



REQUEST FOR PROPOSAL (RFP)

On-Site Calibration & Repair services on the laboratory equipment's of the Canadian Space Agency (CSA).

**Bid Submission Deadline:
November 20, 2020 at 2:00 PM (EST)**

Submit Bids by E-Post Connect Only or By FAX (819-997-9776)

Reference: CSA File No. 9F064-20-0226

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



November 5, 2020



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

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

The Annexes include

- ANNEX B Pricing – Base of Payment
- ANNEX C Statement of Work (SOW)
- ANNEX D Security Requirements Check List (SRCL)
- ANNEX E Performance Evaluation Form
- ANNEX F Integrity form



PART 1 - GENERAL INFORMATION

1. Security Requirement

The work to be performed under this RFP do requires a reliability status. However, the employees will have to meet the requirements indicated at Annex D – Security Requirements Check List (SRCL) to have access to the building.

A security check will be done for all regular staff who will be working at the CSA. Staff will have to obtain the request security requirement or they will have to be escorted if the security clearance is not obtained.

2. Statement of Work

The Space Science and Technology Directorate of the Canadian Space Agency (CSA) solicit bids for on-site calibration services on a variety equipment for its Saint-Hubert laboratories

Each piece of equipment listed in table 1 of Annex B is in laboratories located at the same site. All calibration services are to be performed in a common lab area provided by CSA.

CSA will be responsible for moving the instrument to the common lab area provided to perform the calibration services, and return the instrument back to its designated lab.

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

One contract will be issued in response to this request for proposals. The contract will be offer to the contractor who will meet the obligatory technical criteria and obtain the lowest bid price.

- **Period of the Contract**

From December 2020 to March 31, 2022

- **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 B Pricing - Basis 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.

- **Work location**

Canadian Space Agency, 6767, Route de l'Aéroport, Saint-Hubert, Québec

3 Trade Agreements

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



4 The epost Connect service

This bid solicitation requires 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 Debriefings

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

6 Office of the Procurement Ombudsman

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 telephone at 1-866-734-5169, or by e-mail at ombudsman@opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).



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/0> 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.

2. 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>

3. Submission of Bids

This bid solicitation required bidders to transmit their bid electronically by using the epost **Connect service** provided by Canada Post Corporation or **by FAX (819-997-9776)**. 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:

- ❖ 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 (2019-03-04) - 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>

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

DO NOT COPY THE CONTRACTING AUTHORITY

4. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority isabelle.doray@canada.ca **no later than three (3) 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.

5. 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.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

❖ **Submitted by** epost Connect service:

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

3 electronic separate documents

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

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 their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

2. Evaluation - Mandatory Criteria

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

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

Each requirement is requested to be addressed separately.

MC 1. Bidders **MUST** be certified ISO/IEC 17025

MC 2. Bidders **MUST** be able to perform on-site calibration of at least 80% of all the equipment at the Canadian Space Agency, St-Hubert. CSA will be responsible for moving the instrument to the common lab area provided to perform the calibration services, and return the instrument back to its designated lab.

Using the Table 1 in Annex "B", Bidders **MUST** indicate which instrument is going to be calibrated on site and which is going to be calibrated outside in order to estimate the onsite percentage.

3. Basis of Selection

Mandatory criteria and lowest evaluated price

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and

The responsive bid with the lowest evaluated price will be recommended for award of a contract.
(total of all the rates)



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract.

The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with the Offer

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

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 F - 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 F - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.4 Laboratories - ISO/IEC 17025:2005

In the performance of the Work described in the Contract the Contractor must conform to the requirements of:

- ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories.
- It is not the intent of this clause to require that the Contractor be registered to the applicable standard; however, the Contractor's quality management system must address each requirement contained in the standard.

1.5 Federal Contractors Program for Employment Equity

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

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

1.6 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.



1.7 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): _____

1.8 Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 20200226

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide, attached at Annex D;
 - b) *Industrial Security Manual* (Latest Edition).

1.9 Rates certification

The Contractor certifies that the rates quoted is not excess of the lowest rate charged anyone else, including its most favoured customer, for like quality and quantity of the services.

1.10 Certification and Verification

The Contractor certifies that it is aware, and its Affiliates are aware, that Canada may verify at any time during the contract period, the information provided by the Contractor, including the information relating to the acts or convictions and any conditional or absolute discharges specified in these Integrity Provisions. Canada may request additional information, validations from a qualified third party, consent forms and other evidentiary elements proving identity and eligibility to contract with Canada.



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.	Education and Experience
1.5.	Federal Contractors Program for Employment Equity
1.6.	Status and Availability of Resources
1.7.	Procurement Business Number
1.8.	Security Requirements
1.9.	Rates certification
1.10.	Certification and Verification

 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. Security Requirements

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 20200226

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide attached at Annex D;
 - b) *Industrial Security Manual* (Latest Edition).

