



**RETURN RESPONSES TO:
RETOURNER LES RÉPONSES À:**

PWGSC Bids Receiving Unit
Place Bonaventure, 7th Floor
South-East Portal, suite 7300
800 De la Gauchetière St. W.
Montreal, Quebec, Canada
H5A 1L6

Réception des soumissions de TPSGC
Place Bonaventure, 7^e étage
Portail Sud-Est, suite 7300
800 rue de la Gauchetière Ouest
Montréal (Québec), Canada
H5A 1L6

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments – Commentaires

***** There are security
requirements associated
with this requirement*****

**Vendor / Firm Name and Address
Raison sociale et adresse du
fournisseur / de l'entrepreneur**

Issuing Office - Bureau de distribution

Space Programs Directorate (Mtd Division)
6767 route de l'Aéroport, Suite 4A-353
Saint-Hubert, Quebec, Canada
J3Y 8Y9



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|---|--|
| Titre – Sujet GATEWAY EXTERNAL ROBOTICS INTERFACES (GERI) LARGE AND DEXTRIOUS ARMS INTERFACES – PHASE A | |
| Solicitation No. - N° de l'invitation 9F052-18-0865 | Amendment No. - N° modif. N/A |
| Client Reference No. - N° de référence du client 9F052-18-0865 | Date April 26, 2019 |
| GETS Ref. No. - N° de réf. de SEAG PW-19-00871935 | |
| File No. - N° de dossier 9F052-18-0865 | CCC No./N° CCC - FMS No/N° VME N/A |
| Solicitation Closes - L'invitation prend fin: at - à 2:00 pm On - le Thursday June 13th, 2019 | Time Zone Fuseau horaire Eastern Daylight Time (EDT) |
| F.O.B - F.A.B. Plant-Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other-Autre : <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Pierre Letendre | Buyer Id - Id de l'acheteur 205mtd |
| Telephone No. - N° de téléphone 450-926-6751 | E-mail address - Adresse Courriel pierre.letendre@canada.ca |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Canadian Space Agency 6767 route de l'Aéroport Saint-Hubert, Quebec, Canada J3Y 8Y9 | |

Instructions : See Herein
Instructions : Voir aux présentes

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

| | |
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

List of Annexes and Attachments:

- **Annex "A"** - Statements of Work (SoWs);
- **Annex "B"** - Basis of Payment;
- **Annex "C"** - Security Requirements Checklist (SRCL);
- **Annex "D"** - Task Authorization Form PWGSC-TPSGC 572;
- **Annex "E"** - Bidder's / Contractor's Mandatory Non-Disclosure Agreement (NDA);
- **Annex "F"** - Bidder's / Contractor's Disclosure of Intellectual Property;

- **Attachment 1 to Part 3:** Electronic Payment Instruments;
- **Attachment 2 to Part 3:** Additional CSA Technical and Managerial bid preparation instructions;

- **Attachment 1 to Part 4:** Mandatory and Point Rated Evaluation Criteria;

- **Attachment 2 to Part 4:** Simulated Task Authorization for financial evaluation purposes;

- **Attachment 1 to Part 5:** Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

- 1.2.1 a) Public Works and Government Services Canada (PWGSC), (also referred to as "*Public Services and Procurement Canada*" ("*PSPC*")), is releasing this Request for Proposals (RFP) on behalf of the Canadian Space Agency (CSA) to acquire services for the development of concepts for robotic interfaces to be used as part of the "*Deep Space Exploration Robotics*" initiative or "*DSXR*". These "*Gateway External Robotics Interfaces*" or "*GERI*" were identified by the CSA as critical components of a possible DSXR contribution to the future international space station set to orbit the moon over the next decade. This follow-on international space station is often referred to as the "*Deep Space Gateway*" or "*DSG*" or "*Gateway*". The concept of the DSG is that it would serve as a spaceport for future human and robotic exploration of the Moon and Mars.

The CSA seeks to have two new separate robotic interfaces concepts developed: the first one would be for a "*exploration large arm*" or "*XLA*" and a second one for a "*exploration dexterous arm*" or "*XDA*". The development of these two concepts is qualified by the CSA as "Phase A" work. Work carried under the Phase "A" aims at defining the systems requirements. It includes concept and technology development activities. This Phase A work will conclude with the completion of two milestones that are called a "*Systems Requirements Review*" and "*Interface Design Review*". These completed milestones will lay the foundation for the subsequent project development phases.

- b) The intent with this RFP is to award two separate contracts: one contract for the concept development of the "exploration large arm" interface for a budget not to exceed **\$2,727,000.00 CDN** (excluding the optional work pertaining to the EVA installable LPGF and excluding all applicable taxes) and a second contract for the concept development of the Dexterous or "exploration dexterous arm" interface for a budget not to exceed **\$3,809,500.00 CDN** (excluding all applicable taxes).
- c) The expected completion date for this Phase A initiative, for both robotic interfaces is on or before August 31, **2020**.
- d) This Request for Proposals is only open to bidders operating in partnering countries of the International Space Station (ISS) program due to certain ISS partnering countries document release restrictions.

1.2.2 Security requirements

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

1.2.3 Trade Agreements

This requirement is not subject to the Trade Agreements as per the following dispositions:

- **Canadian Free Trade Agreement (CFTA):**
[Chapter 5, Annex 520.1](#) (exclusion for CSA's space projects)
- **World Trade Organization Agreement on Government Procurement (WTO-AGP):**
[Appendix I, Annex I](#) (CSA excluded)
- **Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP):**
[Chapter 15, Annex 15-A](#) (CSA excluded)
- **Canada-European Union Comprehensive Economic and Trade Agreement (CETA):**
[Chapter 19](#) (exclusion for Research and Development contracts)
- **North American Free Trade Agreement (NAFTA):**
[Chapter 10, Annex 1001.1a-1](#) (CSA excluded)
- **Canada-Chile Free Trade Agreement:**
[Annex K bis-01, 1-1](#) (CSA excluded)
- **Canada-Peru Free Trade Agreement:**
[Annex 1401.1-1](#) (CSA excluded)
- **Canada-Colombia Free Trade Agreement:**
[Annex 1401-1](#) (CSA excluded)
- **Canada-Panama Free Trade Agreement:**
[Chapter 16, Annex I](#) (CSA excluded)

1.2.3 Canadian Content

This requirement is conditionally limited to Canadian goods and services.

1.2.4 Federal Contractors Program (FCP)

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.2.5 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.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 4 of Section 05, *Submissions of Bids* of the [2003](#), Standard Instructions, - *Goods or Services - Competitive Requirements*, is amended as follows:

Delete: 60 days
Insert: ninety (90) days

Section 08, entitled *Transmission by facsimile or by epost Connect*, is amended as follows: subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.

PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by the Quebec PWGSC regional office is the following: TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2.1.1 SACC Manual Clauses

[A7035T](#) (2007-05-25) List of Proposed Subcontractors

[A9033T](#) (2012-07-16) Financial Capability

[C3011T](#) (2013-11-06) Exchange Rate Fluctuation

2.2 Submission of Bids

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

Bids are to be sent to the following address:

Bids Receiving Unit
Public Works and Government Services Canada
Quebec Region

Place Bonaventure, 7th Floor, Suite 7300 South-East Portal
800 De la Gauchetière Street West
Montreal, Quebec, Canada
H5A 1L6

E-mail address **ONLY for the Epost Connect Service:**

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

IMPORTANT NOTE: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

2.2.1 Mandatory Non-Disclosure Agreement

As the Bidders will need to review several documents that contain confidential or proprietary information to Canada or to third-parties. All documents listed under the section 1.6 of the provided Statement of Work (SOW) (Annex "A" to this RFP) and certain documents marked by an asterisk under the sections 2.1 & and 2.2 of the same SOW must be treated as confidential and must not be disclosed or used in any way other than to respond to this RFP¹.

To be provided access to these documents, bidders must request such documents directly from the Contracting Authority identified on page 1 of this RFP document through an e-mail request along with a signed Non-Disclosure Agreement (NDA) (included as the "Annex E" of this solicitation document). You must provide the Contracting Authority with your complete name, e-mail address, phone number, company name and title.

¹ Please note that the list of documents that must be treated under confidentiality may be increased and will be confirmed by the Contracting Authority upon submission of a signed NDA.

Upon receipt of the NDA and contact information, the Contracting Authority, in coordination with the CSA, will allow the requestor to access these documents using CSA's "PIE-ISEP" portal, also commercially known as "S-Filer". This is the system that is used by the CSA to share unprotected, unclassified, Protected A, Protected B and ITAR documents with external partners. Connection instructions will be provided by the Contracting Authority. Please note that the "PIE-ISEP" system only works with Internet Explorer™ with JAVA™ activated.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000.00 (CDN) including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted **only in writing** to the Contracting Authority no later than ten (10) working days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

This requirement is:

4.3 To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date (Foreground deliverable to be a single component of a final product to be completed in the future by the Crown), as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of commercial exploitation.

Even though Canada will retain the ownership of the Foreground Intellectual Property arising from this requirement, Canada will remain open to consider any licensing request to have such Foreground Intellectual Property exploited commercially by the chosen contractor to perform this "Phase A" work.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 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 system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical and Managerial Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

*****IMPORTANT NOTE*****

Should you choose to bid to work on both robotic interfaces, you must then submit two separate bids: one for the "Exploration Large Arm" robotic interfaces and one other for the "Exploration Dexterous Arm" robotic interfaces. You can therefore submit one or two bids as part of this Request for Proposals as long as they are separated between the "Large" and "Dexterous" exploration arms.

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

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

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 and Managerial Bid:
One (1) hard copy and one (1) soft copy on USB Key.

Section II: Financial Bid:
One (1) hard copy and one (1) soft copy on USB Key.

Section III: Certifications:
One (1) hard copy and one (1) soft copy on USB Key.

Section IV: Additional Information:
One (1) hard copy and one (1) soft copy on USB Key.

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

*****The only acceptable file formats for soft copies are Microsoft Word™, Microsoft Excel™, Microsoft Powerpoint™ or Adobe PDF™.*****

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. Otherwise, the wording of the hard copy will have priority over the wording of the other copies.

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

Section I: Technical and Managerial Bid

3.1.1 Technical and Managerial Bid

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

The technical and managerial bid must 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.

3.1.2 CSA's Technical and Managerial Bid additional preparation Instructions:

In addition to the above generic bid preparation instructions, bidders must follow the CSA instructions set forth under the Attachment #2 to this Part 3 of this bid solicitation document.

3.1.3 Preliminary Disclosure of Contractor's Background Intellectual Property brought into the study project by the Bidder:

If the Bidder intends to use any of its own Background Intellectual Property to develop the Foreground Information, the Bidder must complete the Table F1 – *"Disclosure of Background Intellectual Property (BIP) brought into the study project by the Contractor"* included in the Annex "F" of this bid solicitation document and include it into the Section I – (*Technical*) of its Bid. Such report will be reviewed by both the Contracting and Technical Authorities, but not evaluated.

If a contract is awarded following this bid solicitation process, the selected contractor will be required to provide Canada with a comprehensive update of such preliminary BIP disclosure report that was submitted as part of the contractor's Bid as part of the Contract closure process.

3.1.4 Task Authorization Form

A portion of the Work to be performed under the resulting Contract will be on an "as and when requested basis" using a Task Authorization (TA).

