |   |   |           |  |  |  |  |  |  |  |  |  |





|   |  |   |
|---|--|---|
| <p>6) Were all administrative documents received in accordance with the requirements of the contract?</p> <p>Administrative documents can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Progress reports</li> <li>• Reports on use or business volume</li> <li>• Meeting agendas and minutes</li> <li>• Documentation and quality of work</li> </ul> | Comments:  |   |
| <b>Total /60</b>  | Excellent: 54 et 60<br>Very Good: 42 à 53<br>Satisfactory: 30 à 41 | Poor: 18 à 29<br>Unsatisfactory: 18 or less |
| <b>Signatures Bloc - Evaluation Excellent, Very good or Satisfactory</b>  |  |   |

\_\_\_\_\_  
Project Authority/Technical Authority:

\_\_\_\_\_  
Contract Agent:

**Signatures Bloc - Evaluation Poor or Unsatisfactory**

\_\_\_\_\_  
Technical Expert

\_\_\_\_\_  
Supply Manager:



## ANNEX “E” EPOST INSTRUCTIONS

Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post’s (CPC) epost Connect online service.

### What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

**Please note** that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

### Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

### How to participate

Please confirm your participation to PSPC’s Bid Receiving Unit at:  
[TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca).

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

**IMPORTANT:** If you decide not to participate using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.