2. Statement of Work

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

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. Supplementary Conditions

- **D5544C (2010-01-11)**, Laboratories - ISO/IEC 17025:2005
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/D/D5544C/2>
- **B5007C (2010-01-11)**, Procedures for Design Change or Additional Work
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B5007C/3>

3.2. General conditions

- **2010C (2020-05-20)**, Medium Complexity – Services
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/18>



4. 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 E.

5. Term of Contract

The period will be from December 2020 to March 31, 2022

5.1. 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 B Pricing - Basis 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.

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-4873
E-Mail: isabelle.doray@canada.ca

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



8. Project Authority

To be inserted at contract award.

Name: TBD

Title: **Manager, Laboratory and Demonstration Infrastructures**

Directorate: Space Science and Technology

Division: Engineering Development

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-XXX

E-Mail: XXX@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.

9. Technical Authority (TA)

To be inserted at contract award.

Name: TBD

Title: **Instrumentation Technologist**

Directorate: Space Science and Technology

Division: Engineering Development

Canadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-XXX

E-Mail: XXX@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.

10. Contractor's Representative

To be inserted at contract award.

Name:

Title:

Corporate name:

Address :

Telephone:

E-Mail:



11. 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.

12. Methods of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

13. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

Invoices must be sent by e-mail as follows:

- To Canadian Space Agency financial services, indicating the contract number

E-MAIL : facturationASC.CSAinvoicing@asc-csa.gc.ca

- And to the Project Authority identified under paragraph 8



14. Applicable Laws

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

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.

15. Priority of Documents

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

- a) the Articles of Agreement;
- b) Annex A, **Contract clauses**
- c) Supplementary conditions
 - **D5544C (2010-01-11)**, Laboratories - ISO/IEC 17025:2005
 - **B5007C (2010-01-11)**, Procedures for Design Change or Additional Work
- d) General conditions
 - **2010C (2015-09-03)**, Medium Complexity – Services
- e) Annex B, Pricing – Basis of payment
- f) Annex C, Statement of Work;
- g) Annex D, Security requirements check list (SRCL)
- h) Annex E, Performance Evaluation
- i) the Contractor's bid dated _____.

16. Office of the procurement Ombudsman

16.1. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

16.2. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.



ANNEX “B”

PRICING BASIS OF PAYMENT



During the period of the Contract, the Contractor will be paid as specified at **TABLE 1 – PRICE LISTED EQUIPEMENT CALIBRATION**, for Work performed in accordance with the Contract.

The Bidder should complete the pricing schedule at TABLE 1 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 periods specified at **TABLE 1 – PRICE LISTED EQUIPEMENT CALIBRATION** its quoted firm all inclusive rates (in Cdn \$) for each of the item proposed.

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

TABLE 1 – PRICE LISTED EQUIPEMENT CALIBRATION

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
ACCESSOTRONIK	6210IN	HV Insulation Tester		2017253								
AGILENT/HP	33120A	15 MHz function/arbitrary waveform generator	US34001511	2004737								
AGILENT/HP	33120A	15 MHz function/arbitrary waveform generator	US34006934	2007311								
AGILENT/HP	33220A	Function Generator	MY44048606	2034099								
AGILENT/HP	33220A	Function Generator	MY44048387	2034100								
AGILENT/HP	33220A	Waveform Generator	MY44048668	2034371								
AGILENT/HP	33220A	Waveform Generator	MY44049512	2034372								
AGILENT/HP	33250A	80MHZ FUNCTION/ARBITRARY WAVEFORM GENERATOR	MY40006722	2020898								
AGILENT/HP	33250A	Function / Arbitrary Waveform Generator	MY40018254	2027305								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47015323	2030688								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47015719	2030689								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47013858	2030859								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47014850	2030860								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47015712	2030898								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47021157	2032129								
AGILENT/HP	34401A	Multimeter	MY47025601	2033255								
AGILENT/HP	34401A	Multimeter	MY47027831	2033256								
AGILENT/HP	34401A	Multimeter	MY47027876	2033257								
AGILENT/HP	34401A	Multimeter	MY47027835	2033258								
AGILENT/HP	34401A	Multimeter	MY47039706	2034725								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	3146A29550	2005374								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY45014682	2025472								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY45014611	2025473								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	3146A29482	2005368								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	3146A29494	2005371								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	3146A41496	2007288								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47026973	2032601								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47026959	2032600								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	MY47026948	2032599								
AGILENT/HP	34401A	Digital multimeter, 6.5 digit	3146A29553	2005365								

