



REQUEST FOR PROPOSAL (RFP)

Title: Terrestrial Snow Mass Mission – Phase 0

**Bid Submission Deadline:
January 30, 2019 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.DGAreceptiondessomissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Reference: CSA File No. **9F045-20180533**

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



December 14, 2018

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this requirement.

2. Statement of Work

With this Request for Proposals (RFP), the Canadian Space Agency's (CSA) plans to award a contract to complete the Options Analysis Phase (Phase 0) for high-resolution measurement of terrestrial Snow Water Equivalent (SWE).

The activity has the following objectives:

- Update and refine the mission concept for a terrestrial snow mass mission to address the modifications to the mission objectives and the issues raised by a previous concept study;
- Develop a new concept for a low-cost precursor mission;
- Develop requirements and concept of operations;
- Refine the Mission Development Plan, including costs and risks;
- Successfully complete the Mission Requirements Review.

- **Period of the Contract**

The period of the contract will be for approximately thirteen (13) months commencing on the day of contract award.

- **Work location**

The work will take place at the Contractor's location but the contractor will also have to attend meetings at the Canadian Space Agency's at 6767 route de l'aéroport, Saint-Hubert Québec J3Y 8Y9 or at other locations as described in the Statement of Work.

- **Travel**

No travel expenses will be reimbursed.

- **Official languages**

Since the deliverables must be written in English, provided resource MUST have advanced level knowledge of English language.

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

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. Trade Agreements

This procurement is subject to the Comprehensive Economic and Trade Agreement (CETA).

5. 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.



6. 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.

Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

7. Maximum funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$400,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount will be considered non-responsive.

8. 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 Appendix 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:

- ❖ By the epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

Epost connect service information: Section 08 (2018-05-22) - Transmission by epost Connect of document 2003 (2018-05-22) – Standard Instructions - Goods or Services - Competitive Requirements
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>

Or

- ❖ the CSA's Tenders Reception Office

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

DO NOT COPY THE CONTRACTING AUTHORITY

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.
Proposals sent by fax are not acceptable.

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority claudine.morin@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.

4. Basis for Canada's Ownership of Intellectual Property

Canada intends to retain ownership of any Foreground Intellectual Property arising out of the proposed contract on the basis that it may be needed for any following phase of this mission.



PART 3 - BID PREPARATION INSTRUCTIONS

1. General

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 and Management 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 (One (1) hard copy and one soft copy on CD)
- Section II: Financial Bid (One (1) hard copy and one soft copy on CD)
- Section III: Certifications (One (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.

2. Price

The financial proposal must indicate a detailed breakdown of the total quoted price. The proposed Basis of Payment should be **as per indication in Appendix B**.

Please provide your financial proposals in a separate document.

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination, Customs duties and Excise taxes included.

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation;
- (c) the Bidder must use one set of Sections (Section I, II and III) for every single project proposed, meaning that every bid requires its own Section I, Section II and Section III documents.
- (d) all the required documentation for the soft copy of the Technical and Management Bid should be all-inclusive in one file (acceptable electronic formats are: MS Word and PDF). A separate electronic version of the Executive Summary should also be included which should not contain any proprietary markings or information as it will be treated as public domain material.
- (e) the hard copy of Section II and its electronic version as a stand-alone file should be submitted on a separate CD than the Section I.
- (f) include the certifications as a separate section of the bid;
- (g) the bidder must present their financial proposal in conformity with the basis of payment;
- (h) the total amount with goods and services tax (GST) or harmonized sales tax (HST), if applicable, must be indicated separately.



3. Business name and address of bidder

- 1) Name: _____
- 2) Address: _____
- 3) Telephone: _____ Fax: _____
- 4) Email: _____
- 5) Email for financial questions: _____
- 6) Procurement Business Number (PBN): _____
- 7) Tax number: _____
- 8) Board of directors: _____
 Name and title

 Name and title

Section I: Technical Bid

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

The technical and management 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.

The structure and content requested for Section I is detailed in Attachment 1, Bid Preparation Instructions.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in APPENDIX B. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST), Quebec Sales Tax (QST) is to be shown separately, as applicable.

Bidders must submit their prices and rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST/HST/QST excluded.

