



REQUEST FOR PROPOSAL (RFP)

Assessment and roadmap development for the application of Artificial Intelligence (AI) & Augmented Reality (AR) for Canadian space robotics

**Bid Submission Deadline:
October 30 2020 at 2:00 PM (EST)**

Submit Bids to:
Canadian Space Agency

By Fax: 819-996-9776

Or by E-Post Connect

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

Reference: CSA File No. **9F050-20200263**

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



October 14 2020



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PART 1 - GENERAL INFORMATION

1. Summary

The purpose of this assessment is to identify and evaluate the potential of Artificial Intelligence (AI) & Augmented Reality (AR) within the Canadian space robotics sector by identifying key areas where AI & AR products and solutions can have the greatest impact.

- **Period of the Contract**

From award date of contract to March 31st 2021

- **Work location**

The work will take place at the consultant offices.

- **Travel**

As travel is not required, no travel expenses will be reimbursed.

- **Official languages**

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

2. Security Requirement

There are no security requirements associated with this requirement.

3. Trade Agreements

The requirement is no subject to a trade agreement.

4. 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."

5. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$60,000.00** 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.

6. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

1.1. SACC Manual Clauses

The document 2003 (2018-05-22) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23>

2. Submission of Bids

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

Due to the current situation with the spread of coronavirus disease (COVID-19), Bidders must use the epost connection service or fax (819-997-9776) prior to the date and time indicated on the first page of the bid solicitation. Paper bids will not be accepted.

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 (2020-05-28) – 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>

- ❖ by: Facsimile : **819-997-9776**

DO NOT COPY THE CONTRACTING AUTHORITY WHEN SENDING THE BID



3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority 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 **PROVINCE OF QUEBEC**.

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

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.



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

❖ **If Submitted by fax:**

3 separate document entitled: Technical Bid, Financial Bid, Certifications

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

3 separate document entitled: Technical Bid, Financial Bid, Certifications

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.



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.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. 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 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 **\$60,000.00**, 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 [A0027T](#) Basis of Selection - Highest Combined Rating of Technical Merit and Price Price.

Proposals will be evaluated according to best value for CSA. Best value will be determined based on the combination of the Technical and the Financial Proposal.

We recommend that bidders provide clear and detailed responses to the stated criteria since the bids will be evaluated strictly on the basis of the content of the proposals. The proposals will be evaluated as follows:



1. To be declared responsive, a bid must:
 - a. comply with all the requirement bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **40 points** overall. The rating is performed on a scale of **80 points**.

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

The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75 % for the technical merit and 25 % for the price.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25%

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available point equals 300 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	230/300	180/300	185/300
Bid Evaluated Price	55,000.00 \$	50,000.00 \$	45,000.00 \$
Calculations			
Technical Merit Score	$230/300 \times 70 = 53.67$	$180/300 \times 70 = 42.00$	$185/300 \times 70 = 43.17$
Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating	78.22	69	73.17
Overall Rating	1 ^{er}	3 ^e	2 ^e



Table no. 1 Mandatory Technical Criterion (MT) FAILURE TO MEET ANY OF THE MANDATORY REQUIREMENTS SET OUT BELOW WILL RESULT IN YOUR OFFER BEING DECLARED NON-COMPLIANT.			
Number	Mandatory Technical Criterion	Meet or Not	Evaluator's Remarks
			<ul style="list-style-type: none"> • Reference relevant section, page number of bid; • Summarize conclusion briefly.
MT.1	The bidder must provide resumes of all the key team members proposed .		
MT.2	<p>The bidder must provide a minimum of one(1) letter of reference from a client for whom Artificial Intelligence (AI) roadmaps have been developed for.</p> <p>The reference letter must identify the project name, project description and testify on the quality of the AI roadmap that was delivered.</p> <p><i>Recent*: within the last 2 years</i></p>		
MT.3	<p>The bidder must provide a minimum of one(1) letter of reference from a client for whom recent* Augmented Reality (AR) roadmaps have been developed for.</p> <p>The reference letter must identify the project name, project description and testify on the quality of the AR roadmap that was delivered.</p> <p><i>Recent*: within the last 2 years</i></p>		