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
AGILENT/HP	34420A	7 1/2 DIGIT NANO VOLT/MICRO OHM METER	MY42001306	2024149								
AGILENT/HP	3458A	Digital multimeter, 8.5 digit	2823A10722	2005094								
AGILENT/HP	3458A	Digital multimeter, 8.5 digit	MY45044538	2000331								
AGILENT/HP	3458A	Digital multimeter, 8.5 digit	MY45044510	2000434								
AGILENT/HP	3458A	Digital multimeter, 8.5 digit	MY45044554	2000436								
AGILENT/HP	346B	NOISE SOURCE	3318A12503	2020815								
AGILENT/HP	346C	NOISE SOURCE	MY44420872	2029923								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41107037	2033378								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41107289	2033379								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41038019	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41038020	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	US37019537	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	US37237436	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	US37259647	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	US37259648	NONE								
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41092064									
AGILENT/HP	34901A	20-Channel Multiplexer (2/4 wire) Module	MY41092029									
AGILENT/HP	34902A	16-Channel Multiplexer (2/4 wire) Module	US37008953	NONE								
AGILENT/HP	34907A	Multifunction Module for the 34970A	US37009486	2020816								
AGILENT/HP	34907A	Multifunction Module for the 34970A	US37012984	2020817								
AGILENT/HP	34907A	Multifunction Module for the 34970A	US37007405	2020818								
AGILENT/HP	34908A	40 channel multiplexeur for the 34970A	MY41011492	2033380								
AGILENT/HP	34908A	40 channel multiplexeur for the 34970A	MY41010097									
AGILENT/HP	34970A	Data Acquisition (Swiath Unit)	MY44040544	2030116								
AGILENT/HP	34970A	Data Acquisition (Swiath Unit)	MY44048004	2032039								
AGILENT/HP	34970A	Data Acquisition/Switch Unit	US37033056	2017409								
AGILENT/HP	34970A	Data Acquisition/Switch Unit	MY44003061	2024148								
Tektronix	TDS3014C	DIGITAL OSCILLOSCOPE	C013420	2033924								
AGILENT/HP	4194A	Impedance/gain phase analyzer	2830J04569	2011458								
AGILENT/HP	4263B	LCR Meter	MY40100412	2018160								
AGILENT/HP	437B	Digital average power meter	3125U10209	2002900								

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
AGILENT/HP	437B	Digital average power meter	3125U10208	2002899								
AGILENT/HP	53131A	225 MHz Universal Counter - 10 digit/s,	MY40013460	2024150								
AGILENT/HP	53131A	225 MHz Universal Counter - 10 digit/s,	MY40010740	2022737								
AGILENT/HP	53148A	26.5 GHz Microwave Counter/Power Meter/D	US40480334	2022722								
AGILENT/HP	6030A	Power Supply	3332A03517	2005631								
AGILENT/HP	6032A	DC power supply, 0-60Vdc, 0-50A, 1200 W.	US35420428	2020820								
AGILENT/HP	6038A	DC power supply, 0-60Vdc, 0-10A, 240 W.	US38311131	2017870								
AGILENT/HP	60501B	150 watt load module	US37242449	2018033								
AGILENT/HP	60501B	150 watt load module	US37242451	2018032								
AGILENT/HP	60501B	150 watt load module	US37242312	2018034								
AGILENT/HP	60501B	150 watt load module	US37242324	2018035								
AGILENT/HP	6050A	Electronic Load Mainframe	US37142993	2018037								
AGILENT/HP	6060B	Electronic load, 3-60 V. 0-60 A, 300 W dc	US37351237	2017080								
AGILENT/HP	6543A	Dc power Supply	3218A-00179	2032341								
AGILENT/HP	6612C	DC power supply, 0-20 V, 0-2 A, 40 W. GP	US37463044	2016748								
AGILENT/HP	6612C	DC power supply, 0-20 V, 0-2 A, 40 W. GP	US37463052	2016738								
AGILENT/HP	6627A	DC power supply, quad-output. 0-20 Vdc a	US37351052	2018031								
AGILENT/HP	6643A	DC power supply, 0-35 V, 0-6.0 A, 210 W.	3346A-00471	2005633								
AGILENT/HP	6654A	DC power supply, 0-60 V, 0-9 A, 540 W. G	US36391720	2017871								
AGILENT/HP	6655A	DC power supply		2017872								
AGILENT/HP	8110A	150 MHz Pulse Generator	3501G01789	2011697								
AGILENT/HP	8481A	Power Sensor	3318A85344	2002876								
AGILENT/HP	8481D	Power Sensor, 10 MHz to 18 GHz, -70 to -	3318A12729	2020821								
AGILENT/HP	8485D	Power Sensor, 50 MHz to 26.5 GHz, -70 to	3318A02986	2020822								
AGILENT/HP	8970B	10 MHz noise figure meter	3446U04144	2011698								
AGILENT/HP	DSOX3034A	Oscilloscope 4CH 350MHZ	MY52012255	2036433								
AGILENT/HP	DSO5012A	2 CH 100Mhz Oscilloscopes	MY48510584	2031666								
AGILENT/HP	E3610A	DC power supply, DUAL RANGE, 0-8V,0-3A/0-15V,0-2A	KR30706413	2003828								
AGILENT/HP	E3610A	DC power supply, DUAL RANGE, 0-8V,0-3A/0-15V,0-2A	KR30706416	2003855								
AGILENT/HP	E3610A	DC power supply, DUAL RANGE, 0-8V,0-3A/0-15V,0-2A	KR71115395	2013861								



Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
AGILENT/HP	E3610A	DC power supply, DUAL RANGE, 0-8V,0-3A/0-15V,0-2A	MY40007125	2022758								
AGILENT/HP	E3610A	DC power supply, DUAL RANGE, 0-8V,0-3A/0-15V,0-2A		2022757								
AGILENT/HP	E3611A	DC power supply, low-cost. Dual-range: 2	MY40002297	2022760								
AGILENT/HP	E3614A	DC power supply, low-cost. 0-8 V, 0-6 A,	KR30900066	2007583								
AGILENT/HP	E3620A	Laboratory dc power supply, dual-output:	KR71805395	2014014								
AGILENT/HP	E3620A	Laboratory dc power supply, dual-output:	KR75308782	2020823								
AGILENT/HP	E3620A	Laboratory dc power supply, dual-output:	MY40004257	2022756								
AGILENT/HP	E3630A	Laboratory dc power supply, triple-output	KR34701700	2007284								
AGILENT/HP	E3630A	Laboratory dc power supply, triple-output	KR51305193	2010648								
AGILENT/HP	E3630A	Laboratory dc power supply, triple-output	KR85018023	2020824								
AGILENT/HP	E3630A	Laboratory dc power supply, triple-output	MY40007214	2022759								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	KR94625056	2016687								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	KR94624602	2016688								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	KR94625551	2016954								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	KR73609466	2015392								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	MY40004973	2017797								
AGILENT/HP	E3631A	Triple Output DC Power Supply	MY40052883	2030709								
AGILENT/HP	E3631A	Triple Output DC Power Supply	MY50480089	2034101								
AGILENT/HP	E3631A	Triple Output DC Power Supply	MY50490021	2034102								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	MY40052839	2030899								
AGILENT/HP	E3631A	DC power supply. Triple output: 0- , 0-	MY40052143	2030900								
AGILENT/HP	E3631A	Power Supply	MY50050081	2033189								
AGILENT/HP	E3631A	Power Supply	MY50050015	2033190								
AGILENT/HP	E3631A	Power Supply	MY50050079	2033191								
AGILENT/HP	E3631A	Triple Output DC Power Supply	MY51080027	2034459								
AGILENT/HP	E3631A	Triple Output DC Power Supply		2032602								
AGILENT/HP	E3631A	Triple Output DC Power Supply	MY40027807	2023790								
AGILENT/HP	E3633A	DC power supply. Single output, dual ran	MY40000695	2017798								
AGILENT/HP	E3633A	Power Supply	MY50370010	2034078								
AGILENT/HP	E3633A	Power Supply	MY50370037	2034096								

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
AGILENT/HP	E3634A	Power Supply	MY50120038	2034097								
AGILENT/HP	E3634A	Power Supply	MY50120011	2034098								
AGILENT/HP	E3634A	DC Power Supply	MY51080010	2034460								
AGILENT/HP	E3640A	POWER SUPPLY	MY40007184	2025542								
AGILENT/HP	E3640A	POWER SUPPLY	MY40007129	2025543								
AGILENT/HP	E3649A	Dual Output DC Power Supply	SG0000927	2020827								
AGILENT/HP	E3649A	Dual Output DC Power Supply	MY40006441	2030702								
AGILENT/HP	E4350B	Solar Array Simulator, 0-60 Vdc, 0-8 A,	MY42000299	2022825								
AGILENT/HP	E4350B	Solar Array Simulator, 0-60 Vdc, 0-8 A,	MY42000296	2022826								
AGILENT/HP	E4428C	Signal generator	MY45280241	20000061								
AGILENT/HP	E4446A	3HZ-44GHZ PSA SERIES SPECTRUM ANALYSER	US44300468	2024077								
AGILENT/HP	E5263A	2 channel high speed SMU	JP49320106	20000611								
AGILENT/HP	E8361C	PNA Network Analyzer 10Mhz - 67Ghz	US49010177	20000260								
AGILENT/HP	E8363C	10MHZ-40GHZ PNA SERIES NETWORK ANALYSER	MY43030426	2024388								
AGILENT/HP	E8363B	PNA Network Analyzer 10Mhz - 40Ghz	MY43030727	20000133								
AGILENT/HP	N1912A	P-SERIES POWER METER	GB44440155	2024212								
AGILENT/HP	N1912A	P-SERIES POWER METER	GB44440144	2024213								
AGILENT/HP	N1922A	50MHZ-40GHZ WIDEBAND POWER SENSOR	US00000110	2024161								
AGILENT/HP	N1922A	50MHZ-40GHZ WIDEBAND POWER SENSOR	US00000104	2024162								
AGILENT/HP	N1922A	50MHZ-40GHZ WIDEBAND POWER SENSOR	US00000109	2024163								
AGILENT/HP	N1922A	50MHZ-40GHZ WIDEBAND POWER SENSOR	US00000108	2024164								
AGILENT/HP	N3300A	Electronic load main frame - 1.8 KW max	MY41001382	2022736								
AGILENT/HP	N3300A	System DC Electronic Load Mainframe	MY41006016	2034365								
AGILENT/HP	N3302A	Electronic load module	MY41001124	2022836								
AGILENT/HP	N3302A	Electronic load module	MY41001126	2022837								
AGILENT/HP	N3302A	Electronic load module	MY41001130	2022838								
AGILENT/HP	N3302A	Electronic load module	MY41001129	2022839								

