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## REQUEST FOR PROPOSAL (RFP)

### Training and Capacity Development for the Naurvik Food Production Initiative in Gjoa Haven

**Bid Submission Deadline:  
August 10, 2020 at 10:00 AM (EST)**

**Submit Bids to:**

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

**Or by E-Post Connect**

**Reference:** CSA File No. **9F050-20200022**

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



**July 10, 2020**



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## PART 1 - GENERAL INFORMATION

### 1. Summary

The Canadian Space Agency (CSA) requires under this Request for Proposals (RFP)/Statement of Work (SOW) professional services to train and develop a skilled workforce to operate systems and possible future payloads within the extreme environment plant production facility located at Gjoa Haven, in collaboration with CSA's partners, namely, National Research Council Canada (NRC) and Agriculture and Agri-food Canada (AAFC). The CSA is assessing innovative solutions to food production challenges that are common to astronauts and people on Earth living in Northern or remote environments. Developing capacity within the Gjoa Haven community for the long-term operation of the recently installed Naurvik Plant Production Facility is critical to its long-term success as both a local plant production facility and as a test-bed for future space systems. The Naurvik Food Production Initiative (NFPI) has the long-term aim to improve food security and stimulate the local economy in northern communities, which is in line with the vision of Canada's Arctic and Northern Policy Framework [RD-01].

#### Period of the Contract

From awarded date of contract to June 30, 2021. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional three (3) years period, one year at the time under the same terms and conditions.

- **Work location**

The work will take place at Gjoa Haven in Nunavut and at the Naurvik Food Production Initiative Southern Partners locations.

- **Official languages**

The contractor must be able to provide staff that are able to communicate and draft documents in English.

### 2. The 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."

### 3. Trade Agreements

This requirement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. See Annex E - Nunavut agreement.

### 4. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$450,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount will be considered non-responsive.

- Initial Period: one (1) year at \$150,000.00 from the date of contract award;
- Option year 1: one (1) year at \$100,000.00;
- Option year 2: one (1) year at \$100,000.00;
- Option year 3: one (1) year at \$100,000.00.



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## 5. Debriefings

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



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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

#### 1.1. SACC Manual Clauses

**The document 2003 (2020-05-28)** - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

### 2. Submission of Bids

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

#### Bids must be submitted **ONLY TO**:

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

**Epost connect service information: Section 08 (2020-05-28)** - Transmission by epost Connect of document 2003 (2019-03-04) – Standard Instructions - Goods or Services - Competitive Requirements  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

Or

- ❖ the CSA's Tenders Reception Office

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

**DO NOT COPY THE CONTRACTING AUTHORITY**



### 3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority [marie-eve.soucy2@canada.ca](mailto:marie-eve.soucy2@canada.ca) **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

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

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.

### 5. Communications Notification

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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

**Section I:** Technical Bid

**Section II:** Financial Bid

**Section III:** Certifications

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

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

- a) Use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) Use a numbering system that corresponds to that of the Request for proposal;
- c) The total number of pages for Section I: Technical and Managerial Bid shall not exceed 15 pages of (8.5 x 11 inch) (216 mm x 279 mm) paper, including cover pages, but excluding resumes and letters of commitment (if applicable). If the number of pages of Section I, as described herein, is exceeded, the evaluation will strictly be based on the first 15 pages submitted, resumes and letters of commitment.

#### ❖ If Submitted to Canadian Space Agency Tenders Reception Office

1 hardcopy in 3 sections **and** 1 electronic support including the 3 separate files

#### ❖ If Submitted by epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 separate documents

### Section I: Technical Bid

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

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

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





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## **Section II: Financial Bid**

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex A - Pricing**. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

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

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 2. Evaluation Criteria

#### 2.1 Mandatory Criteria (SEE TABLE #1)

**At Bid closing time**, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.  
Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

#### 2.2 Point Rated Technical Criteria (SEE TABLE #2)

**To be declared responsive**, a bid **MUST** achieve a pass on technical rated requirements outlined in the table #2.

#### 2.3 Point Rated Inuit and Nunavut benefits Criteria (SEE TABLE #2)

**To be declared responsive**, a bid **MUST** achieve a pass on Inuit and Nunavut benefits rated requirements outlined in the table #2.

### 3. Financial Evaluation

#### 3.1 Mandatory Financial Criteria

**The maximum funding available** resulting from the bid solicitation is **\$450,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate.  
Bids valued in excess of the amount indicated will be considered non-responsive.  
This disclosure does not commit Canada to pay the maximum funding available.

