



REQUEST FOR PROPOSAL (RFP)

Food Production Topical Team

**Bid Submission Deadline:
February 1st, 2021 at 10:00 AM (EST)**

Submit Bids to:
Canadian Space Agency

By Fax: 819-997-9776

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. **9F050-20200202**

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



December 17, 2020



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PART 1 - GENERAL INFORMATION

1. Summary

The 2019 Space Strategy has a specific element associated with *harnessing space to solve everyday challenges for Canadians and particularly enhancing access to nutritious food* (across Canada and off Earth) [RD-01]. The CSA has commenced activities in the food production domain and is in the process of options analysis to explore how to help improve the accessibility of food across Canada, including the North, with the aim of, one day, taking these lessons learned to help astronauts grow food off Earth. The CSA is looking for recommendations about food production topics for detailed analysis and those that should be considered as the next logical steps within the space-based food production domain.

- **Period of the Contract**

From the contract award date to August 31st, 2021. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional period from September 1st 2021 to March 31st 2022 under the same terms and conditions.

- **Work location**

The work will take place at the contractor offices.

- **Travel**

For the duration of the contract, due to the COVID-19 situation, virtual meetings are expected to be prioritized. Travel must be exceptional and will only be allowed if the objectives of the RFP are at stake. In this case, the contractor will propose the travel plan to CSA for pre-approval prior to its procurement. The contractor will pay for the travel within the funding envelope of this contract, including travel costs that may be accrued during the respective trips. The contractor will then organize and procure any required travel and accommodation in accordance with applicable policies in the National Joint Council's Travel Directive.

- **Official languages**

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

2. Security Requirement

There are no security requirements associated with this requirement.

3. Trade Agreements

The requirement is not subject to any trade agreements

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 **\$65,000.00**, 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.



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- Initial Period: \$40,000.00 from the date of contract award to August 31st, 2021;
 - Optional additional period : \$25,000.00 from September 1st, 2021 to March 31st, 2022

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

2. Submission of Bids

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

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**

By the date and time indicated on the cover page of this solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY WHEN SENDING THE BID



1. Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is **819-997-9776** or, if applicable, the facsimile number identified in the bid solicitation.
 - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.

A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with Section 3 BID PREPARATION INSTRUCTIONS.

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: [tps-gc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidReceiving.pwgsc@tps-gc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.



- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.

A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with Section 3 BID PREPARATION INSTRUCTIONS

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. Basis for Canada's Ownership of Intellectual Property

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

- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software;

6. 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 a numbering system that corresponds to that of the Request for Proposal

❖ **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.

To simplify and harmonize the proposal submissions, the bidder **must complete the Proposal Form shown in Annex G**



Each completed Proposal Form must include the following documents:

- A Curriculum Vitae or Canadian Common CV (CCV)* for the contractor's representative and proposed resources.
- A Letter of interest of the bidder's representative summarizing the expertise that he/she will contribute and level of commitment.

*The Canadian Common CV (CCV) is a web-based application that provides researchers with a single, common approach to gathering CV information required by a network of federal, provincial and not-for-profit research funding organizations. The CCV's processes, procedures and capabilities allow the input of CV information by researchers and the extraction of the CV data (with consent from the researcher) by member agencies to support their funding application process.



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 Point Rated Technical Criteria (SEE TABLE #1)

To be declared responsive, a bid **MUST** achieve a pass on rated requirements outlined in the table #1.

3. Financial Evaluation

3.1 Mandatory Financial Criteria

The maximum funding available resulting from the bid solicitation is **\$65,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate.

Bids valued in excess of the amount indicated will be considered non-responsive.

This disclosure does not commit Canada to pay the maximum funding available.

3.2 Point Rated Financial Criteria

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

4. Basis of Selection

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

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. provide all documents requested in Part 3 BID PREPARATION INSTRUCTIONS - Section 1 Technical Submission
 - c. obtain the required minimum of 32 points of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement



SACC Manual Clause [A0210T](#) Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$65,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



TABLE #1 - Point-Rated Technical Criteria (RC)				
Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated criterion should be addressed separately.				
	Minimum points required	Maximum total points	Results	Evaluator's remark
Point-Rated Technical Criterion (RC)				<ul style="list-style-type: none"> • Must reference relevant section, page number of bid; • Summarize conclusion briefly.
RC1 Understanding of the task requirements	10 (C)	20 (A)		
RC2 Team experience	10 (C)	20 (A)		
RC3 Equity, diversity and inclusivity	2 (D)	5 (A)		
RC4 Number of topics covered	10 (D)	25 (A)		
Maximum score		70 (A)		
Minimum required	32			
Total obtained			/70	