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025	
								Initial Period			Option 1	Option 2	Option 3
AGILENT/HP	N3303A	Electronic load module	MY41000597	NONE									
AGILENT/HP	N3303A	Electronic load module	MY41000598	NONE									
AGILENT/HP	N3306A	Electronic Load Module	MY41005022	2034364									
AGILENT/HP	N5242A	PNA Network Anlyser	MY47420347	20000259									
AGILENT/HP	N5751A	System DC Power Supply	US27L3298J	x									
AGILENT/HP	N5751A	System DC Power Supply	US27L3299J										
AGILENT/HP	N5770A	System DC Power Supply	US10L4225J	2034461									
AGILENT/HP	N5770A	System DC Power Supply	US14J1468P	2039302									
AGILENT/HP	N6700B	MODULAR POWER SUPPLY MAINFRAME	MY43000608	2024335									
AGILENT/HP	N6700B	Modular Power System MainFrame	MY43006059										
AGILENT/HP	N6734B	N6700B Modules 20V 15A 300W	MY43001491										
AGILENT/HP	N6734B	N6700B Modules 20V 15A 300W	MY43001493										
AGILENT/HP	N6744B	MODULAR POWER SUPPLY MODULE 100W/35V/3A	MY43000181	NONE									
AGILENT/HP	N6744B	MODULAR POWER SUPPLY MODULE 100W/35V/3A	MY43000182	NONE									
AGILENT/HP	N6745B	MODULAR POWER SUPPLY MODULE 100W/60V/1.6A	MY43000128	NONE									
AGILENT/HP	N6745B	MODULAR POWER SUPPLY MODULE 100W/60V/1.6A	MY43000129	NONE									
AGILENT/HP	N9030A	PXA Signal Analyzer 3Hz-50FHz	MY49432277	20000687									
ALPHATRON	MPT-200A	WIRE CRIMP PULL TESTER	819553	2022693									
AMPROBE	AMB-4D	Megohmmeter	1110793	2020864									
AMPROBE	AMB-5KVD	INSULATION RESISTANCE METER	4061564	2035689									
ANRITSU/WILTRON	68369B	SWEEPER SIGNAL GENERATOR	527004	2020859									
ANRITSU/WILTRON	MG3691B	SIGNAL GENERATOR 10GHZ	53603	2024747									
ANRITSU/WILTRON	MS9710C	OPTICAL SPECTRUM ANALYSER 0.6-1.75 MICRO M	6200209258	2022299									
Armstrong	64-458	torque rench	110017257	n/a									
Armstrong	64-458	torque rench	100105990	n/a									
BK Precision	9205	Multi-Range DC power supply	451J14104	2039438									
BK Precision	9205	Multi-Range DC power supply	451J14117	2039439									
BK Precision	9205	Multi-Range DC power supply	451A17118	2041862									



Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
BK Precision	9205	Multi-Range DC power supply	451A17111	2041863								
DESCO	19780	SURFACE RESISTANCE METER	197810401007	2022853								
EXTECH INSTRUMENTS	380946	30A AC/DC CLAMP ADAPTER	9906164	2035696								
Fluke	36	CLAMP METER	69854770	2020832								
FLUKE	85	MULTIMETER (Robotique)	62350179	2009384								
Fluke	175	Multimeter	93520062	2027866								
Fluke	175	Multimeter	93520061	2027867								
Fluke	175	Multimeter	93520063	2027868								
Fluke	175	Multimeter	93630720	2027869								
FLUKE	175	TRUE RMS MULTIMETER	95140591	2028565								
FLUKE	175	MULTIMETER (Sn)	Sn 86850312	NONE								
Fluke	179	TRUE RMS MULTIMETER	84710070	2022850								
Fluke	179	TRUE RMS MULTIMETER	84710071	2022851								
Fluke	179	TRUE RMS MULTIMETER	84710072	2022852								
Fluke	179	Multimeter	97710550	2030947								
Fluke	179	Multimeter	21280404	2037501								
Fluke	179	Handheld Multimeter	99620132	2034716								
Fluke	179	Handheld Multimeter		2034717								
Fluke	179	TRUE RMS MULTIMETER	81500006	NONE								
Fluke	179	TRUE RMS MULTIMETER	86600031	NONE								
FLUKE	179	TRUE RMS MULTIMETER	95750135	2030984								
FLUKE	179	TRUE RMS MULTIMETER	18140202	2035913								
FLUKE	179	Multimeter	92830394									
Fluke	365	Clamp Meter	15300225	2034721								
Fluke	381	Clamp Meter	15520103	2034720								
Fluke	568	IR Thermometer	15660054	2034723								
Fluke	1520	MEGOHMMETER	84640056	2022849								
Fluke	1550B	MEGOHMMETER/HIGH VOLTAGE INSULATION TESTER	8788 030	2035707								
Fluke	28 II	Rugged Digital Multimeter Handheld	15970016	2034719								
Fluke	28 II	Rugged Digital Multimeter Handheld	15970015	2034718								



Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025	
								Initial Period			Option 1	Option 2	Option 3
Fluke	79 III	MULTIMETER	73720560	2020834									
Fluke	79 III	MULTIMETER	74320800	2020835									
Fluke	79 III	MULTIMETER	77480732										
Fluke	8062A	MULTIMETER	6005196	2004918									
Fluke	80i-1000S	AC-Current Probe for oscilloscopes	932681	2007521									
Fluke	80i-1010	1A TO 700A CLAMP-ON CURRENT PROBE	5930017	2003248									
Fluke	80i-1010	1A TO 700A CLAMP-ON CURRENT PROBE	5930009	2003249									
Fluke	80i-410	CLAMP-ON AMP PROBE	NONE	2003247									
Fluke	85 III	MULTIMETER: HAND HELD	72110321	2020841									
Fluke	85 III	MULTIMETER: HAND HELD	84980270	NONE									
Fluke	85 III	MULTIMETER: HAND HELD	83120261	NONE									
Fluke	87 IV	MULTIMETER	73901083	2020842									
Fluke	87 IV	MULTIMETER	73606083										
Fluke	87V	TRUE RMS MULTIMETER 87-5	98380312	2031602									
Fluke	87V	TRUE RMS MULTIMETER 87-5	98380309	2031603									
Fluke	87V	TRUE RMS MULTIMETER 87-5	19380382	2036665									
Fluke	8842A	Multimeter	6255258	2008279									
Fluke	HYDRA	Data Acquisition Unit	6588502	2012159									
FLUKE	PM3070	100MHz	944403070773	2008170									
Fluke	Y8100	CURRENT PROBE	5995021	2020843									
Fluke	Y8100	CURRENT PROBE		2035700									
GOODWILL	GPC-3060D	DC POWER SUPPLY	5720642	2011797									
GOODWILL	GPC-3060D	DC POWER SUPPLY	5720644	2011798									
GW INSTEK	GFG-8216A	FUNCTION GENERATOR	S/N CG850811										
GwInstek	GDM-8255A	Benchtop Digital Multimeter	EI171009	2034714									
GwInstek	GDM-8255A	Benchtop Digital Multimeter	EI171016	2034715									
HP	34401A	MULTIMETER	MY47026927	2032598									
KEITHLEY	2001	DIGITAL MULTIMETER	589811	2008076									
KEITHLEY	486	PICOAMMETER		2015384									
KEPCO, INC.	BOP 50-8D	Bipolar operational power supply/amplifier	E152780	2022694									
KEPCO, INC.	BOP 50-8D	Bipolar operational power supply/amplifier	E152788	2023345									

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025	
								Initial Period			Option 1	Option 2	Option 3
KEPCO, INC.	BOP1000M	Bipolar operational power supply/amplifier 0-1000V	E135427	1239									
KEPCO, INC.	BOP1000M	Bipolar operational power supply/amplifier 0-1000V	E140541	2007104									
KEPCO, INC.	BOP100-4D	BIPOLAIR POWER SUPPLY	E153921	2025692									
KIKUSUI	PLZ303W	ELECTRONIC LOAD	GG000403	2020500									
METTLER TOLEDO	AT400	DIGITAL SCALE 0-405G	1115303621	2010833									
MILMEGA	ASO825-18	Linear Power Amplifier		2021546									
MITUTOYO	HH-332	SHORE A DUROMETER	891643	NONE									
NEWPORT	1835-C	Multi-Function Optical Meter	1057	2004791									
NEWPORT	1835-C	MULTIFUNCTION OPTICAL METER	1083	2006859									
NEWPORT	2835-C	MULTIFUNCTION OPTICAL METER	1119	2010813									
NEWPORT	818IR	DETECTOR	1384	NONE									
NEWPORT	818IR	DETECTOR	1691	NONE									
NEWPORT	818IR	DETECTOR	6288	NONE									
NEWPORT	818IR	DETECTOR	6293	NONE									
NEWPORT	818-UV	DETECTOR	629	NONE									
OPHIR	1Z01500	OPTICAL METER	158352	2023291									
OPHIR	1Z02621	DETECTOR	167342	2023292									
RAYTEK	RAYST20XXUS	NON CONTACT THERMOMETER	2300130201-0039	NONE									
SCS	77065	Verification Tester 724 & 725 monitors	7700651825043										
SNAP-ON	TQS012A	TORQOMETER 0-1.5LB-IN	1623	2035687									
SNAP-ON	TQS025A	TORQOMETER 0-3LB-IN	3153	2035686									
SNAP-ON	TQS050A	TORQOMETER 0-6LB-IN	5185	2035685									
SNAP-ON	TQS1FUA	TORQOMETER 0-12LB-IN	6327	2035684									
SRS INC.	DG535	Digital Delay / Pulse Generator	6712	2010893									
SRS INC.	DS345	FUNCTION GENERATOR	28518	2020845									
SRS INC.	PS325	2500V-25W HIGH VOLTAGE POWER SUPPLY	3900	2010894									
SRS INC.	PS325	2500V-25W HIGH VOLTAGE POWER SUPPLY	3901	2010895									
SRS INC.	SR650	DUAL CHANNEL FILTER	3469	2020846									



Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025	
								Initial Period			Option 1	Option 2	Option 3
STANFORD RESEARCH	SR560	AMPLIFIER	69144	2022754									
LAMBDA	ZUP36-6	POWER SUPPLY	LOC-210Z06-0052										
TDK Lambda	UP60-3.5	Power supply	322Z12-0005	2020860									
TDK Lambda	UP20-10	Power supply	819Z118-0009	2035716									
TDK Lambda	UP36-6	Power supply	210Z06-0061	2035715									
TDK Lambda	EMI Gen-60-25	Power supply	25A1413	2023630									
Tektronix	A6302	CURRENT PROBE	B074935	2020848									
Tektronix	AFG3102	ARBITRARY/FUNCTION GENERATOR	C010161	2025945									
Tektronix	AM503B	Current Probe Amplifier	B030130	2020849									
Tektronix	AWG520	WAVEFORM GENERATOR	J320297	2018144									
Tektronix	DPO 3012	Digital Phosphor Oscilloscope	C010561	2030764									
Tektronix	DPO 7054	Digital PHosphor Oscilloscope	BO79391	20000504									
Tektronix	MSO 3012	OSCILLOSCOPE & module dpo3comp &dpo3embd	MSO3012-C010038	2032383									
Tektronix	MSO 4054	Oscilloscope 500Mhz 4+16Ch	C020374	20000496									
Tektronix	MSO 4054	Mixed Signal Oscilloscope	MSO4054 C020374	20000610									
Tektronix	MSO4054B	Oscilloscope	C010242	2034648									
Tektronix	P5205	100 MHZ, HIGH VOLTAGE DIFFERENTIAL PROBE	B021057	2035697									
Tektronix	P5205	100 MHZ, HIGH VOLTAGE DIFFERENTIAL PROBE	B021074	2035698									
Tektronix	TAP 1500	CURRENT PROBE 1.5 Ghz	B026319	2035705									
Tektronix	TAP 1500	CURRENT PROBE 1.5 Ghz	B026322	2035703									
Tektronix	TAP 1500	CURRENT PROBE 1.5 Ghz	B026317	2035702									
Tektronix	TAP1500	CURRENT PROBE 1.5 Ghz	B026321	2035704									
Tektronix	TCP0030	Current Probe TCP0030 30A AC/DC	B021165										
Tektronix	TCP0150	Current Probe	C012181	2034647									
Tektronix	TCP202	CURRENT PROBE	B043025	203687									
Tektronix	TCP202	CURRENT PROBE	B030703	2036386									
Tektronix	TDS2024	OSCILLOSCOPE	C033379	2022541									

Manufacturier	# Model	Description	S/N #	# CSA Asset	Calibration On-Site Yes/No	Last Calibration	Due Calibration	To March 31 2021	To March 31 2022	To March 31 2023	To March 31 2024	To March 31 2025
								Initial Period		Option 1	Option 2	Option 3
Tektronix	TDS2024	OSCILLOSCOPE	C037690	2024310								
Tektronix	TDS3012B	Digital Phosphor Oscilloscope	B011611	2019375								
Tektronix	TDS3014	OSCILLOSCOPE	B010578	2015870								
Tektronix	TDS3014	OSCILLOSCOPE	C011165	2032878								
Tektronix	TDS3014	OSCILLOSCOPE	B013711	2016930								
Tektronix	TDS-3014	Digital Phosphore Oscilloscope	TDS3014C C013683	2034421								
TEKTRONIX	TDS3014C	OSCILLOSCOPE	C013420	2033924								
Tektronix	TDS3054B	OSCILLOSCOPE	B030264	2023029								
Tektronix	THS730A	OSCILLOSCOPE	B030172	2015114								
Tektronix	TLA 5201	Logic analyser	B010310	2022981								
Tektronix	TM502A	POWER MODULE	B039671	2020857								
TEMNA	AC/DC	CLAMP METER	72-6185	NONE								
TENNEY	BTC	ENVIRONMENTAL CHAMBER	25491-01	2011705								
TENNEY	T10C	ENVIRONMENTAL CHAMBER	31128	2023258								
VOLTECH	PM3000A	UNIVERSAL POWER ANALYSER	AU6216081	2017868								
Wagner	FDIX10	Force Gage Meter	212613	2034426								
Wagner	FDIX100	Force Gage Meter	212795	none								
Wagner	FDIX5	Force Gage Meter	212617	none								
Wagner	FDIX50	Force Gage Meter	212877	2034427								
WAYNE/KERR	3260B	PRECISION MAGNETIC ANALYSER (1J3260BNDTG)	560220	2024421								
WAYNE/KERR	3265B	25A DC BIAS INIT (1J3265BQ)	565224	2024450								
Xantrex	HPD-30-10S	DC Power Supply	25470	2013566								
Xantrex	LXQ30-2	DC POWER SUPPLY	6769	2004188								
Xantrex	LXQ30-2	DC POWER SUPPLY	6770	2004189								
Xantrex	XBT32-3FTP	DC Power Supply	0826M000062	2032147								
Xantrex	XEL30-3DPG	(Sorensen) Power Supply (90W Dual Output)	J00315389	2032146								
Xantrex	XFR 35-35	Power Supply (0-35V 0-35A)	72276	2019113								
Xantrex	XFR 35-35	Power Supply (0-35V 0-35A)	72279	2019114								
Xantrex	YKW 33-33	Power Supply 0-33Volts 0-33 Amps	10325	2009714								