TABLEA #2 - Point-Rated Technical Criteria (RC)	Maximum Score	Minimum Score
RC.1 The team's experience and capability to carry out projects that uncover the potential of AI in industrial sectors.	40	20
RC.2 The team's experience and capability to carry out projects that uncover the potential of AR in industrial sectors.	40	20
GLOBAL TECHNICAL NOTE	80	
GLOBAL TECHNICAL PASSING GRADE		40

Instructions for bidders regarding the technical proposal:

The proposal should demonstrate understanding of the objective of the study, propose the methodology and associated work plan that would address, as a minimum, the work breakdown structure and the Responsibility Assignment Matrix (RAM). The proposal should also identify how the project team will incorporate the use of both official languages in the interactives sessions.

**TABLE #2 - Point-Rated Technical Criteria (RC)**

The proposal scoring for evaluation criterion RC.1 and RC.2 will be determined using five (5) predetermined scores: 0, 10, 20, 30 or 40 points. As guidelines, a series of five (5) corresponding evaluation benchmark definitions will be used.

Point Rated Technical Criteria	0	10	20	30	40
<p>RC.1 The team's experience and capability to carry out projects that uncover the potential of AI in industrial sectors.</p> <p>This criterion assesses the degree to which the bid exhibits projects similar to that outlined in the Statement of Work (SOW) and recent*:</p> <ul style="list-style-type: none"> • Expertise in state-of-the-art AI research and development conducted in Canada; • Experience in conducting educational activities and engaging with relevant industrial and academic players; • Ability to identify best practices and provide tools to facilitate technology development, project management and implementation. <p><i>Recent*: within the last 2 years</i></p>	<p>The bid does not demonstrate that the proposed team has technical capability and experience with Artificial Intelligence (AI) research and development in Canada.</p>	<p>The bid demonstrates that the proposed team is missing key technical capability and has limited experience with AI research and development in Canada. The bid does not substantiate that the project manager has a track record of having successfully completed projects of similar scope and complexity to that required for this project</p>	<p>The bid demonstrates that the proposed team has technical capability and experience with AI research and development in Canada, but some capabilities are weak to form a comprehensive team. The project manager has a moderate track record of successfully having managed projects of a scope and complexity similar to that required for this project.</p>	<p>The bid demonstrates that the proposed team has worked with AI related projects in Canada that are of comparable scope and complexity. The proposed team possesses the technical capabilities and experience required to perform the work. The project manager has a proven track record of success in executing and managing projects of a scope and complexity similar to that required for this project.</p>	<p>The bid clearly substantiates that the proposed team is highly experienced in developing AI related solutions of comparable scope and complexity in Canada. The proposed team possesses all the technical capabilities required to perform the work. The project manager has a successful and extensive track record in executing and managing projects of a scope and complexity similar to that required for this project.</p>
Total points obtained for Criterion RC.1					



Point Rated Technical Criteria	0	10	20	30	40
<p>RC.2 The team's experience and capability to carry out projects that uncover the potential of AR in industrial sectors.</p> <p>This criterion assesses the degree to which the bid exhibits projects similar to that outlined in the Statement of Work (SOW) and recent*:</p> <ul style="list-style-type: none"> • Expertise in state-of-the-art AR research and development conducted in Canada; • Experience in conducting educational activities and engaging with relevant industrial and academic players; • Ability to identify best practices and provide tools to facilitate technology development, project management and implementation <p><i>Recent*: within the last 2 years</i></p>	<p>The bid does not demonstrate that the proposed team has technical capability and experience with Augmented Reality (AR) research and development in Canada.</p>	<p>The bid demonstrates that the proposed team is missing key technical capability and has limited experience with AR research and development in Canada. The bid does not substantiate that the project manager has a track record of having successfully completed projects of similar scope and complexity to that required for this project</p>	<p>The bid demonstrates that the proposed team has technical capability and experience with AR research and development in Canada, but some capabilities are weak to form a comprehensive team. The project manager has a moderate track record of successfully having managed projects of a scope and complexity similar to that required for this project.</p>	<p>The bid demonstrates that the proposed team has worked with AR related projects in Canada that are of comparable scope and complexity. The proposed team possesses the technical capabilities and experience required to perform the work. The project manager has a proven track record of success in executing and managing projects of a scope and complexity similar to that required for this project.</p>	<p>The bid clearly substantiates that the proposed team is highly experienced in developing AR related solutions of comparable scope and complexity in Canada. The proposed team possesses all the technical capabilities required to perform the work. The project manager has a successful and extensive track record in executing and managing projects of a scope and complexity similar to that required for this project.</p>
Total points obtained for Criterion RC.2					



Total cumulative points or the rated technical criteria	/ 80 points
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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.