Bidders are requested to detail the cost elements for each work package of the Contract Work Breakdown Structure (CWBS). At a minimum, the following information shall be provided for each work package for the price quoted in response to the pricing schedule detailed in APPENDIX B.

Professional fees: For each individual and (or) labour category, bidders should indicate: a) the quoted hourly rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., hours). If daily or monthly rates are proposed, bidders should specify the number of hours included in a working day or month, exclusive of meal breaks.



Equipment, if applicable: Bidders shall specify each item required for purchase and provide the pricing basis for each one.

Materials and Supplies, if applicable: Bidders shall identify each category of materials and supplies required for purchase and provide the pricing basis of each one. Bidders shall indicate, on a per category basis, whether the items are likely to be consumed during the performance of the contract.

Travel and Living Expenses:

Indicate the number and cost of journeys, together with the basis of these costs. Refer to Appendices B, C and D of the National joint Council Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Subcontracts, if applicable: Bidders shall identify any proposed subcontractor and provide in their financial bid for each one a price breakdown in accordance with this section.

Other Direct Charges, if applicable: Bidders shall identify any category of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and management and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical and Management Evaluation

Mandatory Criteria

At Bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

M1 The Bidder must submit a signed Bid as specified in the clause entitled "Signature of Bid" in part II of this Bid solicitation.

1.2 Point rated Technical and Management Criteria

Point rated technical and management evaluation criteria are included in Attachment 2.

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

M2 The maximum funding available resulting from the bid solicitation is a firm all-inclusive lot price of \$400,000.00, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. Bids valued in excess of the amount indicated will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available. The Bidder must submit a signed Bid as specified in the clause entitled "Signature of Bid" in part II of this Bid solicitation.

2. Basis of Selection

2.1 Basis of Selection - Highest Rated Within Budget

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet mandatory evaluation criteria; and
- (c) obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
- (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating
- (e) obtain the required minimum points overall for the management evaluation criteria which are subject to point rating

Bids not meeting (a) or (b) or (c) or (d) or (e) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

The overall score will be obtained by adding the scores for each of the following group of criteria: "Technical", and "Management".

In the event that more than one responsive bid has the same total points on the technical and management evaluation, the responsive bid with the highest score in the Technical Criteria (sum of Criteria 1 to 4) will be recommended for award of a contract.

In the event that more than one responsive bid has the same total points on the technical and management evaluation and Technical Criteria, the responsive bid with the highest score in the Criterion 2 (Mission Concept Design) will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 - BID PREPARATION INSTRUCTIONS OUTLINE AND CONTENT OF SECTION I

The suggested outline and content of the technical/scientific and management bid, is detailed herein. The information should be presented in the following order:

1. Title / Project Identification Page
2. Executive Summary
3. Table of Contents
4. Technical Section
5. Managerial Section
6. Bid Appendices

1. Title / Project Identification Page:

This is the first page of the Bid. It should clearly state:

- A. RFP file number;
- B. The company's name and address;
- C. The title of the proposed project (the use of acronyms in the title is discouraged, unless they are described);
- D. A short summary of the Bid summarizing the Bid in no more than 8 lines.

2. Executive Summary:

The Executive Summary of Section I of the Bid should be a stand-alone document suitable for public dissemination, for example, through the CSA web site, if the Bid is successful. It should not exceed one page in length (8.5" x 11") and should highlight the following elements:

- A. Project objectives;
- B. A description of the work to be done during the course of the project
- C. Key deliverables;
- D. Technical risks;
- E. Major milestones; and

3. Table of Contents:

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

4. Technical Section:

The Technical Bid should describe the proposed project as outlined in the following sections and subsections.

4.1 Payload Analysis and Trade-off (Evaluation Criterion 1)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to understand the mission objectives for terrestrial snow mass measurements, flow-down those high-level objectives to instrument specifications.

The bidder is requested to:

- A. demonstrate understanding of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean winds and underlying technical/scientific principles;
- B. demonstrate capabilities for simulating and analyzing the high-level performance of a Synthetic Aperture Radar (SAR);

4.2 Mission Concept Design (Evaluation Criterion 2)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to perform space mission design analyses.