#### 3.2 Point Rated Financial Criteria

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

### 4. Basis of Selection

SACC Manual Clause [A0036T](#), Basis of Selection – Highest Rated Within Budget



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1. To be declared responsive, a bid must:
    - a. comply with all the requirements of the bid solicitation;
    - b. meet all mandatory technical evaluation criteria; and
    - c. obtain the required minimum of 25 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
  2. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

<b>Table no. 1 Mandatory Technical Criterion</b>			
<b>Number</b>	<b>Mandatory Technical Criterion</b>	<b>Meet or Not</b>	<b>Evaluator's Remarks</b>
MT.1	The Bidder MUST provide, as part of his / her proposal, the curriculum vitae of all proposed resource(s) including subcontractors if applicable and identify the role of each resource(s). The experience listed in the CVs MUST demonstrate where and how such experience was obtained.		<ul style="list-style-type: none"> <li>• Reference relevant section, page number of bid;</li> <li>• Summarize conclusion briefly.</li> </ul>
MT.2	The Bidder MUST provide at least three (3) examples or abstracts of past work over the last ten (10) years that demonstrate relevance and experience in addressing the work described in the Statement of Work, and provide the clients for whom the work was completed.		
MT.3	The Bidder's proposed resource(s) MUST demonstrate that they have a cumulative experience of at least 10 years in the coordination of various activities (scientific, educational or other), partnership with the Canadian government and working in collaboration with Inuit communities.		



<b>TABLE #2 - Point-Rated Criteria (RC)</b>				
<b>Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.</b>				
	MINIMUM POINTS REQUIRED	MAXIMUM TOTAL POINTS	RESULTS	REFERENCE RELEVANT SECTION, PAGE NUMBER OF BID; SUMMARIZE CONCLUSION BRIEFLY
<b>Point-Rated Technical Criteria (RC)</b>				
<b>RC1.</b> Experience working in the North, Northern Logistics and with working with Inuit communities.	7.5	30		
<b>RC2.</b> Recent Training Experience and Quality of Proposed Training Development Plan.	2.5	10		
<b>RC3.</b> Proposed Approach and Management Plan.	6.25	25		
<b>Point-Rated Inuit and Nunavut Benefits Criteria (IBC/NBC)</b>				
<b>IBC1.</b> Inuit Benefits Criteria.	5	20		
<b>NBC1.</b> Nunavut Benefits Criteria.	3.75	15		
<i>Subtotal of Technical OR Standard criteria</i>	<i>16.25</i>	<b>65</b>		
<i>Subtotal of Point Rated IBC/NBC</i>	<i>8.75</i>	<b>35</b>		
<i>Maximum Score</i>		<b>100</b>		
<i>Minimum Required</i>	<b>25</b>			
<i>Total Obtained</i>			<i>/100</i>	

Each point-rated criterion will be evaluated using a set of 5 benchmark statements (0,1,2,3 and 4). Each of these statements has a corresponding relative value:

- 0 = 0% of maximum point rating
- 1 = 25% of maximum point rating
- 2 = 50% of maximum point rating
- 3 = 75% of maximum point rating
- 4 = 100% of maximum point rating

**As an example, the maximum point rating for the “Training Experience and Quality of Proposed Training Development Plan” criterion is 20 points.**

If a Bid received a “3” score for this criterion in the evaluation process, the score attributed will be 75% of 20 points = 15 points (score).

**RC1 Experience working in the North, Northern Logistics and with working with Inuit communities**

*This criterion assesses the bidder's knowledge and experience conducting research/other activities in the North, experience in organizing logistics for travel to and from the North, experience building robust logistics plans that can resist unforeseen changes due to weather and explicit examples of work with Inuit communities.*

- 0) The bidder does not have experience working in the North, nor with organizing logistics in the North, nor with direct experience working with Inuit communities.
- 1) The bidder has demonstrated experience working in the North.
- 2) The bidder has demonstrated experience working in North AND has been involved in organizing logistics to/in the North.
- 3) The bidder has demonstrated experience working in the North AND has experience organizing Northern logistics AND has direct experience working in Inuit communities.
- 4) The bidder has demonstrated experience working in the North AND has experience organizing Northern logistics AND has direct experience working in Inuit communities AND has an explicit linkage with an Inuit-owned organization.

**RC2 Recent Training Experience and Quality of Proposed Training Development Plan**

*This criterion assesses the bidder's potential to be able to work with Naurvik Food Production Initiative (NFPI) partners to elaborate a meaningful training program based on the bidder's experience organizing and implementing training programs.*

- 0) The bidder does not have experience in the planning nor conduct of training.
- 1) The bidder has demonstrated experience training.
- 2) The bidder has demonstrated experience in training AND in developing training plans.
- 3) The bidder has demonstrated experience in training individuals from Inuit communities AND in developing training plans.
- 4) The bidder has demonstrated recent experience (in the last 5 years) in training individuals from Inuit communities AND in developing training plans.