1.3.1 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.

1.3.2 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.

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

1.4 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.

1.5 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.

1.6 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): _____

1.7 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 resources that are capable of providing services in both official languages, level intermediate. The resource must consent to this verification if the Contracting Authority so requests. Refer to the Grid of linguistic skills Annex E.



1.8 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. Status and Availability of Resources
- 1.5. Education and Experience
- 1.6. Procurement Business Number
- 1.7. Linguistics Requirements
- 1.8. 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:
 - **2010B (2018-06-21)**, Professional services (medium complexity)
- Annex A, Basis of payment
- Annex B, Statement of Work;
- Annex C, 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

2010B (2020-05-28), Professional services (medium complexity)
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/19>

4. Security Requirements

There is no security requirements.

5. Term of Contract

From the award date of contract to March 31, 2021

6. Basis of Payment - Limitation of expenditure

For the Work described the Statement of Work in Annex C, 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.

7. Méthode de paiement – 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

8. 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 the output document and any other document as specified in the contract;
- (b) copies of invoices, receipts, vouchers for all direct expenses and for all travel and living expenses;
- (c) an accurate and complete Request for Payment using the [PWGSC-TPSGC 1111](#) Request for Progress Payment, and any other documents required by the contract have been submitted in accordance with the invoicing instructions provided in the contract;

Invoices must be distributed as follows:



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

CANADIAN SPACE AGENCY
9F050– Financial Services
Space Exploration
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9, CANADA

OR BY E-MAIL : asc.facturation-invoicing.csa@canada.ca

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

9. 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>

10. 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.

11. 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) 926-4873
E-Mail: 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.

12. Project Authority

To be inserted at contract award.



Name: TBD
Title:
Space Exploration
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone: (450) 926-
E-Mail:

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.

13. Technical Authority (TA)

To be inserted at contract award.

Name: TBD
Title:
Space Exploration
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone: (450) 926-
E-Mail:

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.

14. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:
Contractor:
Telephone:
E-Mail:

15. Performance Evaluation

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

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



16. 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.

17. 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.

18. Insurance Requirements

Insurance - No Specific Requirement

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

19. Office of the Procurement Ombudsman clause

19.1 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 \$26,400 for goods and under \$105,700 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).

19.2 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, or by web at www.opo-boa.gc.ca.

19.3 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



ANNEX "A"

Basis of Payment

Pricing



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.

Milesetone number	Description of the Deliverable	Estimated Delivery Date	Price per milestone
1	Proposed approach, work plan and schedule with related presentation material (Power Point Presentation)	At the latest one week after contract award.	\$ _____
2	Interactive Sessions (minimum of 5) with related preparatory material and summary reports	One week after the last interactive session	\$ _____
3	Long-term AI & AR Roadmap (Report)	Three months after contract awarded	\$ _____
Limitation of Expenditures			\$ _____
<i>Up to a maximum of \$60,000.00</i>			
Applicable Taxes			\$ _____
Total Including Taxes			\$ _____



ANNEX B

STATEMENT OF WORK (SOW)



1 Introduction

As outlined in Federal Budget 2017, there is a need to grow Canada's advantage in Artificial Intelligence (AI). A combination of strong public support for research programs and world class expertise at Canadian universities and start-up companies has helped to propel Canada to a leadership role in AI and deep learning. Canada aims to retain and attract top academic talent, and to increase the number of post-graduate trainees and researchers studying in these fields. The \$125 million Pan-Canadian AI Strategy announced in March 2017¹ will also promote collaboration between Canada's main centers of expertise in Montreal, Toronto-Waterloo and Edmonton. Additionally, Canada's new partnership in the NASA-led Lunar Gateway announced in February 2019^{2,3} will invest \$2.05 billion over 24 years to help Canadian businesses and academic institutions use and test new technologies in lunar orbit and on the surface of the Moon in the fields of health, AI and robotics. These investments will build on existing AI advancements and create a critical mass of talent necessary for Canadian businesses to succeed in changing markets.