ANNEX C

STATEMENT OF WORK (SOW)



1. Introduction

The Canadian Space Agency (CSA), Saint Hubert, Quebec, requires on-site calibration services on a variety of laboratory equipment, as detailed at the **TABLE 1 – PRICE LISTED EQUIPEMENT CALIBRATION** in Annex B.

Each piece of equipment listed below is in laboratories located at the same site.

All calibration services are to be performed in a common lab area provided by CSA.

CSA will be responsible for moving the instrument to the common lab area provided to perform the calibration services, and return the instrument back to its designated lab.

2. Calibration

- 2.1. Calibration Standards: Calibration must perform in accordance with the Original Equipment Manufacturers specifications.
- 2.2. Calibration Stickers: Calibration stickers must be placed on the instrument upon completion of the calibration.
- 2.3. Scheduling: The Contractor must provide CSA with a Calibration schedule for each of the instruments listed at TABLE 1 – PRICE LISTED EQUIPEMENT CALIBRATION in Annex B. . Calibration must be performed between eleven (11) and thirteen (13) months after the last calibration date stated on Table 1. If no last calibration date is indicated for a particular instrument, or thirteen months has already occurred at time of contract award, calibration will be performed at a mutually agreed time between the Contractor and the Technical Authority stated in any resultant contract.
- 2.4. Authorization: Any calibration or repair services to be provided must be pre-approved by the Technical Authority stated herein.
- 2.5. Adding/deleting Instruments: CSA reserves the right to delete some or none of the instruments listed at Table 1, at any time. Any addition instrument to be added to Table 1 must be negotiated between the Contracting Authority stated herein, and approved by the Contracting Authority through a formal contract amendment.
- 2.6. Instruments repair: In the event of a failure from an instrument, the repair cost approximation must be submitted to the Technical Authority. No repair shall be performed without Technical Authority approbation. CSA reserves the right to choose between the repairs at CSA facilities, send the instrument to the original manufacturer or ask the contractor to repair and calibrate by making a contract amendment.

➤ Approval

The Contractor must not proceed with any additional work without the written authorization of the Contracting Authority. Any work performed without the Contracting Authority's written authorization will be considered outside the scope of the Contract and no payment will be made for such work.



ANNEX “D”

SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat 20200226
Security Classification / Classification de sécurité Non-classifié

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	ASC	2. Branch or Directorate / Direction générale ou Direction Space Science & Technology-ECD
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Une firme de calibration d'appareils viendra sur place pour la calibration des appareils des laboratoires. Les appareils sont calibrés pour la plupart à raison d'une fois par année. Quelques techniciens de la firme se rendent donc dans les laboratoires de l'ASC une fois par année avec leurs équipements pour effectuer la calibration de nos appareils. Ils n'utilisent pas les ordinateurs de l'ASC et ne se connectent pas sur le réseau informatique. Ils sont confinés dans un laboratoire (3A-102) et les techniciens de l'ASC leur apporte les appareils à calibrer, ces appareils sont retournés à leur labo initial par les techniciens de l'ASC une fois calibré		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: / Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

20200226

Security Classification / Classification de sécurité

Non-classifié

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unescorted personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unescorted personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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Security Classification / Classification de sécurité Non-classifié

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	Protected / Protégée			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Informations / Actifs																
Personnel / Ressources / Personnel																
Production																
IT Media / Support IT																
IT Link / Lien électronique																

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

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

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

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



Contract Number / Numéro du contrat 20200226
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization / Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées) Rémy Grenier	Title - Titre Gestionnaire, Laboratoires	Signature 	Date 2020.08.28 10:40:28 -04'00'
Telephone No. - N° de téléphone 450-926-5080	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel remy.grenier@canada.ca	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dany Dufour	Title - Titre Agent principal, Services de sécurité	Signature 	Date 28 août 2020
Telephone No. - N° de téléphone 450-926-4769	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel dany.dufour@canada.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Isabelle Doray	Title - Titre Agent des Contrats Contracting Officer	Signature 	Date 2020.10.06 16:16:28 -04'00'
Telephone No. - N° de téléphone (450) 926-4873	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.doray@canada.ca	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca	Title - Titre	Signature 	Date 2020.10.22 06:45:33 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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ANNEX “E”

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 Name: Telephone #: e-mail:	Procurement Authority Name: Telephone #: e-mail:	PWGSC Contracting Authority Name: Telephone # e-mail:
<p>1. How do you rate the Contractor's overall performance? <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 F

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	