The bidder is requested to:



- A. provide examples of space mission design analysis completed by the bidder, such as coverage analysis, power and mass budgets, link analysis, etc.;
- B. describe simulators, tools, models, etc. that the bidder is currently using for space mission design activities and identify on which mission/instrument they have been used.
- C. provide examples of experience in performing trade-off analyses between the feasibility/complexity of an spaceborne Earth Observation (EO) payload versus the compliance to measurement objectives.

4.3 Mission Requirements and Concept of Operations (Evaluation Criterion 3)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to flow-down mission objectives into mission and system requirements and concept of operations.

The bidder is requested to:

- A. provide examples of space missions for which the bidder has been directly involved in deriving the mission and system requirements;
- B. provide examples of space missions for which the bidder has been directly involved in deriving a concept of operations;

4.4 Mission Development Plan (Evaluation Criterion 4)

This section should demonstrate the bidder's recent experience (less than 10 years) and capability to perform a Technology Readiness and Risk Assessment (TRRA), identify technology development activities and assess costs, schedule and risks of the proposed mission.

The bidder is requested to:

- A. provide examples of mission development plans completed by the bidder for spaceborne EO missions;
- B. describe the methodology that the bidder is currently using for TRRA, estimating preliminary costs, schedule and perform risks assessment for spaceborne EO mission.
- C. demonstrate the capability to identify technology development activities in the context of the Canadian space industry.

5. Management Section:

This section of the proposal should demonstrate the effectiveness of the bidder in delivering the project. In order to do this, the bidder should include as a minimum the following: key personnel qualifications, team organization and arrangements, previous project experience, and the Management Plan.

5.1 Team Experience (Evaluation Criterion 5)

The bidder is requested to:

- A. present the organizational chart and the project team that will be dedicated to the project;
- B. describe the roles and responsibilities of all key team members including partners or subcontractors who will form part of the team responsible for the work proposed;
- C. provide resumes of the bidder's key team personnel (including its partners and subcontractors) to illustrate the depth of experience related to similar projects;
- D. describe any teaming arrangements that would increase the depth of knowledge of the bidder's organization;
- E. provide the details of the arrangement that exists to respond to this request for proposal;
- F. demonstrate knowledge and previous experience in the technology domain applicable to the statement of work; and
- G. demonstrate previous Technical and Management experience in the work performed on similar projects (including the bidder, its partners and subcontractors).



5.2 Project Management Approach (Evaluation Criterion 6)

The bidder is requested to:

- A. describe the management approach that will be taken to implement the project;
- B. provide a description of the main tasks of the project in sufficient detail to demonstrate a good understanding of the scope of the project;
- C. provide a resource allocation matrix identifying the time, manpower and resources allocated on each task.
- D. describe the overall project management system, methods of tracking and controlling the progress of the project necessary to ensure effective and efficient project management; and
- E. provide a project timetable that relates tasks, milestones and deliverables. For planning purposes, use a project start date of March 1, 2019.
- F. provide an analysis of project management risks with mitigation plans.

6. Bid Appendices

The following items should be addressed in individual appendices as part of the Bids.

- A. List of acronyms used in the Bid;
- B. Résumés: The Bid shall include résumés of all key personnel including those of subcontractors and these shall be appended to Volume I;
- C. List of Contacts: The list of contacts shall be appended to Volume I, in a format suitable for distribution and shall include all of the Bidder's points-of-contact involved in the Bid development and/or contract negotiations.

The following example format shall be used:

Table B 2: - Sample List of Contacts

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

- D. Signed Letters of Agreement with subcontractors: These include Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), or other related documentation, that will confirm participation of identified subcontractors.;
- E. Statements of Work for subcontractors;
- F. CDRL compliance matrix;
- G. Key Background Intellectual Property;
- H. Corporate literature: Only literature that is relevant and will be useful to support the Bid;
- I. Any other Bid appendices deemed appropriate by the Bidder



ATTACHMENT 2 TO PART 4 - POINT RATED CRITERIA

Each Technical Bid that meets the Mandatory Requirement specified above, will be evaluated and scored in accordance with Table 1: List of Evaluation Criteria and Associated Scores. The criteria are grouped under the following divisions:

- Technical
- Management

Table 1: List of Evaluation Criteria and Associated Scores

Technical Criteria	Maximum Score	Minimum Pass Score
1) Payload Analysis and Trade-off	15	7.5
2) Mission Concept Design	20	10
3) Mission Requirements and Concept of Operations	15	7.5
4) Mission Development Plan	15	7.5
<i>Minimum Pass Score for Technical Criteria</i> <i>Maximum Score for Technical Criteria</i>	38 65	
Management Criteria	Maximum Score	Minimum Pass Score
5) Team Experience	20	10
6) Project Management Approach	15	7.5
<i>Minimum Pass Score for Management Criteria</i> <i>Maximum Score for Management Criteria</i>	20 35	

The point rated evaluation criteria are supported by a set of 5 benchmark statements (0, A, B, C, D). Each of these statements has a corresponding relative value:

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

As an example, the maximum point rating for the "Team Experience" criterion is 20 points. If a Bid receives a "C" for this criterion in the evaluation process, the score attributed will be: 75% of 20 points = 15 points (score). Each of these criteria has a minimum passing score.

EVALUATION CRITERIA AND BENCHMARK STATEMENTS

TECHNICAL CRITERIA

1. Payload Analysis and Trade-off

Maximum Score: 15 points

This criterion assesses the degree to which the proposal demonstrates bidder's recent experience (less than 10 years) and capability to understand the mission objectives for terrestrial snow mass measurements and to flow-down those high-level objectives to instrument specifications.

0) The Bid does not address experience or capabilities to understand the mission objectives for terrestrial snow mass measurements and to flow-down those high-level measurement objectives to instrument specifications.

A) Poor: The Bid provides only a limited discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean winds. The bidder's capabilities for simulating and analyzing the high-level instruments performance are not demonstrated. The Bid provides one example of experience with performing trade-off analyses between the feasibility/complexity of a spaceborne EO payload versus the compliance to measurement objectives.

B) Average: The Bid provides a discussion on the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean winds but the discussion exhibits no general understanding of underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level instruments performance are addressed, but not specifically for a SAR. The Bid provides one example of experience with performing trade-off analyses between the feasibility/complexity of a spaceborne EO payload versus the compliance to measurement objectives.

C) Good: The Bid includes a discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean winds and it exhibits a general understanding of the underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level performance of a SAR instrument, and of any other instrument that is expected to be analyzed as part of the proposed work, are clearly demonstrated. The Bid has experience demonstrated in one relevant project with performing trade-off analyses between the feasibility/complexity of a spaceborne EO payload versus the compliance to measurement objectives.

D) Excellent: The Bid includes a discussion of the measurement objectives related to terrestrial snow mass, sea ice, land ice and ocean winds and it provides an authoritative understanding of underlying technical/scientific principles. The bidder's capabilities for simulating and analyzing the high-level performance of a SAR instrument, and of any other instrument that is expected to be analyzed as part of the proposed work, are clearly demonstrated. The Bid has experience demonstrated in two relevant projects with performing trade-off analyses between the feasibility/complexity of a spaceborne EO payload versus the compliance to measurement objectives.

2. Mission Concept Design

Maximum Score: 20 points

This criterion assesses the degree to which the proposal demonstrates the bidder's recent experience (less than 10 years) and capability to perform space mission design analyses.

0) The bid does not address experience in practical space mission design analysis activity to support the development of a mission.

A) Poor: The Bid provides one example of space mission design analysis but lacks details. It does not enumerate the tools the bidder uses for space mission design activities.

B) Average: The Bid describes one space mission design analysis activity in which the bidder has been involved. It only enumerates some of the tools the bidder uses for space mission design activities.

C) Good: The Bid provides comprehensive and detailed example of one space mission design analysis activity in which the bidder has played a significant role. It describes the tools the bidder uses for space mission design activities.

D) Excellent: The Bid provides comprehensive and detailed examples of at least two space mission design analysis activities in which the bidder has played a significant role. It describes in detail the tools the bidder uses for space mission design activities and identifies on which mission/instrument they have been used.



3. Mission Requirements and Concept of Operations

Maximum Score: 15 points

This criterion assesses the degree to which the proposal demonstrate the bidder's recent experience (less than 10 years) and capability to flow-down space mission objectives into space mission and system requirements and concept of operations.