**RC3 Proposed Approach and Management Plan**

*This criterion assesses the proposed approach and the degree to which the approach is capable of achieving the objectives of the SOW through the management plan.*

- 0) The approach to carry out the work and produce the deliverables is not addressed.
- 1) The approach is briefly described AND a basic management plan is included that contains a list of deliverables and a timeline.
- 2) The approach is *well* described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks.
- 3) The approach is *well* described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work that is linked to the deliverables.
- 4) The approach is *extensively* described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work



that is linked to the deliverables AND provides alternative courses of action to deal with the issues and potential risks.

### **Inuit and Nunavut Benefits Criteria (IBC/NBC) Section.**

#### **IBC1 Inuit Benefits Criteria**

*This criterion assesses whether the bidder employs Inuit employees or hire an Inuit subcontractor.*

- 0) The Bidder does not employ any Inuit employees AND does not plan to employ Inuit employees nor hire an Inuit subcontractor as part of the resources planned to implement the proposed work.
- 1) The Bidder's organization's workforce includes Inuit employees BUT does not plan to employ Inuit employees nor hire an Inuit subcontractor as part of the resources planned to implement the proposed work.
- 2) The Bidder's organization's workforce is composed of at least 5% of Inuit employees AND plans to employ Inuit employees or hire an Inuit subcontractor as part of the resources planned to implement the proposed work.
- 3) The Bidder's organization's workforce is composed of at least 10% of Inuit employees AND plans to employ Inuit employees or hire an Inuit subcontractor as part of the resources planned to implement the proposed work.
- 4) The Bidder's organization's workforce is composed of at least 20% of Inuit employees AND plans to employ Inuit employees or hire an Inuit subcontractor as part of the resources planned to implement the proposed work.

#### **NBC1 Nunavut Benefits Criteria**

*This criterion assesses whether the bidder or subcontractor has head offices, administrative offices, or other facilities in the Nunavut Settlement Area.*

- 0) The bidder or subcontractor has no head offices AND no administrative offices AND no other facilities in the Nunavut Settlement Area.
- 1) The bidder or subcontractor has no head offices AND no administrative offices BUT has other facilities in the Nunavut Settlement Area.
- 2) The bidder or subcontractor has no head offices BUT has administrative offices AND has other facilities in the Nunavut Settlement Area.
- 3) The bidder or subcontractor has head offices AND has administrative offices AND has other facilities in the Nunavut Settlement Area.
- 4) The bidder or subcontractor has head offices AND has administrative offices AND has other facilities in the Nunavut Settlement Area and has operated one or more of these offices or facilities for more than 5 years.



## PART 5 - CERTIFICATIONS

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.

### 1. Certifications Required with the Bid

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

#### 1.1 Former Public Servant

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

##### 1.1.1 Definitions

For the purposes of this clause,

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

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

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

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

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





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

Yes ( ) No ( )

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

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

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

### 1.1.3 Work Force Adjustment Directive

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

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

## 1.2 Ineligibility and Suspension Policy

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

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

## 1.3 Integrity Provisions – List of Names

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



- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, **must provide the name of the owner(s).** (See Annex G - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 1.4 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### 1.5 Status and Availability of Resources

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

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

#### 1.6 Education and Experience

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

#### 1.7 Linguistics Requirements



By submitting a bid, the Bidder certifies that, if they obtain the resulting contract from the bid solicitation, each person proposed in their bid has advanced knowledge in English for purposes of oral communication, comprehension and written comprehension. The resource must consent to this verification if the Contracting Authority so requests. Refer to the Grid of linguistic skills Annex C.

### 1.8 Procurement Business Number

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

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

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

### 1.9 Certification

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

### CERTIFICATION SIGNATURE

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

- 1.1. Former Public Servant
- 1.2. Ineligibility and Suspension policy
- 1.3. Integrity Provisions – List of Names
- 1.4. Insurance Requirements
- 1.5. Status and availability of Resources
- 1.6. Education and Experience
- 1.7. Linguistics Requirements
- 1.8. Procurement Business number
- 1.9. Certification

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print or type) of person authorized to sign on behalf of the Organization

Phone : \_\_\_\_\_

E-Mail : \_\_\_\_\_



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- Clauses and Conditions  
General Conditions:
  - **2035 (2018-06-21)**, Higher Complexity Services
- Annex A, Basis of payment
- Annex B, Statement of Work
- Annex D, Insurance Requirements
- Annex F, Performance Evaluation
- the Contractor's proposal dated \_\_\_\_\_

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "B".

### 3. Standard Clauses and Conditions

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

#### 3.1 General conditions

**2035 (2020-05-28)** Higher Complexity Services  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/18>

### 4. Security Requirements

There is no security requirement applicable to the Contract.

### 5. Term of Contract

From awarded date of contract to June 30, 2021.

### 6. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional **three (3) years period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex A Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.



The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7. No responsibility to pay for Work not performed due to closure of Government Offices**

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evaluation or closure of government offices, and as a result not work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, not work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premise.