The Government of Canada investment of up to \$950 million over five years announced in November 2017⁴ by the Ministry of Innovation, Science, and Economic Development (ISED) will support industry-led innovation superclusters across the country and accelerate economic growth, productivity, and competitiveness across five Superclusters. As an industry-led consortium, the Supercluster will leverage BC's strengths and position Canada as a global hub for digital technology innovation, generating new jobs, growing GDP and increasing Canada's global competitiveness through the application of data analytics, quantum computing, and Virtual Reality (VR), Mixed Reality (MR) and Augmented Reality (AR). Additionally, NASA has already adopted the Microsoft HoloLens AR Head Mounted Display (HMD) technology with two units already on board the International Space Station (ISS).⁵ NASA is ready to consider making these units temporarily available to the Canadian Space Agency (CSA) for the purpose of a technology demonstration on board the station.

To support these objectives, the CSA aims to better understand the potential applications and impact of AI & AR within the Canadian space robotics sector. The information gathered will serve to define a cohesive approach and guide Canada's future investments in space robotics technology development.

For the purpose of this contract, the CSA is expecting, should any single organization not have both AI and AR expertise and customers, that two or more organizations will collaborate, to provide a single proposal with each organization contributing either AI or AR expertise to the proposed team.

1.1 Purpose

The purpose of this assessment is to identify and evaluate the potential of AI & AR within the Canadian space robotics sector by identifying key areas where AI & AR products and solutions can have the greatest impact.

1.2 scope

This assessment will be carried out by the proposed project team to explore the potential role AI & AR could play in the future of the Canadian space robotics sector. The aim is to produce an AI & AR roadmap that will provide a detailed description of the most viable AI and AR space robotics related technologies and

¹ Ref to <https://www.cifar.ca/ai/pan-canadian-artificial-intelligence-strategy>

² Ref to <https://pm.gc.ca/en/news/news-releases/2019/02/28/historic-investments-canadas-space-program-create-jobs-and-new>

³ Ref to <https://www.asc-csa.gc.ca/eng/publications/space-strategy-for-canada/default.asp>

⁴ Ref to <https://www.digitalsupercluster.ca/canadas-digital-technology-supercluster-officially-launches-with-153m-in-funding-from-the-ministry-of-innovation-science-and-economic-development-and-funding-commitments-of-over-200m-from/>

⁵ Ref to <https://www.nasa.gov/press-release/nasa-microsoft-collaborate-to-bring-science-fiction-to-science-fact>



applications. This will involve development and prioritization of a portfolio of AI & AR opportunities areas across the space robotics value chain and related applied sciences.

This portfolio of opportunity areas will feed into a high-level strategic roadmap for the application of AI & AR in the Canadian space robotics sector.

This AI & AR roadmap will:

- Identify key Canadian strengths and actors, drivers of change, and technology enablers, related to AI & AR, that could shape the future of the Canadian space robotics sector;
- Engage leading AI and AR researchers and scientists in relevant domains to provide strategic guidance and support the assessment;
- Define a set of space robotics related opportunity areas for the application of AI & AR based on the significance of the problems identified, the available data, and existing AI & AR models;
- Review, understand and provide recommendations about the AppHolo concept proposed by the CSA's Space Exploration Operations and Infrastructure group to leverage AI & AR for use within the Canadian Space Station Program to support the training, planning, operating and trending of the Canadarm2 which is located on board the International Space Station (ISS).
- Generate AI & AR enabled value propositions/concepts that could enable or transform the space robotics sector over the long-term;
- Develop a detailed description of the most promising near-term AI & AR space robotics related technologies and applications and outline an implementation plan concerning how they can be leveraged to;
 - Deliver the training to astronauts and ground crew on how to use the Canadarm2;
 - Support the astronauts and ground crew during mission planning and actual operation of the Canadarm2;
 - Trend the performance of the Canadarm2 to detect and flag anomalies to the astronauts and ground crew.
- Prioritize AI & AR opportunity areas based on strategic relevance, feasibility and value created for the Canadian space robotics sector;
- Establish alignment between prioritized AI & AR opportunity areas and Canadian strategic goals in the space robotics sector;

The assessment will be supported by a series of interactive sessions with selected subject matter experts in the space robotics sector from the CSA.