The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form PWGSC-TPSGC 572 and process specified in Annex "D" of this bid solicitation document.

Section II: Financial Bid

3.2.1 Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "B" and with the simulated Task Authorization at the Attachment 2 to Part 4: *"Simulated Task Authorization for financial evaluation purposes"*.

Firm Fixed Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are to be Delivered Duty Paid (DDP) destination (Canadian Space Agency, Saint-Hubert, Quebec).

Blank prices: When applicable, bidders are requested to insert "0.00\$" for any item for which it does not intend to charge or for items that are already included in other prices in the basis of payment. If the bidder leaves any price blank, Canada will treat the price as "0.00\$".

All Costs to be included: The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification and provision of any necessary equipment, software, peripherals, components and/or travel and living expenditures (as examples) required to meet the requirements of the bid solicitation and the associated costs of these is the sole responsibility of the Bidder.

When applicable, per diems are to be based on eight hours (8.0) of Work per day.

3.2.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the "Attachment 1 to Part 3: Electronic Payment Instruments", to identify which ones are accepted.

If the "Attachment 1 to Part 3: Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section III: Certifications

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

Section IV: Additional Information

3.4.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.4.1.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.4.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids for the "large" and "dexterous" exploration arms robotics interfaces will be assessed individually in accordance with the entire requirement of the bid solicitation including the "technical and managerial" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids. It is not necessarily all members of the evaluation team that will participate to every aspects of the evaluation.
- (c) The evaluation team will determine first if there are two or more bids (for each exploration arm, large and dexterous) with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical criteria are included in the Attachment 1 to this Part 4 of this Bid Solicitation document.

4.1.1.2 Bidder Experience

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

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

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

4.1.1.3 Point Rated Technical Criteria

Point Rated Technical criteria are included in the Attachment 1 to this Part 4 of this Bid Solicitation document.

4.1.2 Financial Evaluation

Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are DDP destination (Canadian Space Agency, Saint-Hubert, Quebec).

The maximum funding available for the Contract resulting from the bid solicitation is:

\$2,727,000.00 Canadian dollars for the "*Exploration Large Arm*" robotic interfaces (excluding the optional work pertaining to the EVA installable LPGF¹) -and-

\$3,809,500.00 Canadian dollars for the "*Exploration Dexterous Arm*" robotic interfaces.

The above excludes any applicable sales taxes, but includes custom duties or excise taxes, if applicable. **Bids valued in excess of these amounts will be considered non-responsive.** This disclosure does not commit Canada to pay the maximum funding available.

Note 1: The total cost of the optional work pertaining to the "*EVA installable LPGF*" for the "*Exploration Large Arm*" **must not exceed** 5% of the maximum funding available for the "*Exploration Large Arm*" robotic interfaces (sales taxes extra).

4.1.2.1 Financial Evaluation Process

As described under Part 3, section 3.2.1, for evaluation purposes only, the price of the bid will be determined by Canada using the pricing information provided by the bidder using the Table 1 and Table 2 for the large arm (Table 1 only for the dexterous arm) as presented under section B.1 of the "Basis of Payment".

In addition, the overall cost of the "*Simulated Task Authorization for financial evaluation purposes*" under the attachment 2 to Part 4 will be used to supplement the bidder's achieved overall technical evaluation score by a maximum of ten (10) points, thus providing an incentive for the bidder to present Canada with competitive daily labour rates for prospective additional work that could be executed under future Tasks Authorizations, should it be requested by Canada. **This will also serve as a tiebreaker should two bids achieve the same technical and managerial evaluation scoring.**

| |
|---|
| <p>Only for the purpose of conducting the financial evaluation, prices will be evaluated without taking into account any applicable sales taxes.</p> |
|---|

4.2 Selection Method

4.2.1 Highest Rated within budget and schedule limits

1. To be declared responsive, a bid must:
 - a) Comply with all the requirements of the bid solicitation; and
 - b) Obtain the required minimum score for each of the individual technical and managerial evaluation criteria.
2. Bids not meeting (a) or (b) will be declared non-responsive. The responsive bid with the highest number of points following the technical and managerial, and financial evaluation will be recommended for award of contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Canadian Content Certification

This procurement **is conditionally limited to Canadian goods and Canadian services.**

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Bidder certifies that:

- a minimum of 60 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.**

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

Canadian content expectations for subsequent project phases

In accordance with the spirit of the [Canadian Content Policy](#), which is to maximise Canadian economic returns subsequent to Government procurement initiatives, bidders should note that Canada intends to increase the Canadian content requirement for the subsequent project phases (Phases B, C & D). Accordingly, Bidders and/or selected Contractors are invited to spare no efforts to ensure that their activities and supply base are structured in order to maximise Canadian economic returns throughout the project's lifecycle.

Information relative to the *Canadian Content Policy* can be found at the following URL:
<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/3/130>.

5.1.3 Canadian Content Definition

SACC Manual Clause [A3050T](#) (2014-11-27) – Canadian Content Definition.

5.2 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 require certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Status and Availability of Resources

SACC Manual Clause [A3005T](#) (2010-08-16) – Status and Availability of Resources.

5.2.1 Education and Experience

SACC Manual Clause [A3010T](#) (2010-08-16) – Education and Experience.

5.2.3 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.4 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7- Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

Canada reserves the right to perform a financial evaluation of the Bidder as per SACC Manual Clause A9033T (2012-07-16) *Financial Capability*.

In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical and programmatic bid entitled _____, dated _____.

7.1.1 Optional Services and Task Authorizations

The Contractor grants to Canada the irrevocable option to acquire the optional services described under the section 7 of the Statement of Work No. CSA-GERI-SOW-001 in Annex "A" for the Exploration Large Arm Interfaces.

The Contractor grants to Canada the irrevocable option to acquire additional optional services that are in accordance with the scope of the Contract which additional services would be performed under a task authorization.

These optional services and task authorizations may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise these optional services and task authorizations at any time before the initial contract end date by sending a written notice to the Contractor.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract may be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form and process specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the "Technical" Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the "Contracting" Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

The [2040](#) (2018-06-21) General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract.

[4002](#) (2010-08-16), Software Development or Modification Services

7.2.2.1 Modifications to Supplemental General Conditions 4002

Section 08 – “*Pre-Existing Software*” of Supplemental General Conditions 4002 (2010-08-16), Software Development or Modifications Services is modified as follows:

Paragraph 3 is deleted in its entirety and replaced with the following:

3. If Pre-existing Software forms part of the Custom Software and is owned by the Contractor, the Contractor must, within (30) days following acceptance of the Custom Software by Canada, at its expense, deliver the source code for that software to Canada.

Paragraph 4 is deleted in its entirety and replaced with the following:

4. The source code delivered by the Contractor to Canada, in relation to any Pre-existing Software that forms part of the Custom Software, must contain a complete description of the operation of that Pre-existing Software in sufficient detail to enable a programmer, experienced in the programming language or languages in which the source code is written, to modify all aspects of that software without assistance from the Contractor. The elements of the Pre-existing Software to be delivered to Canada includes, but is not limited to:
 - a) The source code itself;
 - b) The development environment including the compiler, linker build script, libraries;
 - c) The configuration files;
 - d) The accompanying documentation; and
 - e) Instructions for generating the executable file(s) from the source code.

Paragraph 5 is deleted in its entirety and replaced with the following:

Unless provided otherwise in the Contract, Canada's rights to use, copy, modify and disclose any Pre-existing Software supplied under the Contract and any source code for that software must be identical to those set out in section 4 of Standard Procurement Clause [K3410C](#) (2015-02-25), *Canada to Own Intellectual Property Rights in Foreground Information*.

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, asset or work site(s) must EACH hold a **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) Industrial Security Manual (Latest Edition).

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

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 on September 11, 2020 (à confirmer);
- ii. The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract (optional work or tasks authorisations).

7.4.2 Delivery Date

All the deliverables must be received on or before August 31, 2020 (to be confirmed).

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Pierre Letendre
Title: Supply Team Leader
Public Works and Government Services Canada
Space Programs Directorate

Address: 6767, Route de l'Aéroport, suite 4A-353
Saint-Hubert, Quebec, Canada
J3Y 8Y9

Telephone: 450-926-6751
E-mail address: pierre.letendre@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name:
Title:

Organization: Canadian Space Agency
Address: 6767, Route de l'Aéroport
Saint-Hubert, Quebec, Canada
J3Y 8Y9

Telephone:
E-mail address:

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name:
Title:

Organization:
Address:

Telephone:
E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

Payments will be made to the Contractor in Canadian dollars (\$CDN).

7.7.2 Work performed under the Contract not subject to Task Authorization

For the Work described in sections 1 through 7 of the Statement of Work in Annex "A" to which this basis of payment applies:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm fixed price, as specified in Annex "B" of **\$X**. Custom duties are included and Applicable Taxes are extra.

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

7.7.3 Optional Scope of Work performed under the Contract that is not subject to Task Authorization (applies only to the Exploration Large Arm Interfaces)

For the Work described in section 7 of the Statement of Work No. CSA-GERI-SOW-001 for the Large Arm Interfaces in Annex "A" to which this basis of payment applies:

In consideration of the Contractor satisfactorily completing all of its obligations under this optional work, the Contractor will be paid a firm fixed price, as specified in Annex "B" of **\$X**. Custom duties are included and Applicable Taxes are extra.

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

7.7.4 Work performed under the Contract subject to Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$X**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. 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.

7.7.5 Milestone Payments

Canada will make milestone payments in accordance with the Schedules of Milestones detailed in the Annex "B" and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.6 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract (when applicable).
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be not Applicable Taxes payable as it was claimed and payable under the previous claim for progress payments.

3. The Contractor must:

- i. Send one PDF copy of the claim by e-mail to the Contracting and Technical Authorities as identified under sub-articles 7.5.1 and 7.5.2 of the contract with copy to the following CSA e-mail address: asc.facturation-invoicing.csa@canada.ca;
- ii. If mailed, the Contractor must prepare and certify **one original and two (2) copies** of the claim on form [PWGSC-TPSGC 1111](#), and forward it to CSA's Financial Services using the following mailing address:

Canadian Space Agency
Care of: "9F052-Financial Services"
6767 route de l'Aéroport, Saint-Hubert, Quebec, Canada
J3Y 8Y9

4. The Contractor must not submit claims until all work identified in the claim is completed.

7.7.7 Electronic Payment of Invoices – Contract (TBD)

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

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

7.8 Certifications and Additional Information

7.8.1 Compliance

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

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.9 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

[A3025C](#) (2013-03-21) Proactive Disclosure of Contracts with Former Public Servants

[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The supplemental general conditions [4002](#) (2010-08-16), Software Development or Modification Services as modified herein;
- (c) The general conditions [2040](#) (2018-06-21) – Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Signed Task Authorizations Forms PWGSC-TPSGC 572 (including all of their attachments, if any);
- (h) Annex E, Mandatory Non-Disclosure Agreement (NDA);
- (i) The Contractor's bid entitled **X** and dated **X**.

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

[A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

[A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance

[G1005C](#) (2008-05-12) Insurance

7.14 All source code to be delivered to Canada

All background or foreground software or firmware source code that is created or incorporated as part of this Work must be delivered by the Contractor to Canada. Such source code must contain a complete description of the operation of such software or firmware in sufficient detail to enable a programmer, experienced in the programming language or languages in which the source code is written, to modify all aspects of that software without assistance from the Contractor. The elements of the software or firmware to be delivered to Canada includes, but is not limited to:

- a) The source code itself;
- b) The development environment including the compiler, linker build script, libraries;
- c) The configuration files;
- d) The accompanying documentation; and
- e) Instructions for generating the executable file(s) from the source code.