#### **8. Basis of Payment - Limitation of expenditure**

For the Work described the Statement of Work in Annex A, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a limitation of expenditure of **\$XXXXXX**. (*insert the amount at contract award*) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

#### **9. Methods of Payment – Milestone payment**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract 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

## 10. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

Invoices must be distributed as follows:

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

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

## 11. Electronic Payment of Invoices

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

## 12. Applicable Laws

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

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.

## 13. Contracting Authority

The Contracting Authority for the Contract is:

Marie-Eve Soucy  
**Procurement and Contract Administration**  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert, QC  
Canada J3Y 8Y9



Telephone: (450) 926-6601  
E-Mail: [marie-eve.soucy2@canada.ca](mailto:marie-eve.soucy2@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.

#### **14. Project Authority**

To be inserted at contract award.

Name: TBD  
Title: Senior Engineer, Exploration Strategic Planning  
Space Exploration  
Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9  
Telephone: (450) 926-  
E-Mail: [@canada.ca](mailto:@canada.ca)

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

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technological content of the work under this Contract. The TA is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.

#### **15. Technical Authority (TA)**

To be inserted at contract award.

Name: TBD  
Title: Exploration Scientist  
Space Exploration  
Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9  
Telephone: (450) 926-  
E-Mail: [@canada.ca](mailto:@canada.ca)

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technological content of the work under this Contract. The TA is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.

#### **16. Contractor's Representative**



The Contractor's Representative for the Contract is:

Name:  
Contractor:  
Telephone:  
E-Mail:

### **17. Performance Evaluation**

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

Contractor Performance Evaluation Report Form is used to record the performance. See ANNEX F.

### **18. 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.

### **19. 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.

### **20. Insurance Requirements**

#### **Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.





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## **21. Office of the Procurement Ombudsman clause**

### **21.1 Clause for solicitation documents and regret letters for unsuccessful bidders**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the [OPO website](#).

### **21.2 Contract Clauses - Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **21.3 Contract clause – Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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# **ANNEX A**

## **Basis of Payment**



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

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

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the milestones specified below its quoted firm all inclusive per milestone (in Cdn \$) for each of the milestone identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR) and the Canadian Space Agency (CSA) in St-Hubert. The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- (b) any travel expenses for travel between the Contractor's place of business and the NCR and the CSA; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

**Initial Contract: One (1) Year from awarded date of contract**

No.	Milestone Title	Description of the Deliverable	Estimated Delivery Date	Price per milestone
1	Kick-off meeting	Review objectives and clarify the next steps and phases. Presentation by the Contractor of the proposed Methodology, training resources, work plan and schedule.	Within 10 working days after contract award	\$ _____
2	Training plan & content submission for Phase 2	The contractor submit the training plan and training content for Phase 2 to CSA for discussion, adjustments, planning of Phase 3 content and final approval.	Within 40 working days after contract award	\$ _____
3	Travel plan submission for Phase 3	The contractor submit the travel plan for Phase 3 to CSA, for discussion, adjustments and final approval.	Within 50 working days after contract award	\$ _____
4	Mid-term Gjoa Haven community and trainees feedback report	The contractor submit the mid-term feedback collection from trainees and Gjoa Haven hamlet office. Evaluation of the report by CSA and discussion about training activity improvements if necessary.	Midway from contract award until the end of the contract	\$ _____
5	Yearly training feedback report(s)	The contractor will submit the final feedback collection from trainees and Gjoa Haven hamlet office to CSA, including training results and lessons learned from implementing this training initiative.	Within 40 working days from the end of the contract.	\$ _____
6	Yearly achievement report(s)	The contractor will submit a short achievement report (<2 pages) by fiscal year, including reliable, complete and timely information to support decision-making and program evaluation.	End of April 2021	\$ _____



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7	Final review meeting	In the form of a presentation (teleconference or in person) the contractor will present the final results of the training initiative.	Within 10 working days from end of the contract.	\$ _____
<b>Limitation of expenditure</b> <i>Up to \$150,000.00</i>				\$ _____
<b>Applicable taxes</b>				\$ _____
<b>Total including tax</b>				\$ _____