Point-Rated Evaluation Criteria Description

Evaluation Criteria and Benchmark Statements contain a series of evaluation criteria, each supported by a set of benchmark statements (A, B, C, D and 0). Each of these statements has a corresponding value:

RC1-Understanding of the task requirements (20 points)

This criterion evaluates the bidder's approach to achieve the mandate, and the extensiveness of the selected topics. Please refer to the list of proposed topics in [Annex B \(Statement of work\) - Food production topics](#).

A) Excellent: (20 points)

The proposal exhaustively describes how the proposed plan will address all the topics selected in this Request For Proposal with a diverse range of related subtopics, if applicable. **AND** References are made to recent and relevant national and international literature, plans, programs, projects and technologies such that an understanding of all the topics is well demonstrated. **AND** The proposed approach and implementation plan suggest an excellent level of confidence that the objective will be achieved.

B) Good: (15 points)

The proposal comprehensively describes how the proposed plan will address all the topics selected in this Request For Proposal including some related subtopics, if applicable, but lacks some clarity. **AND** References are made to recent and relevant national and international literature, plans, programs, projects and technologies such that an understanding of most of the topics is demonstrated but lacks some clarity. **AND** The proposed approach and implementation plan suggest a good level of confidence that the objective will be achieved.

C) Average: (10 points)

The proposal describes how it will address some of the topics selected in this Request For Proposal including some related subtopics, if applicable, and lacks clarity. **OR** some references are made to national and international literature, plans, programs, projects and technologies such that an understanding of some of the topics are demonstrated and lacks clarity. **OR** The proposed approach and implementation plan suggest an average level of confidence that the objective will be achieved.

D) Poor: (5 points) *fail

The proposal describes how it will address a few of the topics selected in this Request For Proposal including some related subtopics, if applicable, and lacks clarity. **OR** Few references are made to national and international literature, plans, programs, projects and technologies such that an understanding of the selected topics is not well demonstrated. **OR** The proposed approach and implementation plan suggest a poor level of confidence that the objective will be achieved.

0) No score: (0 points) *fail

The proposal does not describe how it will address any of the topics selected in this Request For Proposal and lacks clarity. **OR** No references are made to national and international literature, plans, programs, projects and technologies such that an understanding of the selected topics.

**RC2-Team experience (20 points)**

This criterion assesses the capability (education, experience, expertise and complementarities) of the personnel assembled to carry out the Bid, as well as his diversity among the proposed resources affiliation. Expertise of students and administrative support staff, if applicable, will not be evaluated in this criteria. Please refer to [Annex B \(Statement of work\) - Affiliations of Proposed Resources](#).

A) Excellent: (20 points)

All of the proposed team individuals (including bidder, partners and subcontractors) are nationally- OR internationally-recognized experts OR innovators in their respective sectors. **AND** Experience of the bidder to successfully lead projects/initiatives of similar or greater magnitude in the past is well demonstrated. **AND** The bidder proposed to consult or recruit at least one expert from Canadian academia with relevant expertise in agriculture (or related fields) and in space exploration, and experts from at least three (3) or more of the proposed resources affiliations including two (2) or more Canadian companies with experience relevant to two (2) or more of the selected topics.

B) Good: (15 points)

Most of the proposed team individuals (including bidder, partners and subcontractors) are nationally- or internationally-recognized experts or innovators in their respective sectors. **AND** Experience of the bidder to lead successfully lead projects/initiatives of similar or greater magnitude in the past lacks some clarity. **AND** The bidder proposed to consult or recruit at least one expert from Canadian academia with relevant expertise in agriculture (or related fields) and in space exploration, and experts from at least three (3) proposed resources affiliations with one (1) or more Canadian companies with experience relevant to one (1) or more of the selected topics.

C) Average: (10 points)

Some of the proposed team individuals (including bidder, partners and subcontractors) are nationally- or internationally-recognized experts or innovators in their respective sectors. **OR** Experience of the bidder to lead successfully lead projects/initiatives of similar or greater magnitude in the past is not well demonstrated. **OR** The bidder proposed to consult or recruit at least one expert from Canadian academia with relevant expertise in agriculture (or related fields) and in space exploration, and experts from at least two (2) proposed resources affiliations with one (1) or more Canadian companies with experience relevant to one (1) or more of the selected topics.