7.15 Disclosure of Intellectual Property

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority, a copy of the Intellectual Property Disclosures as per the formats prescribed in the Annex "F". Such disclosure will include a comprehensive update of the preliminary Background Intellectual Property (BIP) disclosure report that was submitted as part of the Contractor's bid (Annex "F", Table "1").

All Intellectual Property Disclosure reports are Contract deliverables that are subject to Canada's review and acceptance.

7.16 CSA's Directive on communications with the media

1. Definitions

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

2. Communications Activities

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

3. Communications Activity Coordination Process

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

- a) As soon as the Contractor intends to perform a Communication Activity, send a Notice to the CSA's Directorate of Communications and Public Affairs. The Communications Notice must include a complete description of the proposed Communication Activity. The Notice must be in writing in accordance with the of the General Conditions contract titled "Notice". The Communications Notice must include a copy of the proposed Communication Activity.
- b) The Contractor must provide to the CSA any and all additional document in any appropriate format, example or information that the CSA deems necessary, at its entire discretion to correctly and efficiently coordinate the proposed Communication Activity. The Contractor agrees to only proceed with the proposed Communication Activity after receiving a written confirmation of coordination of the Communication Activity from the CSA's Directorate of Communications and Public Affairs.
- c) Should the Contractor proceed with the Communication Activity without having previously received the written confirmation of coordination from the CSA's Directorate of Communications and Public Affairs, subject to giving Notice to the Contractor, Canada is entitled to exercise its right under section 155 of the **Financial Administration Act** and retain from payment to the Contractor or recover from the Contractor the amount of damages that may be due to Canada as a result of the release of information by the Contractor.

Annex "A" - Statement of Work

Statement of Work (SOW) for Gateway External Robotics Interfaces: Exploration Large Arm Interfaces, CSA-GERI-SOW-0001, revision "A", dated April 17, 2019.

-or- (as applicable)

Statement of Work (SOW) for Gateway External Robotics Interfaces: Exploration Dexterous Arm Interfaces, CSA-GERI-SOW-0002, revision "A" dated April 17, 2019.

(Provided as separate PDF files)

Annex "B" - Basis of Payment

B.1 Work performed under the Contract not subject to Task Authorizations

This following section applies to the Work described in Sections 1 to 6 of the Statement of Work (SOW) in Annex "A" to which this basis of payment applies. Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are DDP destination (Canadian Space Agency, Saint-Hubert, Quebec).

The schedule of milestones for which payments will be made in accordance with the Contract is as presented in the Table 1 below. The full description of the document deliverables for each milestones review meeting is described in Section 4.8 and in Appendix B, Table B-2 of the SOW at Annex "A".

Table 1 – Schedule of payment milestones – Nominal Scope of Work

| Milestone No. | Deliverables | Months After Contract Award (MACA) | Percentage of Overall Cost | Milestone Value (\$CDN) |
|------------------------------------|--|--|----------------------------|-------------------------|
| M1 | Kick-Off Meeting (KoM) | ≤ 1 month but before X, 2019 | 4% | \$X |
| M2 | Concept Design Review (ConDR) | ≤ 5 months but before X, 2019 | 15% | \$X |
| M3 | Phase 0 Safety Review Meeting (SRM) | ≤ 8 months but before X, 2020 | 15% | \$X |
| M4 | Systems Requirements Review (SRR) | ≤ 8 months but before X, 2020 | 20% | \$X |
| M5 | Interface Design Review (IDR) | ≤ 12 months but before X, 2020 | 30% | \$X |
| PC1 | Holdback associated with Contract closure, including BIP and FIP disclosure reports acceptance | ≤ 2 weeks after IDR but before X, 2020 | 16% | \$X |
| Sub-total: | | | | \$X |
| Goods and Services Tax (GST) @ 5%: | | | | \$X |
| Quebec Sales Tax (QST) @ 9.975%: | | | | \$X |
| Total Firm Fixed Price | | | | \$X |

B.1.1 Milestones to be executed and paid for in sequential order

The milestones listed under Table 1 are to be executed by the Contractor in the sequential order in which there are presented. Unless expressly authorized in writing by the Contracting Authority, the Contractor is not allowed to submit a claim for payment for any given milestone unless 100% of the preceding milestone deliverables have been formally accepted by the Technical Authority.

B.1.2 Optional scope performed under the Exploration Large Arm Interfaces Contract
 (not subject to Task Authorizations)

This section applies only to the optional Work titled "EVA Installation LPGF" described in the Section 7 of the Statement of Work (SOW) for the Exploration Large Arm Interface in Annex "A" (document CSA-GERI-SOW-0001) to which this basis of payment applies. Prices are to be presented in Canadian funds, Canadian customs duties and excise taxes included (if applicable) and applicable sales taxes extra and shown separately (if applicable). Prices are DDP destination (Canadian Space Agency, Saint-Hubert, Quebec).

Payment for such optional work will be made in accordance with the Contract and in one single installment is as presented in the Table 2 below.

Table 2 – Payment milestone for the optional scope of work for the "EVA Installation LPGF"

| Milestone No. | Deliverable | Months After Contract Award (MACA) | Percentage of Overall "Nominal" Contract Cost presented under Table 1 | Milestone Value (\$CAD) |
|------------------------------------|-----------------------|------------------------------------|---|-------------------------|
| EVA | EVA Installation LPGF | ≤ 12 months but before X, 2020 | 5% Maximum | \$X |
| Sub-total: | | | | \$X |
| Goods and Services Tax (GST) @ 5%: | | | | \$X |
| Quebec Sales Tax (QST) @ 9.975%: | | | | \$X |
| Total Firm Fixed Price | | | | \$X |

B.2 Schedule performance – Payment Holdback

The timely performance of the Contractor under this Contract is critical to enable the Canadian Space Agency to honor Canada's commitment to the "Deep Space Gateway" initiative and to its international partners such as the United States' National Aeronautics and Space Administration (NASA).

In accordance with SACC Clauses 2040 (2018-06-21) 10 – *Time is of the essence*, 11 – *Excusable Delay* and 40 – *Default by the Contractor*, in instances where the Contractor misses the delivery date for each milestones from M1 to M5 by more than 30 calendar days, Canada may, at **its sole discretion**:

- I. Impose a payment holdback of 1.66% per calendar day relative to the payment value of the affected milestone, up to a maximum of 30 calendar days, adding to a total payment holdback not to exceed 50% of the original payment milestone value after 30 calendar days; -and-
- II. Default the Contractor immediately after it missing a second delivery date for the affected milestone, as established by the Technical Authority, with this second delivery date to be communicated officially to the Contractor by the Contracting Authority.

Following the acceptance, by the Technical Authority, of the deliverables associated with the delayed milestone, the Contracting Authority will establish and confirm to the Contractor the corresponding payment holdback, which holdback could then be claimed by the Contractor as part of its payment claim for the last payment milestone of the contract (milestone PC1).

B.3 Work performed under the Contract subject to Task Authorizations:

This section applies to the performance of unforeseen Work in connection with the Work that would be performed on an "as and when requested basis" using a Task Authorization.

Work performed under Task Authorizations excludes Work pertaining to the pre-defined optional services for the "Exploration Large Arm" (refer to article B.1.2).

Work performed under Task Authorizations will be performed on a Firm-Fixed Price (FFP) or Cost Reimbursable (Cost+) basis, as appropriate, using the applicable Labour Rates for individual labour categories as described and authorized by the Contracting Authority using the applicable "Task Authorization Form" at Annex "D".

B.3.1 Daily Labour Rates

The Contractor will be paid using the per diems below.

B.3.2 Applicable Daily Labour Rates

For costing all work to be performed under a Task Authorization, the Contractor will use the relevant daily rates for the applicable period of a given Task Authorization as follows:

(Applicable taxes are extra).

| Labor Category Code | Labour Category Description | Year "0" | "Option Year 1" |
|---------------------|--|-------------------------------------|---|
| | | Through the Initial Contract Period | Beginning on the first working day after the Initial Contract Period for the next 12 months |
| | Project Manager | \$ | \$ |
| | Senior Engineer | \$ | \$ |
| | Intermediate Engineer | \$ | \$ |
| | Junior Engineer | \$ | \$ |
| | Quality / Product Assurance Specialist | \$ | \$ |
| | Administrative Support | \$ | \$ |

Should the Contract be extended beyond the end of the "Option Year 1", a 3% rate escalation factor will be applied to the "Option Year 1" rates beginning on the first working day after the "Option Year 1" period. The same escalation factor would be applied for subsequent option years, if applicable.

The above daily rates on based on eight (8) hours per day and include direct labour rates, overhead and G&A. Profit is excluded.

B.3.3 Subcontract Take-Out Rate – Major subcontracts

A 2.5% subcontract take-out rate is applicable to major subcontracts.
Major subcontracts are those that would exceed 40% of the total price of this contract.

B.3.4 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work subject to Task Authorization. These expenses will be paid at actual cost without mark-up, upon submission an itemized statement supported by receipt vouchers.

B.3.5 Travel and Living Expenses

When and if applicable to a given Task Authorization, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”.

All travel must have been explicitly pre-authorized under the applicable Task Authorization by both the Technical and Contracting Authorities. All payments are subject to government audit.

B.3.6 Profit

The profit rate for any work performed under a Task Authorization for the entire contract period is set at 10.00%.

Annex "C" - Security Requirements Checklist (SRCL)



| |
|--|
| Contract Number / Numéro du contrat 20180648 |
| Security Classification / Classification de sécurité |

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

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



| |
|--|
| Contract Number / Numéro du contrat 20180648 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



| |
|--|
| Contract Number / Numéro du contrat 20180648 |
| Security Classification / Classification de sécurité |

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Annex "D" – Task Authorization Process and Form PWGSC-TPSGC 572

D.1 Detailed Task Authorization Process

The Task Authorization Process is described under article 7.1.2.1 of the Contract. This Section D.1 provides additional details on how this process will be carried.

1. Canada will prepare a description of the required task using the Task Authorization Form presented in this Annex "D". Such form will include the following information:
 - A clear description of the Work to be performed with itemized tasks;
 - A schedule of the Work with major milestone completion dates;
 - A description of any Government Furnished Equipment (GFE) or Government Furnished Information (GFI) that will be provided to the Contractor (if applicable);
 - A list of deliverables (if applicable);
 - A list of reporting requirements (if applicable);
 - A description of any documentation required to release a payment (if applicable);
 - Any other relevant information.

Such form will then be submitted to the Contractor for review, costing and acceptance.

2. Following its review and costing, the Contractor will sign the Task Authorization Form and submit it for Canada's acceptance by sending it by e-mail to both the Contracting Authority and the Technical Authority (as identified under Sub-Sections 7.5.1 and 7.5.2 of the Contract).
3. If the Contractor's proposal is accepted by Canada, the Contracting Authority will counter-sign the Task Authorization Form and will send it by e-mail to the Contractor's Representative (as identified under Section 7.5.3 of the Contract).
4. Upon receipt of the Signed Task Authorization Form, the Contractor may begin the Work described in the Task Authorization Form.