**Option year 1: One (1) year**

No.	Milestone Title	Description of the Deliverable	Estimated Delivery Date	Price per milestone
1	Kick-off meeting	Review objectives and clarify the next steps and phases. Presentation by the Contractor of the proposed Methodology, training resources, work plan and schedule.	Within 10 working days after contract extension	\$ _____
2	Training plan & content submission for Phase 2	The contractor submit the training plan and training content for Phase 2 to CSA for discussion, adjustments, planning of Phase 3 content and final approval.	Within 40 working days after contract extension	\$ _____
3	Travel plan submission for Phase 3	The contractor submit the travel plan for Phase 3 to CSA, for discussion, adjustments and final approval.	Within 50 working days after contract extension	\$ _____
4	Mid-term Gjoa Haven community and trainees feedback report	The contractor submit the mid-term feedback collection from trainees and Gjoa Haven hamlet office. Evaluation of the report by CSA and discussion about training activity improvements if necessary.	Midway from contract award until the end of the contract extension	\$ _____
5	Yearly training feedback report(s)	The contractor will submit the final feedback collection from trainees and Gjoa Haven hamlet office to CSA, including training results and lessons learned from implementing this training initiative.	Within 40 working days from the end of the contract extension	\$ _____
6	Yearly achievement report(s)	The contractor will submit a short achievement report (<2 pages) by fiscal year, including reliable, complete and timely information to support decision-making and program evaluation.	End of April 2022	\$ _____
7	Final review meeting	In the form of a presentation (teleconference or in person) the contractor will present the final results of the training initiative.	Within 10 working days from end of the contract extension	\$ _____
<b>Limitation of expenditure</b> <i>Up to \$100,000.00</i>				\$ _____
<b>Applicable taxes</b>				\$ _____
<b>Total including tax</b>				\$ _____


**Option year 2: One (1) year**

No.	Milestone Title	Description of the Deliverable	Estimated Delivery Date	Price per milestone
1	Kick-off meeting	Review objectives and clarify the next steps and phases. Presentation by the Contractor of the proposed Methodology, training resources, work plan and schedule.	Within 10 working days after contract extension	\$ _____
2	Training plan & content submission for Phase 2	The contractor submit the training plan and training content for Phase 2 to CSA for discussion, adjustments, planning of Phase 3 content and final approval.	Within 40 working days after contract extension	\$ _____
3	Travel plan submission for Phase 3	The contractor submit the travel plan for Phase 3 to CSA, for discussion, adjustments and final approval.	Within 50 working days after contract extension	\$ _____
4	Mid-term Gjoa Haven community and trainees feedback report	The contractor submit the mid-term feedback collection from trainees and Gjoa Haven hamlet office. Evaluation of the report by CSA and discussion about training activity improvements if necessary.	Midway from contract award until the end of the contract extension	\$ _____
5	Yearly training feedback report(s)	The contractor will submit the final feedback collection from trainees and Gjoa Haven hamlet office to CSA, including training results and lessons learned from implementing this training initiative.	Within 40 working days from the end of the contrac extension	\$ _____
6	Yearly achievement report(s)	The contractor will submit a short achievement report (<2 pages) by fiscal year, including reliable, complete and timely information to support decision-making and program evaluation.	End of April 2023	\$ _____
7	Final review meeting	In the form of a presentation (teleconference or in person) the contractor will present the final results of the training initiative.	Within 10 working days from end of the contract extension	\$ _____
<b>Limitation of expenditure</b> <i>Up to \$100,000.00</i>				\$ _____
<b>Applicable taxes</b>				\$ _____
<b>Total including tax</b>				\$ _____


**Option year 3: One (1) year**

<b>No.</b>	<b>Milestone Title</b>	<b>Description of the Deliverable</b>	<b>Estimated Delivery Date</b>	<b>Price per milestone</b>
1	Kick-off meeting	Review objectives and clarify the next steps and phases. Presentation by the Contractor of the proposed Methodology, training resources, work plan and schedule.	Within 10 working days after contract extension	\$ _____
2	Training plan & content submission for Phase 2	The contractor submit the training plan and training content for Phase 2 to CSA for discussion, adjustments, planning of Phase 3 content and final approval.	Within 40 working days after contract extension	\$ _____
3	Travel plan submission for Phase 3	The contractor submit the travel plan for Phase 3 to CSA, for discussion, adjustments and final approval.	Within 50 working days after contract extension	\$ _____
4	Mid-term Gjoa Haven community and trainees feedback report	The contractor submit the mid-term feedback collection from trainees and Gjoa Haven hamlet office. Evaluation of the report by CSA and discussion about training activity improvements if necessary.	Midway from contract award until the end of the extension	\$ _____
5	Yearly training feedback report(s)	The contractor will submit the final feedback collection from trainees and Gjoa Haven hamlet office to CSA, including training results and lessons learned from implementing this training initiative.	Within 40 working days from the end of the contract extension	\$ _____
6	Yearly achievement report(s)	The contractor will submit a short achievement report (<2 pages) by fiscal year, including reliable, complete and timely information to support decision-making and program evaluation.	End of April 2024	\$ _____
7	Final review meeting	In the form of a presentation (teleconference or in person) the contractor will present the final results of the training initiative.	Within 10 working days from end of the contract extension	\$ _____
<b>Limitation of expenditure</b> <i>Up to \$100,000.00</i>				\$ _____
<b>Applicable taxes</b>				\$ _____
<b>Total including tax</b>				\$ _____



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## **ANNEX B**

### **Statement of Work (SOW)**





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## Title

Training and Capacity Development for the Naurvik Food Production Initiative in Gjoa Haven.

## Intellectual property

No intellectual property is expected to be generated as part of this training initiative.