- 0) The bid does not address experience in deriving space mission and system requirements.
- A) Poor: The Bid provides one example of space mission for which the bidder has been involved in deriving the mission and system requirements, but lacks details;
- B) Average: The Bid provides one example of space mission for which the bidder has been involved in deriving the mission and system requirements, as well as the preliminary concept of operations;
- C) Good: The Bid provides a comprehensive and detailed example of one space mission for which the bidder has played a significant role in deriving the mission and system requirements, as well as the preliminary concept of operations;
- D) Excellent: The Bid provides comprehensive and detailed example of at least two space missions for which the bidder has played a significant role in deriving the mission and system requirements, as well as the preliminary concept of operations;

4. Mission Development Plan

Maximum Score: 15 points

This criterion assesses the recent experience (less than 10 years) and capabilities of the bidder to perform a Technology Readiness and Risk Assessment (TRRA), identify technology development activities and assess costs, schedule and risks of the proposed mission.

- 0) The bid does not address experience in development plans for spaceborne EO missions.
- A) Poor: The Bid provides one example of EO mission development plan in which the bidder has been involved but lacks details. It mentions briefly the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of a spaceborne EO mission.
- B) Average: The Bid provides a comprehensive and detailed example of one EO mission development plan in which the bidder has been involved. It mentions briefly the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of a spaceborne EO mission.
- C) Good: The Bid provides comprehensive and detailed example of one EO mission development plan in which the bidder has played a significant role. It describes the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of a spaceborne EO mission. The capability for identify technologies development activities in the context of the Canadian space industry is demonstrated.
- D) Excellent: The Bid provides comprehensive and detailed examples of at least two EO missions development plans in which the bidder has played a significant role. It describes in detail the methodology the bidder uses for TRRA, estimating preliminary costs, schedule and perform risks assessment of a spaceborne EO mission. The capability for identify technologies development activities in the context of the Canadian space industry is clearly demonstrated.



MANAGEMENT CRITERIA**5. Team Experience****Maximum Score: 20 points**

This criterion assesses the capability (education, experience, expertise and complementarities) of the personnel assembled to carry out the Bid.

- 0) The proposed team (including bidder, partners and subcontractors) either has not been identified or has not successfully completed studies of similar scope and complexity.
- A) Poor: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is incomplete or not balanced, and there is no evidence that it will be dedicated for the whole duration of the study. Roles and responsibilities of key team members are not defined. Resumes are not provided for key team personnel. The teaming arrangement is not described. The team composition demonstrates little or no experience in the domain relevant to the proposed work. The team has little experience of successfully completing studies of similar scope and complexity.
- B) Average: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete and generally balanced, but there is evidenced that it may not be dedicated for the whole duration of the study. The roles and responsibilities of some key team members are not clearly defined. Resumes are provided for some key team personnel, but not all. The teaming arrangement is only generally described. The team composition is such that it only demonstrates partial experience in the domain relevant to the proposed work. The team has limited experience, in that it has successfully completing similar studies, albeit of a reduced scope and complexity.
- C) Good: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete, balanced and are planned on being dedicated for the whole duration of the study. The roles and responsibilities of all key team members are clearly defined. Resumes are provided for all key team personnel. The teaming arrangement is described in detail. The team composition is such that it has recognizable experience in the domain relevant to the proposed work. The team has experience in successfully completing studies of similar scope and complexity.
- D) Excellent: The proposed team (including bidder, partners and subcontractors), as described by the organizational chart, is complete, balanced and will clearly be dedicated for the whole duration of the study. The roles and responsibilities of all key team members are clearly defined. Resumes are provided for all team personnel. The teaming arrangement is described in detail. The team composition is such that it has recognizable experience in the domain relevant to the proposed work. The team has experience and a proven, demonstrated track record in successfully completing studies of at least similar scope and complexity.