D.2 Task Authorization Form

The PWGSC-TPSGC 572 form included in this Annex "D" will be used to describe, cost and authorize, by both the Contractor and Canada, any Work that is to be required to performed under a Task Authorization.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

| | |
|---|--|
| Contractor's Name and Address - Nom et l'adresse de l'entrepreneur | Task Authorization (TA) No. - N° de l'autorisation de tâche (AT) |
| | Title of the task, if applicable - Titre de la tâche, s'il y a lieu |
| | Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$ |
| Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract. SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶ | |

For Revision only - Aux fins de révision seulement

| | | |
|--|--|---|
| TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$ | Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$ |
|--|--|---|

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

| | |
|--|--|
| A. Task Description of the Work required - Description de tâche des travaux requis | See Attached - Ci-joint <input type="checkbox"/> |
| B. Basis of Payment - Base de paiement | See Attached - Ci-joint <input type="checkbox"/> |
| C. Cost of Task - Coût de la tâche | See Attached - Ci-joint <input type="checkbox"/> |
| D. Method of Payment - Méthode de paiement | See Attached - Ci-joint <input type="checkbox"/> |

Annex "E" – Bidder and/or Contractor Mandatory Non-Disclosure Agreement (NDA)

**MANDATORY NON-DISCLOSURE AGREEMENT (NDA) IN RELATION TO CSA'S
GATEWAY EXTERNAL ROBOTICS INTERFACES (GERI) INITIATIVE**

REQUEST FOR PROPOSALS (RFP) / RESULTING CONTRACT

**PUBLIC WORKS GOVERNMENT SERVICES CANADA (PWGSC)
FILE # 9F052-18-0865**

BY:

_____, a body corporate duly incorporated under the laws of _____, having its Head Office located at _____;

Hereinafter referred to as the "Bidder" or "Contractor" (as applicable)

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA,
as represented by the Minister of Public Works and Government Services;
Hereinafter referred to as ("Canada")

1. The Bidder or Contractor agrees that, for the purpose of preparing a response to PWGSC to this "GERI" Request for Proposals or to perform the work under the applicable contract resulting from this RFP (the "Purpose"), it is being giving access to Confidential Information or proprietary to Canada or to third parties and therefore agrees to comply with the obligations referred to under this NDA. The Bidder or Contractor acknowledges that all documents listed under the section 1.6 of the provided Statement of Work (SOW) and certain documents marked by an asterisk under the sections 2.1 & 2.2 of the same SOW (Annex "A" to this RFP or contract) must be treated as confidential and must not be disclosed or used in any way except in relation with providing a response to this RFP or to perform the work under the applicable contract resulting from this RFP.¹
2. For the purpose of this NDA, Confidential Information includes, but not limited to any documents, Instructions, guidelines, data, material, advice or another information whether received orally, in printed form or recorded electronically or otherwise and whether or not labeled as proprietary, that is disclosed to a person or entity or that person or entity becomes aware of for the purpose of this RFP or to perform the work under the applicable contract resulting from this RFP.
3. The Bidder or Contractor agrees that the above-referenced documents will not be reproduced, copied, divulged, released or disclosed, in whole or in part, in whatever way or form any Confidential Information to any person or entity other than a person employed by the Bidder or Contractor without the prior written consent of the PWGSC's Contracting Authority and for any purpose other than for the preparation of a response to this RFP or to perform the work under the applicable contract resulting from this RFP.
4. The Bidder or Contractor agrees to immediately notify the PWGSC's Contracting Authority if any person, other than the Bidder's or Contractor's current employees accesses the Confidential Information at any time.

Note 1: Please note that the list of documents that must be treated under confidentiality under this NDA may be increased and will be confirmed by the Contracting Authority upon receipt of the signed NDA form.

5. Also, regardless of whether it is Confidential Information, the Bidder or Contractor must at all times treat the information designated as Confidential Information and ensure it cannot be accessed by anyone excepting the Bidder or Contractor current employees, which have a legitimate "need to know" for the Purpose providing a response to this RFP or to perform the work under the applicable contract resulting from this RFP.
6. The Bidder or Contractor shall at all times use the same degree of care as it uses to protect its own confidential information of like importance to prevent the unauthorized use or disclosure of Confidential Information, but in no event less than a reasonable degree of care. The Bidder or Contractor must not, nor must it permit its employees to, remove any copyright, confidential, proprietary rights, or intellectual property notices attached to or included in any Confidential Information and shall reproduce all such notices on any copies of the Confidential Information.
7. The Bidder or Contractor is responsible for any breach of this NDA by any of its employees, and the Bidder or Contractor must not, nor must permit its employees to, modify, disassemble, decompile, or reverse engineer any Confidential Information even if it relates to the Purpose.
8. All the Information contained in the documents listed above and all other Confidential Information disclosed under this NDA shall remain the property of Canada or a third party, or of any other person or entity to whom it lawfully belongs, as applicable.
9. Without restricting the generality of the foregoing, the Bidder or Contractor recognizes that no license or conveyance of any rights to the Bidder or Contractor under any discoveries, inventions, patents, trade secrets, copyrights, or other form of intellectual property is granted or implied by the disclosure of Confidential Information under this NDA.
10. The Bidder or Contractor must require that any of its subcontractor or related third-party (with a legitimate "need to know"), executes a NDA on the same conditions as those contained in this NDA prior to disclosure of the Confidential Information.
11. All Confidential Information will remain the property of Canada and must be returned to the Contracting Authority within thirty (30) days following that request.
12. The NDA remains in force indefinitely.
13. Nothing in this NDA should be construed as preventing the disclosure or use of any confidential information to the extent that such information:
 - a) is or becomes in the public domain through no fault of the Bidder or Contractor, subcontractor or related third-party;
 - b) is or becomes known to the Bidder or Contractor from a source other than Canada, except any source that is known to the Bidder and/or Contractor to be under an obligation to Canada not to disclose the information; or
 - c) is disclosed under compulsion of a legislative requirement or any order of a Court or other tribunal having jurisdiction.

14. The Bidder or Contractor agrees that a breach of this NDA may result in disqualification of the Bidder or Contractor for future procurement initiatives such as Requests for Information, Requests for Proposals or Contracts entertained by the Government of Canada. The Bidder or Contractor also acknowledges that a breach of this NDA may result in a review of the Bidder or Contractor security clearances issued by the Government of Canada.

15. The Bidder or Contractor acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Bidder or Contractor, or by anyone to whom the Bidder or Contractor discloses the Confidential Information to comply with these conditions.

IN WITNESS WHEREOF, this Non-Disclosure Agreement has been duly signed
this _____ day of _____, 2019,

by an authorized representative of the

Name of Bidder or Contractor

Name of authorized
representative (print)

Signature
(I have authority to bind the
corporation)

Signed by its authorized
representative

Witness:

Name of the Witness

Annex "F" – Bidder's / Disclosure of Intellectual Property

In accordance with Article 7.15 of the Contract (Disclosure of Intellectual Property), and with the *Article 28 – Records and Disclosure of Foreground Information* of the [2040](#) (2018-06-21) General Conditions for Research and Development, the Contractor must return to the Contracting Authority this completed Annex "F". Canada will not release any final payment owed to the Contractor unless it has received and accepted this completed Annex "F" as per the requirements below.

1. **Contractor's Legal Name:**
2. **Project Title supported by the Contract:**
3. **CSA Technical Authority:**
4. **Contract #:** 9F052-18-0865/XXX
5. **Date of disclosure:**
6. **Was there any Contractor's own Background Intellectual Property brought to the project?**
 Yes → Complete Table F1 (Disclosure of Background Intellectual Property)
 No
7. **Was there any Foreground Intellectual Property developed as part of the project?**
 Yes → Complete Table F2 (Disclosure of Foreground Intellectual Property)
 No

Definitions (from the [2040](#) (2018-06-21) General Conditions for Research and Development):

1. **Intellectual Property (IP):** means any information or knowledge of an industrial, scientific, technical, commercial, literary, dramatic, artistic or otherwise creative nature relating to the Work, whether oral or recorded in any form or medium and whether or not subject to copyright; this includes but is not limited to any inventions, designs, methods, processes, techniques, know-how, show-how, models, prototypes, patterns, samples, schematics, experimental or test data, reports, drawings, plans, specifications, photographs, manuals and any other documents, Software, and Firmware.
2. **Background Information / Background Intellectual Property (BIP):** means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;
3. **Foreground Information / Foreground Intellectual Property (FIP):** means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;

Instructions to the Contractor

BIP Disclosure:

The Contractor is required to review and update the preliminary BIP disclosure report included in its Bid. At Contract closure, only the BIP elements that were actually used to develop the FIP must be listed in the final BIP disclosure report (Table F1).

FIP Disclosure

At the end of the Contract, the Contractor must complete the Table F2 (Disclosure of the FIP developed under the Contract) and submit it to the Contracting Authority prior to Contract closure for review and acceptance by Canada.

General Instructions for BIP and FIP tables

- Tables must be structured according to the CSA IP forms provided in this Annex "F".
- Each IP element must have a unique ID# in order to easily link the elements of the different tables.
- Titles of the IP elements must be descriptive enough for the project stakeholders to get a general idea of the nature of the IP.
- Numbers and complete titles of reference documents must be included.

The CSA Technical Authority is responsible to review and approve the Tables F1 and F2 on behalf of Canada before the closing of the Contract.

**TABLE F1:
 DISCLOSURE OF BACKGROUND INTELLECTUAL PROPERTY (BIP) BROUGHT TO THE PROJECT BY THE CONTRACTOR**

| 1 BIP ID# | 2 Project Element | 3 Title of the BIP | 4 Type of IP | 5 Type of access to the BIP required to use/improve the FIP | 6 Description of the BIP | 7 Reference Documentation | 8 Origin of the BIP | 9 Owner of the BIP |
|--|---|--|--|--|---|--|---|--|
| <p><i>Provide ID# specific to each BIP element brought to the project e.g. BIP-CON-99</i></p> <p><i>Where "CON" is the contract acronym.</i></p> | <p><i>Describe the system or sub system in which BIP is integrated (e.g. camera, control unit, etc.).</i></p> | <p><i>Use a title that is descriptive of the BIP element integrated to the Work.</i></p> | <p><i>Is the BIP in the form of an invention, trade secret, copyright, design, patent?</i></p> | <p><i>Describe how the BIP will be available for Canada to use the FIP (e.g. BIP information will be incorporated in deliverables documents, software will be in object code, etc.).</i></p> | <p><i>Describe briefly the nature of the BIP (e.g. mechanical design, algorithm, software, method, etc.).</i></p> | <p><i>Provide the number and fill title of the reference documents where the BIP is fully described. The reference document must be available to Canada. Provide patent # for Canada if BIP is patented.</i></p> | <p><i>Describe circumstances of the creation of the BIP. Was it developed from internal research or through a contract with Canada? If so, provide contract number.</i></p> | <p><i>Name the organization that owns the BIP. Provide the name of the subcontractor if not owned by the prime contractor.</i></p> |

**TABLE F2:
 DISCLOSURE OF THE FOREGROUND INTELLECTUAL PROPERTY (FIP) DEVELOPED UNDER THE CONTRACT**

| 1 FIP ID# | 2 Project Element | 3 Title of the FIP | 4 Type of FIP | 5 Description of the FIP | 6 Reference documentation | 7 BIP used to generate the FIP | 8 Owner of the FIP |
|--|---|---|---|--|---|---|--|
| <p><i>Provide ID# specific to each FIP element brought to the project e.g. BIP-CON-99</i></p> <p><i>Where "CON" is the contract acronym.</i></p> | <p><i>Describe the system or sub system in which FIP is integrated (e.g. camera, control unit, etc.).</i></p> | <p><i>Use a title that is descriptive of the FIP element.</i></p> | <p><i>Specify the form of the FIP e.g. invention, trade secret, copyright, industrial design, patent?</i></p> | <p><i>Specify the nature of the FIP e.g. software, design, algorithm, etc.</i></p> | <p><i>Provide the full title and number of the reference document where the FIP is fully described. The reference document must be available to Canada.</i></p> | <p><i>BIP referenced in Table 1 e.g. BIP-CON-2, 15.</i></p> | <p><i>Specify which organization owns the FIP e.g. Contractor or Subcontractor.</i></p> <p><i>Provide the name of the subcontractor if not owned by the prime contractor.</i></p> <p><i>Provide reference to contract clauses that support FIP ownership.</i></p> <p><i>Provide reference to WPDs (Work Package Descriptions) under which the technical Work has been performed.</i></p> |

Attachment 1 to Part 3: Electronic Payment Instruments

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

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

Attachment 2 to Part 3: Additional CSA Technical and Managerial bid preparation instructions

General Information

The details provided in this Attachment complement the information introduced in paragraph 3.1 of Part 3: *Bid Preparation Instructions*.