## Introduction

The Canadian Space Agency (CSA) requires under this Request for Proposals (RFP)/Statement of Work (SOW) professional services to train and develop a skilled workforce to operate systems and possible future payloads within the extreme environment plant production facility located at Gjoa Haven, in collaboration with CSA's partners, namely, National Research Council Canada (NRC) and Agriculture and Agri-food Canada (AAFC). The CSA is assessing innovative solutions to food production challenges that are common to astronauts and people on Earth living in Northern or remote environments. Developing capacity within the Gjoa Haven community for the long-term operation of the recently installed Naurvik Plant Production Facility is critical to its long-term success as both a local plant production facility and as a test-bed for future space systems. The Naurvik Food Production Initiative (NFPI) has the long-term aim to improve food security and stimulate the local economy in northern communities, which is in line with the vision of Canada's Arctic and Northern Policy Framework [RD-01].

## Context

The 2019 Space Strategy has a specific element associated with *harnessing space to solve everyday challenges for Canadians and particularly enhancing access to nutritious food* (across Canada and off Earth) [RD-03]. The CSA has only recently commenced activities in the food production domain and is in the process of options analysis to explore how to help improve the accessibility of food across Canada, including the North, with the aim of, one day, taking these lessons learned to help astronauts grow food off Earth. It is known that the establishment of a northern plant production system, such as the NFPI is a crucial step in addressing the Space Strategy and as facility to test some of the technologies, science and operational protocols that will one day be used in space. Naurvik means "growing place" in Inuktitut.

The NFPI is a recently established renewable-energy plant production facility in Gjoa Haven, Nunavut, Canada. The community of Gjoa Haven is located about 250 kilometers above the Arctic Circle in the central part of the Nunavut Territory. Listening closely to Gjoa Haven Elders and community members, the non-profit, Arctic Research Foundation and government partners; Agriculture and Agri-Food Canada (AAFC), National Research Council Canada (NRC), and the CSA have been actively collaborating on the NFPI.

The facility will be used to demonstrate plant production operations in a harsh environment and provide research opportunities while testing technology and operational procedures that may one day help astronauts grow food off Earth. By 2025, this community-led, renewable-energy powered plant production system will be fully operational in Gjoa Haven. It will serve as a scalable blueprint for collaborative partnerships and co-designed projects in the Arctic, and serve as a focal point for innovative research and educational opportunities.



Figure 1: Naurvik Food Production Initiative (NFPI) Facility in Gjoa Haven, NU.

For the initiative to be successful in its utility for the community of Gjoa Haven and as a venue for research, training of local expertise is critical. A well thought-out training program will permit Gjoa Haven community members to be responsible for the long-term operation and maintenance of the facility and allow them to be fully engaged in the initiative's inspiring research activities.

### Scope

The contractor will organize training of individuals from the community of Gjoa Haven on controlled environment food production, environmental control systems and space science in the context of the NFPI. The contractor undertakes to consult the decision-makers of the Gjoa Haven community and to take into consideration their recommendations for all the elements in the requested phases *below* (section 10) in order to respect the vision of Canada's Arctic and Northern Policy Framework [RD-01]. Throughout all **phases** of the contract, the bidder will collaborate with NFPI government partner representatives (CSA, AAFC and NRC) involved in the NFPI.

The training provided will be open to any adult (19 years of age or over) from the community of Gjoa Haven, and they do not need to be affiliated with a learning institution. The work to be performed under this contract will be accomplished by June 30, 2021 with the option to extend the term of the contract by up to three (3) additional one (1) year period(s) under the same conditions and at the same possible work locations.

### Work locations

#### **Gjoa Haven, NU, Canada.**

#### **Southern Partners of the Naurvik Food Production Initiative**

Canadian Space Agency headquarters in St-Hubert (QC).

National Research Council Canada in Saskatoon (SK) and/or Ottawa (ON).

Agriculture and Agri-Food Canada in Harrow (ON) and/or Kentville (NS).

Note: These work locations define the possible physical locations in which the contractor is expected to accompany the trainees during contract period. However, the ongoing COVID-19 situation may impact the planning and implementation of some of the training activities associated with this contract. These impacts will be discussed in detail during the kick-off meeting.



## Main Tasks

The contractor will be responsible to provide training of individuals from the community of Gjoa Haven on controlled environment food production, environmental control systems and space science. All content must be in compliance with the context of the NFPI so that the trainees will have a better understanding of plant production in general, be able operate the NFPI facility, and be able to more easily adapt new technologies within the facility.

The contractor will communicate with representatives of the NFPI to learn about top-level details and understand the overall objectives of the NFPI. They will integrate the training into the needs of the initiative and of the community of Gjoa Haven.

The contractor will interface with the Gjoa Haven hamlet office for the entire duration of the contract and for all the phases described below, in order to ensure that decisions about travel, schedules, plans, activities and training content are taken in agreement with representatives from the community of Gjoa Haven. The contractor will collaborate with CSA, AAFC and NRC representatives involved in the NFPI in the development and implementation of the training activities. The contractor will submit the content of all proposed activities to CSA for approval before the activities take place.