6. Project Management Approach**Maximum Score: 15 points***This criterion assesses the suggested Project Management Approach.*

- 0) No concrete management approach is provided.
- A) Poor: The project management plan as described in the Bid does not follow a methodical approach. The methods of tracking and controlling the progress are limited and are not correlated to the work. All phases are identified but there are no supporting details for the implementation of the work. The schedule is incomplete and does not contain details demonstrating that the complexity of the mission is understood.
- B) Average: The project management plan as described in the Bid follows a methodical approach, but lacks completeness. Overall, the methods of tracking and controlling the progress are provided, but are not fully correlated to the work. All phases are identified and compliant with the Statement of Work, but there are areas lacking details for the implementation of the work. The schedule is there but lacks details; the schedule includes the deliverables and is compliant with the deliverables schedule stipulated in the Statement of Work.
- C) Good: The project management plan as described in the Bid follows a methodical approach and is complete. The methods of tracking and controlling the progress are logical and clearly outlined, and are correlated to the work. All phases are identified and are compliant with the Statement of Work, including most details for the implementation of the work. The schedule is complete and detailed. The schedule includes the deliverables and is compliant with the deliverables schedule stipulated in the Statement of Work. Risks specific to this study are discussed.
- D) Excellent: The management plan as described in the Bid follows a methodical approach and is complete. The methods of tracking and controlling the progress are logical and clearly outlined, and are correlated to the work. A complete description of the implementation of the work is given and is compliant with the Statement of Work. The schedule is complete and very detailed. The schedule includes the deliverables and individual work packages and is compliant with the deliverables schedule stipulated in the Statement of Work. Risks specific to this study are identified with credible mitigation.



PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Government of Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to government of Canada is subject to verification by government of Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Certifications Precedent to Contract Award

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

A. INTEGRITY PROVISIONS – ASSOCIATED INFORMATION

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

B. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

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

C. LEGAL ENTITY AND CORPORATE NAME

1. The bidder hereby certifies that it is a (circle one);
 - a. sole proprietorship,
 - b. partnership, or
 - c. corporate entity;

2. It was registered or formed under the laws of

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



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

D. CODE OF CONDUCT FOR PROCUREMENT

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

2) The bidder certifies that:

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

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

E. ATTESTATION – FORMER PUBLIC SERVANT

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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

F. Status and Availability of Resources

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.

G. Education and Experience

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

H. Certification of languages

Advanced level Official Languages: Since final report must be written in English, bidder MUST provide at least one resource with advanced level knowledge of English language.

I. 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:

- A. Integrity provisions – associated information
- B. Federal contractors program for employment equity – bid certification
- C. Legal entity and corporate name
- D. Code of conduct for procurement
- E. Attestation - Former Public Servant
- F. Status and Availability of Resources
- G. Education and Experience
- H. Certification of languages
- I. Certification

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

Name (print or type)

Signature

Date

Title of person authorized to sign on behalf of the Organization



PART 6 - RESULTING CONTRACT CLAUSES

1. Priority of Documents

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

- a) the Articles of Agreement;
- b) General Conditions and supplemental general conditions;
- c) Appendix A, Statement of Work;
- d) Appendix B, Pricing
- e) Appendix C, Client satisfaction form
- f) the Contractor's bid dated _____.

2. Security Requirements

There is no security requirement associated with this requirement.

3. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Appendix A** and the technical and management portions of the Contractor's bid entitled _____, dated _____.

4. 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 issued by Public Works and Government Services Canada. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

4.1 General conditions

2035 (2018-06-21), Higher Complexity – Services

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/17>

4.2 Supplemental General conditions

4007 (2010-08-16), Canada to own Intellectual Property Rights in foreground

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4007/3>

5. Performance Evaluation Report

Bidders should 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 Appendix C).

6. Term of Contract

The period of the contract will be for approximately thirteen (13) months commencing on the day of contract award.



7. Contracting Authority

The Contracting Authority for the Contract is:

Claudine Morin
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4427
E-Mail: claudine.morin@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.

8. Project Authority

To be inserted at contract award.
Name: *To be inserted at contract award.*
Title: *To be inserted at contract award.*
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: *To be inserted at contract award.*
E-Mail: *To be inserted at contract award.*

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.

9. Contractor's Representative

Contact Name: *To be inserted at contract award*
Telephone: *To be inserted at contract award*
E-mail: *To be inserted at contract award*

10. Basis of Payment – Firm Milestones Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm Milestones prices, as specified in the contract. Customs duties are, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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



11. Methods of Payment – Milestone payments

Canada will pay the Contractor on a milestone payment basis 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 performed has been accepted by Canada.

12. Travel and living expenses

No travel expenses will be reimbursed.

13. 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 and vouchers for all direct expenses;
- d) a copy of the monthly progress report.