The Bidder must present the information about the Technical and Managerial Bid in the following order:

1. Title/Project Identification Page (see 3A.1);
2. Table of Contents (see 3A.2);
3. Technical and Managerial Section (see 3A.3);
4. Bid Appendices (see 3A.6)

The structure of the Technical and Managerial Bid, and its subsections is described below.

3A.1 Title/Project Identification Page

The first page of the bid submitted must state the following information:

- a) The Request For Proposal file number (GERI 9F052-18-0865);
- b) The company's name and address;
- c) The title of the proposed Work (the use of acronyms in the title is discouraged, unless they are described).

3A.2 Table of Contents

The table of contents must be formatted such that its headings are linked to their respective locations in the bid for ease of reference when using the bid's Soft copy version.

3A.3 Technical and Managerial Section

The Bid must describe the proposed project as outlined in the following subsections.

3A.3.1 Mandatory Evaluation Criteria

The Bidder must have a subsection in its bid that addresses the two mandatory evaluation criteria detailed in Attachment 1 to Part 4. The subsections must contain sufficient details to demonstrate that the Bidder meets both (M1 and M2) mandatory evaluation criteria specified in Attachment 1 to Part 4. Proposals not meeting all mandatory criteria will be deemed non-responsive.

3A.3.2 Point-Rated Criteria

The Bidder must have a subsection in the bid for each rated evaluation criteria detailed in Attachment 1 to part 4. The subsection must contain sufficient details to demonstrate that the Bidder meets each of the Point-rated evaluation criteria provided in Attachment 1 to Part 4. Proposals not meeting the minimum required points for any given criterion, will be deemed non-responsive.

3A.3.3 Bid Appendices

The following items must be addressed in individual appendices required as part of the Technical and Managerial Bid.

1. List of acronyms used in the Bid;
2. Bidder's Evaluation Criteria Substantiation (see Attachment 1 to Part 4, Section 4A.2);
3. Résumés: The Bid must include résumés (and/or NSERC form 100 available at: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/100/100_eng.asp) of all key resources proposed;
4. List of Contacts: The list of contacts must be appended to Section I, in a format suitable for distribution and must include all of the Bidder's points-of-contact involved in the Bid development and/or that may be involved in contract discussions. The following example format should be used:

Table 3: 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. | | | | |

3A.6.2 Applicable Bid Appendices

The following Bid appendices are to be provided, *if applicable*, with Section I:

1. Corporate literature: Only literature that is relevant and will be useful to support the Bid;
2. Relevant technical and/or scientific papers published by the proposed team members;
3. Any other Bid appendices deemed appropriate by the Bidder.

Attachment 1 to Part 4: Mandatory and Point Rated Technical and Managerial Evaluation Criteria

Table 4A.1: List of Evaluation Criteria and Associated Ratings

| Criterion | Mandatory (M) Or point-Rated (P) | Evaluation Criteria Title | Minimum Passing Score | Maximum Score |
|-----------------------------|---|--|--------------------------------------|--------------------------|
| Corporate Experience | | | | |
| M1 | M | Corporate Experience with Space Projects | N/A | N/A |
| M2 | M | Corporate Experience with critical real-time human rated systems | N/A | N/A |
| Relevance Criteria | | | | |
| C1 | P | Relevance and Merit of the Concept | 10 | 20 |
| Technical Criteria | | | | |
| C2 | P | Feasibility of Achieving Project Goals and Technical Objectives | 5 | 10 |
| C3 | P | Understanding of the Mission Requirements | 10 | 20 |
| C4 | P | Understanding of the Product Assurance Requirements | 5 | 10 |
| C5 | P | Scope of the Phase A | 10 | 20 |
| Management Criteria | | | | |
| C6 | P | Team Capability | 5 | 10 |
| C7 | P | Project Management Plan | 10 | 20 |
| Total Score | | | 55 | 110 |

4A.1 Mandatory Criteria

These criteria are deemed mandatory by CSA for the Bidder to demonstrate the minimum necessary competence and capability for undertaking the work. The Mandatory requirements are evaluated on a pass or fail basis, and will be evaluated very strictly as to compliancy. Therefore, no ratings are associated with the criteria. Proposals not meeting both mandatory criteria will be deemed non-responsive.

M1: Corporate Experience with Space Projects

The Bidder must have demonstrated experience that is relevant to the Work. In order to do so, the Bidder must have experience over the last thirty (30) years in user/mission requirements definition, system requirements definition, design, manufacture, test, and successful operation of a minimum of one (1) system of similar or greater complexity. Similar complexity is understood as a physical system (complex hardware and software) that is rated for operations in space. Additionally, it must be one system requiring very high reliability and subject to stringent requirements, including: technical, programmatic, mission assurance, and integration involving international industrial and/or governmental partners.

Space is defined as an altitude of 100 kilometers (km) above sea level. The Bidder must demonstrate its experience throughout the project life-cycle from Phase A to D for a space-rated system including coverage for radiation, launch environments etc.. The product developed must have a design life time of a minimum of three (3) years, or have been in operation (i.e. Phase E) for a minimum of three (3) years.

The Bidder must describe one or more projects the Bidder has led and/or managed, and demonstrate how each category of experience was acquired:

- User/Mission requirements definition
- System requirements definition
- Design development
- Manufacture and Assembly
- Testing
- Integration
- Successful operations
- International Industrial and/or governmental partnership

More than one project may be used to satisfy the experience requirements.

The project must not be a project in which software development was the primary and only deliverable.

M2: Corporate Experience with critical real-time human rated systems

The Bidder must have demonstrated experience that is relevant to the Work. In order to do so, the Bidder must have experience over the last twenty (20) years in the user/mission requirements definition, system requirements definition, design, manufacture, test, and successful operation of a minimum of one (1) system of similar or greater complexity. Similar complexity is understood as a physical system (complex hardware and software) that is rated for real time, human-in-the-loop operations.

Additionally, it must be one system requiring very high reliability and subject to stringent requirements including: technical, programmatic, safety and mission assurance, and integration requirements (e.g. complex military systems, aeronautical systems, or applications in the nuclear industry) involving international industrial and/or governmental partners.

A critical real-time human rated system is defined as a real-time system involving a human-in-the-loop where failure could have consequence resulting in loss of mission, injury, or loss of life.

The Bidder must describe one or more projects the Bidder has led and/or managed and demonstrate how each category of experience was acquired:

- User/Mission requirements definition
- System requirements definition
- Design development
- Manufacture and Assembly
- Integration
- Testing
- Successful operations
- International Industrial and/or governmental partnership

More than one project may be used to satisfy this experience requirement.

The project must not be a project in which software development was the primary and only deliverable.

4A.2 Point Rated Criteria

The Bidder must achieve the minimum score requirement as indicated in Table 4A.1: List of Evaluation Criteria and Associated Ratings. The bid will be evaluated according to the point-rated criteria as specified in Table 4A.1 and as described in Section 4A.4: Evaluation Criteria and Benchmark Statements. Proposals not meeting the minimum required points will be deemed non-responsive.

Section 4A.4 «Evaluation Criteria and Benchmark Statements» of the current attachment contains a series of evaluation criteria, each supported by a set of 5 benchmark statements (0, A, B, C, D). Each of these statements has a corresponding value:

| | |
|--------------------------------------|------------------------------------|
| 0 (Inadequate or Not addressed) | = 0% of the maximum point rating |
| A (Poor) | = 25% of the maximum point rating |
| B (Minimum passing score) | = 50% of the maximum point rating |
| C (Adequate) | = 75% of the maximum point rating |
| D (Excellent- maximum passing score) | = 100% of the maximum point rating |

As an example, the maximum point rating for the « Understanding the Mission Requirements criterion is 20 points ». If a Bid receives a « C » for this criterion in the evaluation process, the score attributed will be:

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

Table 4A.1 identifies:

1. The minimum point rating assigned to each criterion;
2. The maximum point rating possible for each criterion;
3. The maximum point rating possible for the overall score;
4. The minimum point rating required for the overall score.

4A.3 Bidder's Criteria Substantiation

The Bidder is requested to provide its own substantiation, which must be submitted as an appendix to the appropriate Section (see section 3A.3.3: Appendices required with the bid of Attachment 1 of Part 3: Technical and Managerial Bid Preparation Instruction).

The substantiation must be concise, yet sufficiently complete to give the evaluators a good overall appreciation of the bid's merit relative to each criterion. Cross-references to appropriate sections of the bid should be provided, and the essence of the referenced information should be summarized in the substantiation.

4A.4 Point Rated Evaluation Criteria and Benchmark Statements

The following provides definitions of the expressions employed herein which are used as benchmark statements for the different point-rated technical evaluation criteria :

▪ **« *Qualified Evaluator* » :**

Means a representative of Canada, which in the opinion of Canada, has all the proper expertise and experience to make an informed judgement about the assertions found in the bidder's bid. Several "qualified evaluator" will compose Canada's evaluation team, which will regroup subject-matter experts tasked to evaluate some (or all) of the individual technical selection criteria based on their individual skillsets or responsibilities in relation to this project.

▪ **« *Substantiated* » :**

Means that a qualified evaluator, uses his/her expertise and experience in assessing the information provided in the bid and is of the opinion that the bidder has demonstrated, through examples and verifiable assertions, the validity of its statement or proposed solution.

▪ **« *Not Substantiated* » :**

Means that a qualified evaluator, uses his/her expertise and experience in assessing the information provided in the bid and is of the opinion that the bidder has not demonstrated, through examples and verifiable assertions, the validity of its statement or proposed solution.

▪ **« *Partially Substantiated* » or « *Partially demonstrated or incomplete* » :**

Means that a qualified evaluator, uses his/her expertise and experience in assessing the information provided in the bid; and is of the opinion that the description provided in the bid is insufficient as it either does not allow or only partially allow him or her to make an informed judgment on the adequacy of the proposed solution, technology, methodology, or team capability.