The contractor agrees to collect feedback throughout the supported training and at the end of the training exercises about expectations, training content satisfaction, and benefits to the community. The feedback shall serve to adjust training content during the contract period, to measure the impacts of training exercises and to collect valuable ideas for the future. The contractor undertakes to provide a report of the collected feedback to the CSA.

The Contractor must provide a short performance report(s) by Canadian Government fiscal year. This report must contain the answers to a series of questions (approx. 5) relating to the results achieved as a result of the agreement. The report will provide the Space Exploration Program with reliable, complete and timely information to support decision-making and program evaluation. Such data are the base on which evidence-based decisions can be made within the Space Exploration Program. The questions to meet this requirement will be provided during the kick-off meeting.

The contract will take place in the following three phases.



## Phase 1 – Planning

For all components of [Phase 2](#), the contractor will define and propose the training plan in conjunction with NFPI partners. The contractor will submit the training plan to CSA for comment and approval. The contractor will then coordinate its implementation with the community of Gjoa Haven. The training plan shall consist of the topics to be covered by the training sessions and schedule of activities.

For all components of [Phase 2](#), the contractor will develop the overall training content, and will gather the required teaching personnel and training resources (notebooks, teaching material, electronic equipment, etc.). If the contract is extended for additional year(s), the contractor will consider new technology and subsystem evolution within the Naurvik Plant Production Facility as well as trainee knowledge evolution and lessons learned in the development of subsequent training content. If required, the contractor may hire a subcontractor to complete the training in fields of expertise for which they do not have the necessary knowledge, and if so, they should strive to hire Inuit subcontractor. The contractor must provide the CV and obtain approval from CSA before formally engaging the subcontractor.

For all components of the [Phase 3](#), the contractor will coordinate with NFPI southern partners (AAFC, NRC and CSA) to obtain their training content, and specific destinations before Phase 3 begins. The contractor will develop a travel plan including required tickets, meals, hotels, taxi fare or car rentals and other related costs associated with its implementation. The contractor will then submit the travel plan to CSA for comment and approval. It should be noted that [Phase 3](#) can take place at any time during [Phase 2](#).

The contractor will proceed with trainee recruitment in Gjoa Haven. The contractor can propose a different number of individuals to be trained for [Phase 2](#) in Gjoa Haven but six (6) trainees is suggested as the maximum number for the [Phase 3](#) at the NFPI southern partner's locations. The current local technicians working at the facility can be chosen as candidates if they respect the age and eligibility requirements as mentioned in the [scope](#) section.

The contractor will organize remote communications and teleconference sessions with southern partners. The contractor will provide telecommunication hardware and software in the controlled environment facility of Naurvik, and provide required training and support for the use of the technology.

## Phase 2 - Training in Gjoa Haven

The contractor will oversee the training activities in collaboration with NFPI partners in the community of Gjoa Haven. Although the detailed content and methods of the training remains at the discretion of the contractor, the following segments are proposed a potential implementation plan. In the event that [Phase 3](#) starts before Phase 2 ends, Phase 2 will have to resume when the trainees are back in Gjoa Haven.



The first training segment proposed should focus on basic knowledge and hands-on training related to plant growth and controlled environment plant production.

The second training segment proposed should go deeper in plant production knowledge and systems management, including environmental control.

As soon as possible in the training phase, the contractor MUST incorporate a first aid / safety training session into the training exercises.

The contractor will integrate the trainees in the overall operations schedule of the NFPI facility and plan the learning strategy for onsite training activities. However, the training activities in the NFPI facility shall not disrupt current operations.

The trainees would continue to operate the facility while continuing to learn during the operations of the facility, in which other initiative partners shall participate remotely.

Note: Although English is likely to be the language used for most of the training activities conducted as part of this work, the bidder should strive to implement some portions of the on-site Gjoa Haven training in Inuktitut (i.e., via the support of members of the community or other available resources) when possible.

### **Phase 3 - Travel phase to southern NFPI partners location for specialized training**

The contractor will organize the logistics (flights, ground transportation, accommodation and security) surrounding the transport of trainees to the facilities of the southern partners. The contractor will provide one (1) or two (2) contractor representatives to accompany the participants during the southern training.

The specialized training content remains at the discretion of the NFPI southern partners (AAFC, NRC and CSA). The contractor will however submit [Phase 2](#) training content to CSA, in order to let southern partners adjust specialized training content accordingly. The specialized content will be in compliance with the context of the NFPI, and will correspond to the expertise of the southern partners as described below.

It is the expectation that NFPI partners will provide:

#### **AAFC training**

Plant growth and plant production systems knowledge.

#### **NRC training**

Plant growth and indoor environmental control systems and associated technologies knowledge.