D) Poor: (5 points) *fail

Few of the proposed team individuals (including bidder, partners and subcontractors) members are nationally- OR internationally-recognized experts OR innovators in their respective sectors. **OR** The bidder did not propose to consult or recruit at least one expert from Canadian academia with relevant expertise in agriculture (or related fields) and in space exploration, and experts from at least two (2) proposed resources affiliations with one (1) or more Canadian companies with experience relevant to one (1) or more of the selected topics.

0) No score: (0 points) *fail

None of the proposed team individuals (including bidder, partners and subcontractors) are nationally- or internationally-recognized experts or innovators in their respective sectors.

**RC3-Equity, diversity and inclusivity (5 points)**

This criterion evaluates whether the Bidder includes a meaningful plan to foster recruitment and engagement of individuals from underrepresented groups within the personnel assembled to carry out the Bid, according to the Canadian employment equity documentation [\[RD-02\]](https://www.canada.ca/en/public-service-commission/jobs/services/qc-jobs/employment-equity.html). <https://www.canada.ca/en/public-service-commission/jobs/services/qc-jobs/employment-equity.html>

A) Excellent: (5 points)

The Bidder's institution already has an equity, diversity and inclusion policy. **AND** The Bid contains an equity, diversity and inclusion plan that is fully described, with detailed information on how it will be achieved.

B) Good: (4 points)

The Bidder's institution already has an equity, diversity and inclusion policy. **AND** The Bid contains an equity, diversity and inclusion plan.

C) Average: (3 points)

The Bidder's institution already has an equity, diversity and inclusion policy. **AND** The Bid contains an equity, diversity and inclusion plan but lacks clarity.

D) Poor: (2 points)

The Bidder's institution already has an equity, diversity and inclusion policy. **AND** The Bid does not contain an equity, diversity and inclusion plan.

0) No score: (0 points) *fail

The Bidder's institution does not have an equity, diversity and inclusion policy. **AND** The Bid does not contain an equity, diversity and inclusion plan.

RC4-Number of topics covered by the expertise of the personnel assembled to carry out the Bid (25 points)

Note that more than one subtopic that is part of a given topic category will not receive additional scoring. Please refer to the list of proposed topics in [Annex B \(Statement of work\) - Food production topics](#).

A) Excellent: (25 points)

The expertise of the personnel assembled to carry out the Bid covers 8 topics.

B) Good: (20 points)

The expertise of the personnel assembled to carry out the Bid covers 7 topics.

C) Average: (15 points)

The expertise of the personnel assembled to carry out the Bid covers 6 topics.

D) Poor: (10 points)

The expertise of the personnel assembled to carry out the Bid covers 4 to 5 topics.

0) No score: (0 points) *fail

The expertise of the personnel assembled to carry out the Bid covers 3 topics or less.



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required with the Bid

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

1.1 Former Public Servant

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

1.1.1 Definitions

For the purposes of this clause,

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

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

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

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



1.1.2 Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

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

1.1.3 Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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

1.2 Ineligibility and Suspension Policy

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

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



1.3 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex 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 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 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. 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
- Supplementary Conditions
 - **4007 (2018-06-21)** Canada to Own Intellectual Property Rights in Foreground Information
 - **2010B (2018-06-21)**, Professional services (medium complexity)
- Annex A, Basis of payment
- Annex B, Statement of Work;
- Annex C, Non-disclosure Agreement
- Annex D, Performance Evaluation
- Annex E, Meetings and Deliverables
- 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 Supplementary Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4007/3>

3.2 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 requirement applicable to the Contract.

5. Term of Contract

From the contract award date to August 31st, 2021



6. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional period from September 1st 2021 to March 31st 2022 under the same terms and conditions.

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex A Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

7. Basis of Payment - Firm Price per milestone

No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless the Contracting Authority authorizes an increase.

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.

8. Methods of Payment – Milestone payment

Canada will pay the Contractor on a firm milestone basis with:

- (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.

9. 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.

Invoices must be distributed as follows:

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

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

10. 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>

11. Applicable Laws

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



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.

12. Contracting Authority

The Contracting Authority for the Contract is:

Marie-Eve Soucy
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone: (450) 926-6601
E-Mail: marie-eve.soucy2@canada.ca

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.