▪ **« *Not addressed* » or « *Not demonstrated or Not adequately* » :**

Means that a qualified evaluator, uses his/her expertise and experience in assessing the information provided in the bid; and is of the opinion that the description provided in the bid is insufficient as it does not allow him or her to make an informed judgment on the adequacy of the proposed solution, technology, methodology, or team capability.

▪ « **Demonstrates clearly** » :

Means that a qualified evaluator, uses his/her expertise and experience in assessing the information provided in the bid; and is of the opinion that the description provided in the bid is sufficient to allow him or her to make an informed judgment on the adequacy of the proposed solution, technology, methodology, or team capability.

▪ « **Excellent knowledge** » :

Means that a qualified evaluator, using his/her expertise and experience and that based on the information provided in the bid; is of the opinion that the bidder has clearly demonstrated, through clear examples and verifiable assertions, that it has all the resources, knowledge, expertise and experience for the proposed solution, technology or methodology.

▪ « **Comprehensive understanding** » :

Means that a qualified evaluator, using his/her expertise and experience and based on the information provided in the bid; is of the opinion that the bidder has demonstrated, through examples and verifiable assertions, the validity of its proposed solution. However, some gaps or doubts remain with regards to certain elements of the proposed methodology, the bidder's facilities or team experience and expertise.

▪ « **Credible path to flight** » :

Means that a qualified evaluator, using his/her expertise and experience and based on the information provided in the bid; is of the opinion that despite of certain shortcomings, the proposed technology or proposed team experience and expertise shows that a spaceflight product is achievable and the shortcomings are identified and addressed.

RELEVANCE CRITERIA

Criterion 1 - Relevance and Merit of the Concept

This criterion evaluates the relevance and merit of the proposed concept relative to the scope of work presented in the SOW. Furthermore, this criterion assesses the degree to which the bid shows the proposed technology can achieve technical compliance.

This subsection must describe the concept in detail, and provide substantiated evidence describing the relevance and merit of the proposed concept with respect to the scope of work presented in the SOW. In doing so, this section must describe the degree of relevance the proposed concept has to the Bidder's technology. The relevance of the proposed concept will consider the components selected, including their suitability, design, maturity levels, and path to spaceflight.

The description must include explanations as to how the proposed technology would achieve the technical requirements stated in GERI Mission Requirements Document (CSA-GERI-RD-0001) and Gateway Extra Vehicular Robotics Product Assurance Requirements (CSA-GWY-RD-0002).

Table 4A.4: Criterion 1 – Relevance and Merit of the Concept

| 0 | A | B | C | D |
|---|---|--|--|--|
| Inadequate or Not addressed 0% ► 0 points | Poor 25% ► 5 points | Minimal (passing score) 50% ► 10 points | Adequate 75% ► 15 points | Excellent (maximum passing score) 100% ► 20 points |
| <ul style="list-style-type: none"> ▪ The relevance and merit of the proposed concept are not addressed. | <ul style="list-style-type: none"> ▪ The relevance and merit of the proposed concept are only partially addressed and not substantiated; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ It is not clearly demonstrated how the proposed technology will contribute to meeting the stated technical requirements. | <ul style="list-style-type: none"> ▪ The relevance and merit of the proposed concept are addressed and partially substantiated; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ It is clearly demonstrated that proposed technology has a capacity to meet only some technical requirements. | <ul style="list-style-type: none"> ▪ The relevance and merit of the proposed concept are addressed and substantiated; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ It is clearly demonstrated how the proposed technology will contribute to meet most technical requirements. | <ul style="list-style-type: none"> ▪ The relevance and merit of the proposed concept are addressed in detail and well substantiated; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ It is clearly demonstrated that the proposed technology will contribute to meet all technical requirements. |

TECHNICAL CRITERIA

Criterion 2 – Feasibility of Achieving the Project Overall Objectives and Technical Objectives

This criterion assesses the description and overall feasibility of the proposed approach, and the degree to which it is capable of delivering the project overall objectives and technical objectives. This includes the compatibility of the technology selected, and its incorporation into the proposed design to address the technical requirements. This criterion evaluates the technical risks associated with the eventual integration and implementation of the concept, and assesses whether the proposed effort is well documented and substantiated.

In this subsection, the Bidder must provide a description and overall feasibility assessment of the proposed approach and the degree to which it is capable of delivering the project overall objectives and technical objectives.

The proposed effort must be well presented and substantiated through well-conceived and feasible concepts and methods to obtain the desired technical results. The bid must explain and substantiate that the overall scenario is valid and demonstrate that the proposed concept is based on a reasonable technology development plan or on well proven technology.

The Bidder must elaborate its understanding of the related technology by providing an assessment of the technical risks involved with the proposed concept in Contractor Format, using as guideline the CSA Technology Readiness and Risk Assessment Guidelines (CSA-ST-GDL-0001). The proposal must as well identify the major assumptions upon which the project is based.

Table 4A.4: Criterion 2 – Feasibility of Achieving Goals and Technical Objectives (continued)

| 0 Inadequate or Not addressed 0% ▶ 0 points | A Poor 25% ▶ 2.5 points | B Minimal (passing score) 50% ▶ 5 points | C Adequate 75% ▶ 7.5 points | D Maximum (passing score) 100% ▶ 10 points |
|---|--|--|--|---|
| <ul style="list-style-type: none"> ▪ The bid does not demonstrate clearly the feasibility of achieving the project overall objectives and technical objectives. | <ul style="list-style-type: none"> ▪ The bid does not adequately present a case with system(s) that can deliver the project overall objectives and technical objectives; <li style="text-align: center;">OR ▪ The proposed concept can obtain the desired technical results, but significant gaps exist; <li style="text-align: center;">OR ▪ Main elements of a preliminary technology development road map are lacking to meet the basic technical requirements. | <ul style="list-style-type: none"> ▪ The bid adequately presents a case with system(s) that can deliver the project overall objectives and the technical objectives with a credible path to flight in space. <li style="text-align: center;">AND ▪ The proposed concept can obtain the desired technical results, but some important details or information are omitted; <li style="text-align: center;">AND ▪ Some elements of a preliminary technology development plan are lacking, in order to meet the technical requirements. | <ul style="list-style-type: none"> ▪ The bid presents a well substantiated case with system(s) that can deliver the project overall objectives and technical objectives with a credible path to flight in space. <li style="text-align: center;">AND ▪ The proposed concept displays feasible and valid concepts and methods that can achieve the desired technical results with details; <li style="text-align: center;">AND ▪ Main elements of a preliminary technology development plan are presented to meet the technical requirements. | <ul style="list-style-type: none"> ▪ The bid presents a well substantiated, referenced and convincing case with system(s) that can deliver the project overall objectives and technical objectives with a credible path to flight in space. <li style="text-align: center;">AND ▪ The proposed concept displays feasible and valid concepts and methods that can achieve the desired technical results with details; <li style="text-align: center;">AND ▪ All elements of a preliminary technology development plan is presented to meet the technical requirements. |

Criterion 3 - Understanding of the Mission Requirements

This criterion assesses the degree to which the Bid identifies and substantiates in detail the mission requirements, and also to what extent it demonstrates a thorough understanding of these requirements included in the GERI Mission Requirements Document (CSA-GERI-RD-0001).

The Bidder must propose a preliminary concept that demonstrates an understanding of the mission requirements, and the proposed solution must address the mission requirements provided in the Mission Requirements Document (MRD, CSA-GERI-RD-0001). The Bidder must provide requirement compliance substantiation for each group of requirements.

This section must identify and substantiate in detail the underlying requirements and knowledge necessary to realize the proposed concept. It must thoroughly demonstrate an understanding of these requirements. The bid must include a presentation of the proposed concept and the requirements that will be addressed by the proposed activities and objectives, and their relationship to the overall objectives.

As listed in Table 2 hereunder, each group of requirements corresponds to specific sections of the MRD (CSA-GERI-RD-0001). Although these groups include multiple requirements, the Bidder is not requested to address each requirement individually, but must address each group as a whole. Table 2 must be used as a template.

“Substantiation” must be in the form of a detailed statement of how it complies with the requirements. Cross-references to appropriate sections of the proposal must be provided when applicable, and the essence of the referenced information must be summarized in the substantiation.

Table 2: Mission Requirements Compliance Substantiation

| GERI Mission Requirements (CSA-GERI-RD-0001) | | | | |
|--|------------------|---------------------------|--|---------------------------|
| Group | Document section | Requirements | | Compliance Substantiation |
| 1 | GERI MRD 3.1 | Programmatic Requirements | | |
| 2 | GERI MRD 3.2 | Functional Requirements | | |
| 3 | GERI MRD 3.3 | Performance Requirements | | |
| 4 | GERI MRD 3.4 | Physical Requirements | | |
| 5 | GERI MRD 3.5 | Environment Requirements | | |

Table 4A.4: Criterion 3 – Understanding of the Mission Requirements (continued)

| 0 | A | B | C | D |
|--|---|--|--|---|
| Inadequate or Not addressed 0% ► 0 points | Poor 25% ► 5 points | Minimal (passing score) 50% ► 10points | Adequate 75% ► 15 points | Maximum (passing score) 100% ► 20 points |
| <ul style="list-style-type: none"> ▪ The mission requirements are not addressed in the bid; <li style="text-align: center;">OR ▪ Compliance of the proposed concept to the Mission Requirements is not substantiated; <li style="text-align: center;">OR ▪ Compliance not substantiated for the groups (ref. Table 2). | <ul style="list-style-type: none"> ▪ The mission requirements are not adequately addressed in the bid; <li style="text-align: center;">OR ▪ Compliance of the proposed concept to the Mission Requirements is not adequately substantiated; <li style="text-align: center;">OR ▪ The bid does not adequately demonstrate clearly a comprehensive understanding of the technical requirements relevant to the goals of the Work; <li style="text-align: center;">OR ▪ Compliance is fully substantiated for only 2 groups (ref. Table 2). | <ul style="list-style-type: none"> ▪ Compliance of the proposed concept to the Mission Requirements is only partially substantiated; <li style="text-align: center;">OR ▪ The bid only partially demonstrates an understanding of the technical requirements relevant to the goals of the Work; <li style="text-align: center;">OR ▪ Compliance is fully substantiated for only 3 groups (ref. Table 2). | <ul style="list-style-type: none"> ▪ The bid demonstrates clearly an understanding of the Mission Requirements; <li style="text-align: center;">AND ▪ Compliance of the proposed concept to the Mission Requirements is adequately substantiated; <li style="text-align: center;">AND ▪ The bid demonstrates a comprehensive understanding of the technical requirements relevant to the goals of the Work; <li style="text-align: center;">AND ▪ The bid includes a presentation of the proposed implementation that will be addressed by the proposed activities and objectives; <li style="text-align: center;">AND ▪ The bid includes references to and a discussion of other work or previous activities relevant of the proposed concept; <li style="text-align: center;">AND ▪ Compliance is fully substantiated for at least 4 groups (ref. Table 2). | <ul style="list-style-type: none"> ▪ The bid demonstrates clearly an understanding of the Mission Requirements; <li style="text-align: center;">AND ▪ Compliance of the proposed concept to the Mission Requirements is fully substantiated; <li style="text-align: center;">AND ▪ The bid demonstrates an understanding of the technical requirements relevant to the goals of the Work; <li style="text-align: center;">AND ▪ The bid includes a presentation of the proposed implementation that will be addressed by the proposed activities and objectives; <li style="text-align: center;">AND ▪ The bid includes references to and a discussion of other work or previous activities relevant of the proposed concept; <li style="text-align: center;">AND ▪ Compliance is fully substantiated for all the groups (ref. Table 2). |

Criterion 4 – Understanding of the Product Assurance Requirements

This criterion assesses the degree to which the Bid identifies and substantiates the Product Assurance Requirements, and also to what extent it demonstrates a thorough understanding of these requirements included in Product Assurance Requirements Document (CSA-GWY-RD-0002) and the in the SOW.

