

This Notice of Proposed Procurement is issued against  
the Task based Professional Services Supply Arrangement,  
**Stream 2: Business Consulting/Change Management**

This bid solicitation is being issued to satisfy the requirement of **The Canadian Space Agency (CSA) Security Directorate**

CSA File No. **9F030-20-0266**

**Bid Submission Deadline: December 15, 2020 at 2:00 PM (EST)**

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

This requirement is only open to the following pre-qualified suppliers under the Supply Arrangement for Task Based Professional Services # E60ZT-18TSPS/XXX/ZT.

**Resources categories:**

**Stream 2:** Business Consulting/Change Management

- **Project Team leader: (1 resource)**  
2.5 Business Process Consultant- **Level Senior**
- **Team members (number of resources to be determined by the bidder)**  
2.5 Business Process Consultant- (**Level to be determined by the bidder**)

**Supplier Security Clearance:** DOS – Reliability Status

**Document Safeguarding:** Protected B

**Region/Metropolitan:** Montreal region

**Estimated Requirement Dollar Value Range:** CKFTA threshold [\$100,000] up to \$3,750,000

**Description of the Requirement:**

With the coming in to effect in 2019 of the updated Policy on Government Security and associated Directives, the Canadian Space Agency (CSA) has a requirement to conduct a security policy suite reset. This policy reset includes the need to examine and update existing CSA documentation as well as the drafting of new policies and procedures for the CSA.

**Applicable Trade Agreements:**

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

- **Period of the Contract**  
From contract award date to March 31, 2022
- **Work location**  
All work is to be performed at the contractor's place of business, except for interviews with CSA staff which must be coordinated with the designated Technical Authority.  
Virtual meetings could be used as well as face-to-face meetings in CSA office, at 6767 Route de l'Aéroport, Saint-Hubert, Quebec depending on the need.
- **Travel**  
No travel expenses will be reimbursed.
- **Official languages**  
Professionals assigned to this project will communicate in either official language, as requested by the persons they interview.  
All working papers and notes will be produced in either official language.  
The drafts and final audit report will be produced in both official languages.  
Resources must be bilingual.

Contracting Authority: Isabelle Doray  
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**NOTE: The Task and Solutions Professional Services (TSPS) Method of Supply is subject to quarterly refresh cycles. If you wish to find out how you can be a “Qualified SA Holder”, please contact [SPTS.TSPS@TPSGC-PWGSC.GC.CA](mailto:SPTS.TSPS@TPSGC-PWGSC.GC.CA)**