#### **CSA training**

Space-based food production and associated technologies and payload knowledge.



## Travel & Accommodations

For the duration of the contract, contractor's travel to and from Gjoa Haven will organize and procure his / her own travel and accommodation in accordance with applicable policies in the [National Joint Council's Travel Directive](#).

For the Phase 3, the contractor will organize and procure a maximum of (one) round-trip travel in accordance with applicable policies in the [National Joint Council's Travel Directive](#) for six trainees and up to two members of the contractor team to train at the different NFPI southern partners locations ([section 9.2](#)).

The contractor will pay for the travel within the [funding envelope](#) of this contract.

All travel as part of this contract must be pre-approved by CSA prior to its procurement. That includes travel costs that may be accrued during the respective trips.

The Contractor will reserve hotel rooms, as applicable, with hotels in close proximity to travel points. The travelers may not have a personal credit card, therefore they will be unable to leave a credit card with the hotel upon check-in for possible incidentals. An alternate plan should be proposed by the contractor should this situation arise. The contractor shall provide the CSA and travelers with a complete itinerary including carrier(s), flight and voyage numbers, and departure and arrival times(s) for each segment of the trip.

The Contractor shall promptly notify the travelers, travel coordinators, and Project Authority of airport closures, delayed or cancelled flights, as well as other applicable travel changes that might affect or require additional planning efforts. If flights, trains, or buses are cancelled, the Contractor shall rebook the traveler(s) on the next available flight, train, or bus within an acceptable delay.

Relevant insurance is under the contractor's responsibility.

## Reference Documents:

RD No.	Doc Number/ Source	Document Title	Date
RD-01	<a href="https://www.rcaanc-cirnac.gc.ca/eng/1560523306861/1560523330587">https://www.rcaanc-cirnac.gc.ca/eng/1560523306861/1560523330587</a>	Canada's Arctic and Northern Policy Framework	Nov 2019
RD-02	<a href="https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32610">https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32610</a>	Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area	Jun 2019



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RD No.	Doc Number/ Source	Document Title	Date
RD-03	<a href="http://www.asc-csa.gc.ca/pdf/eng/publications/space-strategy-for-canada.pdf">http://www.asc-csa.gc.ca/pdf/eng/publications/space-strategy-for-canada.pdf</a>	Exploration, Imagination, Innovation: A New Space Strategy for Canada	Mar 2019



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## **ANNEX C**

### **Grid of Linguistic Skills**





Legend	Verbal Communication	Comprehension	Written Communication
<b>Basic Knowledge</b>	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> <li>ask simple questions and answer them;</li> <li>give basic instructions;</li> <li>provide simple guidelines for common workplace situations.</li> </ul>	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand very simple texts;</li> <li>to grasp the general meaning of texts dealing with subjects with which she is familiar;</li> <li>read and understand basic pieces of information, such as dates, numbers or names, within relatively complex texts to perform common.</li> </ul>	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using terms that indicate the time, place or person.</li> </ul>
<b>Intermediate Knowledge</b>	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> <li>take part in a conversation on concrete subjects, report on the measures taken;</li> <li>give specific instructions to employees;</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand the general meaning of most of the texts relating to his / her work;</li> <li>identify specific pieces of information;</li> <li>distinguish between main and secondary ideas.</li> </ul>	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on topics related to his / her work with sufficient grammar and vocabulary.</li> </ul>
<b>Advanced Knowledge</b>	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> <li>explain your point of view and discuss hypothetical and conditional issues.</li> </ul>	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and nuances of meaning;</li> <li>have a good understanding of specialized documents or topics that they do not know much about.</li> </ul>	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> <li>write texts in which ideas are developed and presented in a coherent way.</li> </ul>



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## **ANNEX D**

# **Insurance Requirements**



1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.



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## **ANNEX E**

### **Nunavut Agreement**



This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <https://nlca.tunnngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

#### Inuit Firm Registry (IFR)

An "IFR Firm" must be a firm, the name of which appears on the most current list of Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement between the Inuit of the Nunavut Settlement area and Her Majesty the Queen in Right of Canada.

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is:

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

The IFR Database can be found at <https://inuitfirm.tunnngavik.com/>

#### INFORMATION:

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated

P.O. Box 280

Rankin Inlet, Nunavut

X0C 0G0

Telephone: 867-645-3199

Facsimile: 867-645-3452

<http://www.tunnngavik.com>



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## **Annex F**

# **Performance Evaluation**







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## **ANNEX G**

### **Integrity Form**

**To be included with certifications  
(Section III : Certifications):**



<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise / Company's address</b>	
<b>NEA de l'entreprise / Company's PBN number</b>	
<b>Numéro de l'appel d'offre / Request for proposal's number</b>	
<b>Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name</b>	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
<b>Autres Membres / Other members:</b>	
<b>Commentaires / Comments</b>	