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following address for certification and payment
CANADIAN SPACE AGENCY
9F045 – FINANCIAL SERVICES
Space utilization – Satellite operations, infrastructure and applications
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9 CANADA
OR BY E-MAIL: asc.facturation-invoicing.csa@canada.ca

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

14. 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>

15. Certifications

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



16. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory.*)

17. Insurance Requirements

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.

18. Office of the procurement ombudsman

18.1 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 or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of 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 e-mail at boa.opo@boa-opo.gc.ca.

18.2 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 supplier or the contractor or the name of the entity awarded this contract] respecting 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 e-mail at boa.opo@boa-opo.gc.ca.

19. Translation of Documentation

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

20. Accounts and Audit

The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.



Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.



APPENDIX A

STATEMENT OF WORK (SOW)

(see document attached)



APPENDIX B

BASIS OF PAYMENT

Pricing



BASIS OF PAYMENT

Basis of Payment - Firm Milestones Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm Milestones prices, as specified in the contract. Customs duties are, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

Milestone	Title	Estimated Schedule of the delivery	Firm Amount
1	Delta Mission Conceptual Design Document	As per indication in the statement of work	\$ _____
2	Mission and System Requirements List (draft #1)	As per indication in the statement of work	\$ _____
3	Updated Delta Mission Conceptual Design Document	As per indication in the statement of work	\$ _____
4	Mission and System Requirements List (draft #2)	As per indication in the statement of work	\$ _____
5	Mission and System Requirements List	As per indication in the statement of work	\$ _____
6	Preliminary Concept of Operations	As per indication in the statement of work	\$ _____
7	Mission Planning and Development Report	As per indication in the statement of work	\$ _____
8	Kick-off Meeting Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
9	TIM #1 Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____



10	Mission Concept Review Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
11	Interim Review Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
12	TIM #2 Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
13	Mission Requirements Review Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
14	Final Review Meeting Presentation, Minutes & Action Item Log	As per indication in the statement of work	\$ _____
15	Final Data Package	As per indication in the statement of work	\$ _____
*Evaluated Price (GST and QST excluded): Not to exceed \$ 400,000.00			\$ _____
Applicable taxes (GST/QST/HST):			\$ _____
Total including tax			\$ _____



APPENDIX C

PERFORMANCE EVALUATION REPORT



APPENDIX C – PERFORMANCE EVALUATION REPORT														
Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority														
Name of contractor:					Contract completion date:									
Name of project authority					Branch:									
Contract no.:					Project name:									
Supplier														
Rating scale:					10 à 9 = Excellent			6 à 5 = Satisfactory			2 à 1 = Unsatisfactory			
					8 à 7 = Very Good			4 à 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:									
5) Please rate the quality of communication between the department and the supplier.					10	9	8	7	6	5	4	3	2	1
					Comments:									
6) Were all administrative documents received in accordance with the requirements of the contract?					10	9	8	7	6	5	4	3	2	1
					Comments:									
Administrative documents can include but are not limited to: Invoices Progress reports Reports on use or business volume Meeting agendas and minutes Documentation and quality of work														
Total /60					Excellent: 54 et 60			Poor: 18 à 29						
					Very Good: 42 à 53			Unsatisfactory: 18 or less						
					Satisfactory: 30 à 41									



Signatures Bloc - Evaluation Excellent, Very good or Satisfactory

Project Authority

Contract Agent:

Signatures Bloc - Evaluation Poor or Unsatisfactory

Technical Expert

Supply Manager:



APPENDIX D

EPOST INSTRUCTIONS



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. Suppliers requested the ability to submit their bids electronically and PSPC listened! The Bid Receiving Unit in the National Capital Region is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service and your organization has been identified as a potential participant.

The pilot will include a limited number of solicitations, starting with "invitation only" tenders to pre-qualified suppliers. Later on in the pilot, suppliers may watch for opportunities posted on Buyandsell.gc.ca that will be clearly identified as solicitations selected for the epost Connect pilot.

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 in the epost Connect pilot.

To provide you with an overview of how the system works and to help inform your decision, attached is the CPC epost Connect Participant Guide.

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 in the pilot to PSPC's National Capital Region Bid Receiving Unit at: 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 in this pilot using an epost Connect account you are still invited to bid and the regular methods for bid submissions that are outlined in the solicitation document. We look forward to collaborating with you on this exciting new initiative!