13. Project Authority

To be inserted at contract award.

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

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 Recourse for suppliers with respect to the Procurement Process

- a) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority.
- b) There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts.
- c) Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at www.buyandsell.gc.ca under the heading "Supplier Dispute Management Process".
[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 periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories 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.

Basis of Payment

From the contract award date to August 31st, 2021

No.	Milestone Title	Estimated Delivery Date	Firm Price per milestone
1	Kick-off meeting minutes report	Before the end of February 2021	\$ _____
2	Draft final report	End of July 2021	\$ _____
3	Final report	End of August 2021	\$ _____
Total of firm prices per milestone before taxes <i>Up to \$40,000.00</i>			\$ _____
Applicable taxes			\$ _____
Total including tax			\$ _____

For the description of the expected deliverable(s) per milestone and expected participants, please refer to the Meetings and Deliverables section (Annex E). Additional milestones may be added through mutual agreement between the CSA and the Contractor.



Optional additional period – from September 1st, 2021 to March 31st, 2022

No.	Milestone Title	Estimated Delivery Date	Firm Price per milestone
1	Draft final report updates	Before the of February 2022	\$ _____
2	Final report updates	At the end of March 2022	\$ _____
Total of firm prices per milestone before taxes <i>Up to \$25,000.00</i>			\$ _____
Applicable taxes			\$ _____
Total including tax			\$ _____

For the description of the expected deliverable(s) per milestone and expected participants, please refer to the Meetings and Deliverables section (Annex E). Additional milestones may be added through mutual agreement between the CSA and the Contractor.



ANNEX B

STATEMENT OF WORK (SOW)



1. TITLE

Food Production Topical Team

2. CONTEXT

The 2019 Space Strategy has a specific element associated with *harnessing space to solve everyday challenges for Canadians and particularly enhancing access to nutritious food* (across Canada and off Earth) [RD-01]. The Canadian Space Agency (CSA) has commenced activities in the food production domain and is in the process of options analysis to explore how to help improve the accessibility of food across Canada, including the North, with the aim of, one day, taking these lessons learned to help astronauts grow food off Earth. The CSA is looking for recommendations about food production topics for detailed analysis and those that should be considered as the next logical steps within the space-based food production domain.

3. SCOPE

The CSA, under this Request For Proposal (RFP), has a requirement for a contractor to produce a report of Canadian community consensus recommendations in space-based food production. The process to develop Canadian community consensus recommendations must ensure inclusion and diversity of inputs from Canadian experts, and to ensure a fair and transparent process is used to reach consensus. The consensus recommendations report will (1) define high impact areas and Canadian strengths in food production in which Canada could advance for application to future space missions and for terrestrial benefits including in Northern and remote areas and, (2) outline promising capability areas for Canada to pursue in order to advance its vision in food production benefiting future space exploration missions and the terrestrial food production sector. These consensus recommendations will be used to inform potential future CSA activities in space-based food production. Note: The proposed food production topical team is to focus on space exploration related objectives and not space-based Earth observation.

4. TASK DESCRIPTION

The contractor must collect food production opportunities and topics for consideration and produce a consensus list of priorities and consensus recommendations for the next logical steps within the space-based food production domain to the CSA. The contractor should take into consideration previous work and analysis to advance and update recommendations for the CSA as mentioned in the [Client Support section](#). The contractor undertakes to also consult relevant reports from Canadian academia in relation to space-based food production.

The contractor must provide a final report describing the community consensus of prioritized topics and investigations. The final report must provide recommendations to inform Government of Canada decision making related to food production for space and its linkages with terrestrial food production and food security. Science objectives and investigations are seen as a necessary means to link high level goals with missions. Although to be agreed with the CSA at the kick-off meeting, the final report should contain the following elements:

1. A short executive summary (applicable for public distribution).
2. Identify specific Canadian capabilities and the associated companies, academic or government research teams, non-profits, or any other organizations that have potential relevance to meaningful space based food production program that provides direct terrestrial benefit including in Northern and remote areas.
3. Assess the CSA's food production initiative's draft vision statement.
4. Identify opportunities for integrated terrestrial food production test-beds, platforms for space prototypes, precursor space missions and other activities that will advance the vision.
5. Provide recommendations for meaningful food production investments.
6. Provide recommendations on the most efficient means for stakeholder engagement / community consultation following the term of this contract.