The Bidder must demonstrate the use of a quality management system and a methodology to implement product assurance requirements for Phase A deliverables, including configuration management.

The Bidder must demonstrate an understanding of the product assurance requirements, and its intent to implement the requirements provided in the Product Assurance Requirements Document (CSA-GWY-RD-0002) for future phases.

The Bidder must demonstrate an understanding of hazard identification and documentation.

The Bidder must provide compliance methodology for reliability and maintainability analysis.

As listed in Table 3 hereunder, each group of requirements corresponds to specific sections of the SOW. Although these groups include multiple requirements, the Bidder is not requested to address each requirement individually, but must address each group as a whole. Table 3 must be used as a template.

“Substantiation” must be in the form of a process, a program, a research strategy, a set of methods, best practices, qualitative or quantitative techniques, or other approaches that will be employed to meet the requirements. Cross-references to appropriate sections of the proposal must be provided when applicable.

Table 3: Product Assurance Requirements Compliance Substantiation

| Group | Document Section | Requirements | Compliance Substantiation |
|-------|------------------|--|---------------------------|
| 1 | SOW 7.1 | Quality Management System | |
| 2 | SOW 7.1 | Evaluation of Product Assurance Requirements | |
| 3 | SOW 7.1.1 | Hazard Analysis | |
| 4 | SOW 7.1.2 | Reliability | |

Table 4A.4: Criterion 4 – Product Assurance Requirements (continued)

| 0 Inadequate or Not addressed 0% ▶ 0 points | A Poor 25% ▶ 2.5 points | B Minimal (passing score) 50% ▶ 5 points | C Adequate 75% ▶ 7.5 points | D Maximum (passing score) 100% ▶ 10 points |
|--|--|---|--|---|
| <ul style="list-style-type: none"> ▪ The bid does not address the Product Assurance requirements; <p>OR</p> <ul style="list-style-type: none"> ▪ Compliance not substantiated for the groups (ref. Table 3). | <ul style="list-style-type: none"> ▪ The bid includes an incomplete overview of the requirements; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ The bid does not adequately demonstrate an understanding of the product assurance requirements relevant to the goals of the implementation; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ Compliance is fully substantiated for only 1 group (ref. Table 3). | <ul style="list-style-type: none"> ▪ The bid includes a partial overview of the requirements; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid exhibits a comprehensive understanding of the product assurance requirements; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ Compliance is fully substantiated for only 2 groups (ref. Table 3). | <ul style="list-style-type: none"> ▪ The bid includes a complete overview and understanding of the requirements; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid demonstrates clearly knowledge of the product assurance requirements relevant to the implementation; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid includes the proposed implementation that will be addressed by the activities and objectives; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid includes references to and a discussion of other work or previous activities relevant to product assurance implementation; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ Compliance is fully substantiated for at least 3 groups (ref. Table 3). | <ul style="list-style-type: none"> ▪ The bid includes a complete overview and understanding of the requirements; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid demonstrates an excellent knowledge of the product assurance requirements; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid includes the proposed implementation that will be addressed by the activities and objectives, and their relationship to overall objectives; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid refers to and discusses thoroughly existing literature relevant to product assurance implementation. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ Compliance is fully substantiated for all the groups (ref. Table 3). |

Criterion 5 - Scope of the Phase A

The criterion assesses the description and overall scope of the Phase A as specified in the SOW.

The Bidder must provide a detailed description and substantiation of the approaches it will use for the Phase A development work.

Table 4A.4: Criterion 5 – Scope of the Phase A

| 0 | A | B | C | D |
|---|--|--|--|---|
| Inadequate or Not addressed 0% ► 0 points | Poor 25% ► 5 points | Minimal (passing score) 50% ► 10 points | Adequate 75% ► 15 points | Maximum (passing score) 100% ► 20 points |
| <ul style="list-style-type: none"> ▪ The bid does not address the scope and the aspects of what is requested in the SOW; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ The bid does not provide a description of the approach for the Phase A development. | <ul style="list-style-type: none"> ▪ The bid partially addresses the scope and the aspects of what is requested in the SOW and gaps exist; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ The bid partially provides a description of the approach for the Phase A development. | <ul style="list-style-type: none"> ▪ The bid addresses the scope and the aspects of what is requested in the SOW with minor or no gaps; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid provides a description of the approach for the Phase A development, with minor or no gaps. | <ul style="list-style-type: none"> ▪ The bid addresses the full scope and aspects of what is requested in the SOW; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid provides a description and substantiation of a relevant approach for the Phase A development. | <ul style="list-style-type: none"> ▪ The bid addresses the full scope and aspects of what is requested in the SOW; <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ▪ The bid provides a detailed description and substantiation of a relevant approach for the Phase A development. |

MANAGEMENT CRITERIA

Criterion 6 - Team Capability

This criterion assesses the capability (education, knowledge, experience, expertise, and completeness of skill-sets in engineering, and management) of the personnel designated to carry out the Work.

This subsection must identify the Project Manager and Technical Lead, and outline their respective qualifications. It must identify the key members of the project's technical and management teams, and state the specific qualifications for the work required. Detailed résumés are to be included in an appendix in Section I of the Bid. Names of back-up personnel for key positions must also be included.

3A.5.1.2 Team Organization and Arrangements

This subsection must outline the roles and responsibilities of the proposed team members, and discuss and highlight the unique expertise that they offer with respect to the capability of the team. This subsection must also describe the detailed roles and responsibilities of the key human resources. The Bidder must include an organization chart that illustrates the structure of the proposed project team, as well as their level of effort for the Work under the Contract as a percentage.

3A.5.1.3 Previous Project Experience

The Bidder must identify any previous experience with projects of a similar scope to the one proposed, including any projects undertaken with the CSA or other institutions. The Bidder must list previous projects and assignments undertaken, within the last ten (10) years, which are relevant to the proposed scope of work. The Bidder must identify any team members in the current Bid that participated in those other projects and describe the nature of their contributions.

Note: The Bidder may describe as many previous projects as it feels are necessary to demonstrate the experience and qualifications of the company and of the proposed team.

Table 4A.4: Criterion 6 – Team Capability (continued)

| 0 | A | B | C | D |
|---|--|--|---|--|
| Inadequate or Not addressed 0% ▶ 0 points | Poor 25% ▶ 2.5 points | Minimal (passing score) 50% ▶ 5 points | Adequate 75% ▶ 7.5 points | Maximum (passing score) 100% ▶ 10 points |
| <ul style="list-style-type: none"> ▪ The proposed team does not have the required expertise; <li style="text-align: center;">OR ▪ The bid does not address this criterion. | <ul style="list-style-type: none"> ▪ The proposed team has no experience in conducting work similar in complexity and scope to what is requested in the SOW; <li style="text-align: center;">OR ▪ The proposed team lacks expertise and may not be capable of fulfilling the statement of work (SOW); <li style="text-align: center;">OR ▪ The roles and responsibilities of the team members are not defined. | <ul style="list-style-type: none"> ▪ The key personnel identified in the proposed team have been involved in at least one (1) project similar in complexity and scope to what is requested in the SOW; <li style="text-align: center;">AND ▪ The proposed team is lacking some expertise but demonstrates that it is capable of fulfilling the statement of work (SOW); <li style="text-align: center;">AND ▪ The team may have deficiencies in the overall skills of its members; <li style="text-align: center;">AND ▪ Some team members have experience in the design and development of high reliability/safety/assurance hardware and software in a similar environment as described in the SOW; | <ul style="list-style-type: none"> ▪ The key personnel identified in the proposed team have been involved in at least two (2) projects similar in complexity and scope to what is requested in the SOW; <li style="text-align: center;">AND ▪ The expertise of the proposed team demonstrates that it is highly capable of fulfilling the statement of work (SOW); <li style="text-align: center;">AND ▪ The completeness of the team is demonstrated clearly through the complementary skills of its members and by the roles / tasks that they are assigned during the project; <li style="text-align: center;">AND ▪ The roles and responsibilities for most of the team members, including sub-contractors, are defined; <li style="text-align: center;">AND ▪ Most of the required key personnel are identified and there are qualified back-up personnel identified for most of them; <li style="text-align: center;">AND | <ul style="list-style-type: none"> ▪ The key personnel identified in the proposed team have been involved in more than two (2) projects of similar complexity and scope to what is requested in the SOW; <li style="text-align: center;">AND ▪ The supporting skill sets of team members is fully identified and assigned; <li style="text-align: center;">AND ▪ The expertise of the proposed team demonstrates clearly that it is highly capable of fulfilling the statement of work (SOW) with the potential of delivering an authoritative concept; <li style="text-align: center;">AND ▪ The roles and responsibilities of all the team members, including all sub-contractors, are defined; <li style="text-align: center;">AND ▪ The completeness of the team is clearly demonstrated through the complementary skills of its members and by the roles / tasks that they are assigned during the project; <li style="text-align: center;">AND ▪ All required key personnel are identified and there are qualified back-up personnel identified for all of them; |

| 0 | A | B | C | D |
|--|--------------------------|---|--|--|
| Inadequate or Not addressed 0% ▶ 0 points | Poor 25% ▶ 2.5 points | Minimal (passing score) 50% ▶ 5 points | Adequate 75% ▶ 7.5 points | Maximum (passing score) 100% ▶ 10 points |
| | | <p>AND</p> <ul style="list-style-type: none"> ▪ The project Manager as a minimum of three (3) years of experience in managing space related project; <p>AND</p> <ul style="list-style-type: none"> ▪ Key personnel have a minimum of three (3) years of experience design and development of space flight hardware and software in a similar environment as described in the SOW. | <ul style="list-style-type: none"> ▪ The key personnel have experience in managing, design and development of high reliability/safety /assurance hardware and software in a similar environment as described in the SOW; <p>AND</p> <ul style="list-style-type: none"> ▪ The project Manager as a minimum of three (3) years of experience in managing space related project; <p>AND</p> <ul style="list-style-type: none"> ▪ key personnel have a minimum of three (3) years of experience design and development of space flight hardware and software in a similar environment as described in the SOW. | <p>AND</p> <ul style="list-style-type: none"> ▪ The project Manager as a minimum of five (5) years of experience in managing space project; <p>AND</p> <ul style="list-style-type: none"> ▪ The key personnel have a minimum of five (5) years of experience in design and development of space flight hardware and software in a similar environment as described in the SOW. |

Criterion 7 - Project Management Plan

This criterion assesses the completeness of the management plan (including WBS, WPs, personnel allocation, detailed schedules and milestones, and managerial risk assessment) and evaluates the effectiveness of the described methodology in successfully achieving the stated objectives of the work to be carried out.

This subsection describes the Management Plan that will be retained to deliver the project, and to do so in the most effective manner.

The Management Plan must contain, as a minimum, the following information: Work Breakdown Structure, WP definition, personnel allocation, managerial risk assessment, milestones, deliverables, schedule, and project control system.