1.3 Roles and Responsibilities

The Contractor will be responsible for the overall execution of the work described in this Statement of work (SOW). CSA is the Project Authority (PA) and will verify that the work is done as per this document (SOW) and accept the work and the deliverables.

Although CSA is not expecting any Intellectual Property (IP) to be created as part of this contract, the CSA will retain the copyright of any information delivered to Canada under this contract (ref to the standard clauses found at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2030/19>).

CSA is not expecting to provide any Protected information to the proposed project team as part of this contract.



2 Work Requirements

2.1 Tasks

The following tasks will be performed under the guidance and supervision of a CSA Project Authority:

a) Plan*, structure, hold and report on* interactive sessions (approx. 8-10 interactive sessions as determined by the CSA) with small groups of CSA Subject Matter Experts (SME) in the space robotics sector (approx. 2 to 5 CSA SME as determined by the CSA) in order to:

- Review the potential of AI & AR with CSA representatives subject matter experts in the space robotics sector.
- Generate and define AI & AR opportunity areas for the Canadian space robotics sector
- Assess and prioritize identified space robotics related AI & AR opportunities

*Associated preparatory material is required from the contractor team prior to each interactive session, as well as a summary report from them after each session. Note that the interactive sessions will be conducted in English.

b) Prepare a long-term, high-level AI & AR roadmap, as described in section 1.2, and provide the results to the CSA.

2.2 Meetings

a) Kick-Off Meeting

Date: One (1) week after contract award

Location(s): via Tele/Videoconference

Purpose: To discuss and clarify the proposed approach, work plan and schedule.

b) Progress Meetings

Dates: Bi- weekly or as requested by either party

Location(s): via Tele/Videoconference

Purpose: To monitor the progress of the assessment and to make any necessary adjustments.

c) Final Review Meeting

Dates: Three months after contract award

Location(s): via Tele/Videoconference

Purpose: For the contractor team to present to CSA their long-term AI & AR roadmap report.

2.3 Deliverables

a) Presentation material: Power Point Presentation



Due Date: - Three business days before the Kick-Off Meeting
- Three business days before the Final Review Meeting

Copies: One electronic copy via email to the Project Authority

b) Interactive Sessions: related preparatory material/ summary reports

Due Date: Three business days before/four business days after each interactive session

Copies: One electronic copy via email to the Project Authority

c) Draft Long-term AI & AR Roadmap (Report)

Due Date: Two weeks before contract ends

Copies: One electronic copy via email to the Project Authority

d) Long-term AI & AR Roadmap (Report)

Due Date: Three months after contract award

Copies: One electronic copy via email to the Project Authority

ANNEX "C"

Performance Evaluation Report



Contract #:		
Contractor's Name:	Award Amt:	Award Date:
Contractor's Address:	Final Amt:	End Date:
	Total Spent:	
	TA Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work:	Amendment History:	
Client Department:		
Project Authority	Procurement Authority	PWGSC Contracting Authority
Name:	Name:	Name:
Telephone #:	Telephone #:	Telephone #:
e-mail:	e-mail:	e-mail:
<p>1. How do you rate the Contractor's overall performance?</p> <p><input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations</p>		
<p>2. Resources</p> <p>a. Did the Contractor provide the resources as identified in their Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Were replacement resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>3. Replacement Resources</p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>		
<p>4. Was the Contract completed within the predetermined:</p> <p>a. Time Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Cost Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & Tasks of the SOW <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Received in the specified time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>6. Contract Management</p> <p>a. Did the Contractor deal with performance issues in a timely basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>		
<p>7. Remarks</p>		



ANNEX D

INTEGRITY FORM

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



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



ANNEX “E”

Grid of Linguistic Skills



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