The Management Plan's presentation must be based on management tools most applicable to the proposed project, such as scope planning (WBS), schedule development charts (e.g. Gantt chart, etc.). Equivalent company-developed, project-tailored tools/charts are also acceptable, provided that the information is complete.

3A.5.2.1 Work Package Definition

This Management Plan subsection must define and specify the work to be executed according to the requirements of this SOW. The project must be broken down into Work Packages (WPs). Each WP must focus on specific activities that will form the total project and, as a minimum, must define and describe the specific work to be carried out and indicate: the person responsible, the WP's associated levels-of-effort and required resources, the schedule (start and finish dates), the risks, and the associated deliverables or outputs.

WPs stem from the WBS. The WBS must be taken to a low enough level, and the associated WP must be defined in sufficient depth for the Bidder to demonstrate a clear understanding of the process to be followed to carry out the project. As a guideline, Table 1 of this attachment presents a sample Work Package Definition Sheet and Figure 1 provides a sample Work Breakdown Structure.

Table 1: Example of Work Package Definition Sheet

| | |
|---|---|
| Project: Novel T/R Unit Demonstration | |
| Work Pack Title: | |
| TEST SETUP WBS Ref: 2200 | |
| Sheet: | |
| 1 of 1 | |
| WP Estimated Value: | |
| Do not indicate \$ value in Section I of Bid, indicate value in Section II | |
| Scheduled Start: T0 + 2 weeks | Accountable Manager: Resource A |
| T0 + 12 weeks | Resources: Resource A, Resource B, Resource C |
| Scheduled End: | |
| Estimated Effort: 80 hours | |
| <u>Objectives:</u> | |
| 1. Deliver a functional test setup for the T/R unit | |
| <u>Inputs:</u> | |
| 1. Test plan and procedure 2. Unit drawings 3. Unit Interface Control Documents | |
| <u>Tasks:</u> | |
| 1. Review input documentation 2. Define requirements 3. Produce initial concept 4. Design test setup 5. Fabricate test setup 6. Commission and debug | |
| <u>Outputs and Deliverables:</u> | |
| 1. Fully functional T/R unit test setup 2. Test setup log manual 3. Test setup user manual | |

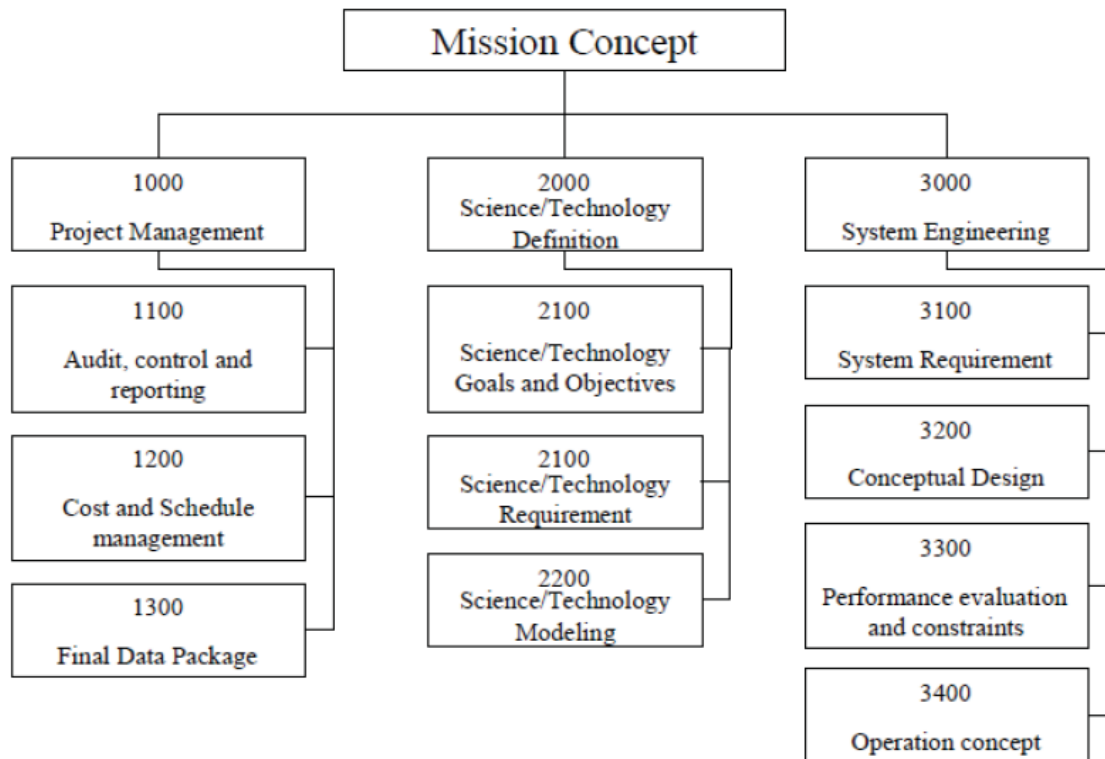


Figure 1: Example of a Work Breakdown Structure

3A.5.2.2 Resource Allocation

This Management Plan subsection must include a resource assignment matrix showing the level-of-effort for each individual team member that has been apportioned to each WP. The matrix must identify each individual by name, and provide the estimated time (number of hours or days) required to complete each task. Names of back-up personnel for key positions must also be included.

As a guideline, Table 2 of this attachment presents a sample of a Resource Allocation Matrix (RAM). The RAM must be presented in the Managerial Bid.

Table 2: Example of Resource Allocation Matrix

| WBS number | Work Pack Title | Resource A | | Resource B | | Resource C | | Total |
|------------|--------------------|------------|-----|------------|-----|------------|-----|-------|
| 1.1 | Project Management | A 200 | | P 25 | | P 25 | | 250 |
| 1.2 | Literature Survey | A | 25 | P | 100 | - | 0 | 125 |
| 1.3 | Requirements | P | 50 | A | 100 | P | 100 | 250 |
| 1.4 | Design | P | 100 | A | 100 | P | 150 | 350 |
| 1.5 | Build | - | 0 | P | 200 | A | 150 | 350 |
| 1.6 | Test and Analysis | A | 100 | P | 200 | P | 200 | 500 |
| Total | | 475 | | 725 | | 625 | | 1825 |

P: Participant
A: Accountable

3A.5.2.3 Managerial Risk Assessment

This Management Plan subsection must provide an assessment of the managerial risks involved in performing the work for the concept study, and identify critical issues that may jeopardize successful completion of the project within cost and schedule constraints.

3A.5.2.4 Milestones and Deliverables

Milestones and deliverables must be detailed in accordance with what is specified in the Statement of Work

3A.5.2.5 Schedule

This Management Plan subsection must relate tasks, milestones and deliverables to a project timetable. For planning purposes, the project expected start date is August 1st, 2019.

3A.5.2.6 Project Control System

This Management Plan subsection must outline the methods and systems to be used to control tasks, schedules, and costs for the project. Any project management tool or a spreadsheet software package may be used as long as it contains, as a minimum, the information required in the Monthly Progress Report (DID-107). Additionally, the Project Control System must provide the capability to report the amount of work per WBS item for each individual on a monthly basis.

Table 4A.4: Criterion 7 – Project Management Plan (continued)

| 0 | A | B | C | D |
|--|---|--|---|--|
| Inadequate or Not addressed 0% ► 0 points | Poor 25% ► 5 points | Minimal (passing score) 50% ► 10 points | Adequate 75% ► 15 points | Maximum (passing score) 100% ► 20 points |
| <ul style="list-style-type: none"> ▪ The work-plan does not follow a methodological approach and is unlikely to achieve the appropriate objectives; OR ▪ The bid does not address this criterion. | <ul style="list-style-type: none"> ▪ The bid presents a poor work-plan; OR ▪ The proposed methodology is not effective in achieving the objectives of the work; OR ▪ There is a lack of correlation between the work-plan and the management method; OR ▪ Risks are not identified. | <ul style="list-style-type: none"> ▪ The bid presents a basic work-plan; AND ▪ The proposed methodology is effective in achieving the objectives of the work; OR ▪ There is a lack of correlation between the work-plan and the management method; OR ▪ Risks are identified but mitigation strategies are insufficient. | <ul style="list-style-type: none"> ▪ The work-plan as described in the bid is based on a methodological approach; AND ▪ The effectiveness of the proposed methodology to achieve the objectives of the work is credible; AND ▪ The correlation between the work-plan and the management method exists; AND ▪ Risks are identified and mitigation strategies are discussed. | <ul style="list-style-type: none"> ▪ The work-plan as described in the bid follows a clearly defined methodology; AND ▪ The effectiveness of the proposed methodology to achieve the objectives of the work is highly credible; AND ▪ The correlation between the work-plan and the management method is clear; AND ▪ Risk analysis and mitigation strategies are provided. |

Attachment 2 to Part 4: Simulated Task Authorization for financial evaluation purposes

For the purpose of conducting the financial evaluation, bidders **MUST** fill in this simulated task authorization using their applicable daily rates. The overall cost of this simulated task authorization will then be used to supplement the technical and managerial evaluation achieved overall scoring by up to ten (10) points, calculated as such:

| | | Bid 1 | Bid 2 | Bid 3 |
|--|---|-------------------|-------------------|--------------------|
| Simulated Task Authorization (TA) overall Price | | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| Calculations | Technical and Programmatic Merit Score | 100 | 90 | 100 |
| | TA Pricing Score (10 points max.) | 45/55 x 10 = 8,18 | 45/50 x 10 = 9,00 | 45/45 x 10 = 10.00 |
| Combined Rating | | 108,18 | 99,00 | 110,00 |
| Overall Rank | | 2nd | 3rd | 1st |

Using the above scenario, bid #3, assuming it is considered responsive, would be recommended for contract award.

Simulated Task Authorization (for financial evaluation purposes only)

GERI-TA-001: Introduction of NASA new system requirement No. MRQ-0945-01-A as defined in NASA Document No. DSG-PPE-MRD-0324-A (simulation)

| Labor Category Code | Labour Category Code Description | Level of Effort (in days) | Corresponding all inclusive daily labour rate ¹ | Calculated Price |
|---------------------|--|---------------------------|--|------------------|
| | | A | B | [A x B] |
| | Project Manager | 15 | \$ | \$ |
| | Senior Engineer | 25 | \$ | \$ |
| | Intermediate Engineer | 45 | \$ | \$ |
| | Junior Engineer | 15 | \$ | \$ |
| | Quality / Product Assurance Specialist | 5 | \$ | \$ |
| | Administrative Support | 4 | \$ | \$ |

Sub-Total: \$

Profit (10%): \$

Total Price to be used for the financial evaluation: \$

Note 1:

The above firm-fixed daily rates are to be based on eight (8) hours per day and include direct labour rates, overhead and G&A. Profit is excluded. These rates would be used to populate the "Applicable Daily Labour Rates" under the article B.3.2 of the Basis of Payment.

Attachment 1 to Part 5: Federal Contractors Program for Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation
9F052-18-0648
Client Ref. No. - N° de réf. du client
9F052-18-0648

Amd. No. - N° de la modif.
000
File No. - N° du dossier
9F044-14-0934

Buyer ID - Id de l'acheteur
205mtd
CCC No./N° CCC - FMS No./N° VME

*****END OF RFP*****