It should be noted that the final report will serve as input to future CSA community consultation in the food production domain and as well as for the organization of a potential CSA organized food production workshop.

The CSA could also solicit the contractor's expertise to answer specific questions about various food production initiatives during the term of the contract.

5. FOOD PRODUCTION TOPICS

The contractor must cover a minimum of four (4) of the following topics in the context of food production:

1. Vertical / urban farming operation and management
2. Controlled environment technologies and precision agriculture including but not limited to: sensors, imaging, artificial intelligence, robotics & automation, lighting, energy management, etc.
3. Scientific expertise including but not limited to: botany, horticultural science, plant biology, plant-microbes interactions, applied plant sciences, plant breeding, etc.
4. Waste management in plant production including but not limited to: energy and nutrient recycling
5. Space-based plant production, harsh climate food production and gravitational space biology
6. Food security in remote / northern areas
7. Food processing, food safety and storage
8. Nutrition and alternative "non-plant food sources" including but not limited to: microbe and cell agriculture, 3D printing of food, etc.

6. AFFILIATIONS OF PROPOSED RESOURCES

To gather expertise in the proposed food production topics, the contractor must consult at least one expert from Canadian academia with relevant expertise in agriculture (or related fields) and in space exploration, and should also consider consulting resources from the following affiliations:

- Canadian government scientists
- Canadian industry
- Scientific and research organizations
- Business incubators, business accelerators, innovation zones or similar
- Indigenous organizations and groups

Note: The CSA maintains the opportunity to propose additional resources to help the contractor carry on the proposed work. These additional resources will be confirmed only upon full agreement between the contractor and the CSA.

7. Applicable documents

RD No.	Doc Number/ Source	Document Title	Date
RD-01	http://www.asc-csa.gc.ca/pdf/eng/publications/space-strategy-for-canada.pdf	Exploration, Imagination, Innovation: A New Space Strategy for Canada	Mar 2019
RD-02	https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/employment-equity.html	Employment equity	Sep 2016



8. Client Support

At the kick-off meeting, CSA will provide documentation that includes previous work and analysis. The provided documentation will help the contractor to better understand their mandate and objectives as well as providing example for the structure of the required report.



ANNEX C

Non-Disclosure Agreement



NON-DISCLOSURE AGREEMENT

To be completed at the time of contract award.

I **To be determined** recognizes that in the course of its work with the Canadian Space Agency (CSA) as either a contractor or subcontractor of Canadian Space Agency (CSA). Its employees may be given access to information by or on behalf of Canada in connection with the Work, pursuant under the contract that will result from RFP #9F050-20200202. between Her Majesty the Queen in right of Canada, represented by the Canadian Space Agency and **To be determined** including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by either the Government of Canada or a third party. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

The Company agrees that It, its employees, representatives or subcontractors shall not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis as determined and instructed in writing by the CSA. The Company undertakes to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

The Company also acknowledges that any information provided to it, its employees or representatives or subcontractors by or on behalf of Canada must be used solely for the purpose duly identified and must remain the property of Canada or a third party, as the case may be.

The Company agrees that the obligations of this agreement will survive the completion of the Contract No.

To be determined

Signature

Date



ANNEX D

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 E

Meetings and Deliverables



MEETINGS and DELIVERABLES

The Contractor must provide at a minimum the following meetings and teleconferences:

From contract award until August 31st, 2021.

Meeting	Purpose	Date
Kick-off meeting	To review objectives and contract schedule. Agreement on Tasks. Review client support shared documentation.	Not later than Contract start date + 2 weeks
Monthly teleconferences	To ensure sufficient information flow and continued alignment of the contractor with CSA objectives. Agreement on the structure and proposed content of the final report.	Monthly
Final review meeting	In the form of a presentation via (teleconference or videoconference) the contractor will present the final results of contract and review any additional recommendations from the contractor resources and from the CSA.	End of July 2021

Additional meetings may be held through mutual agreement between CSA and the contractor.

Optional additional period, from September 1st, 2021 until March 31st, 2022

Meeting	Purpose	Date
Kick-off meeting	To review objectives, tasks and contract schedule.	Not later than contract renewal date + 2 weeks
Monthly teleconferences	To ensure sufficient information flow and continued alignment of the contractor with CSA objectives. Agreement on the structure and proposed content of the final report updates.	Monthly
Final review meeting	In the form of a presentation via (teleconference or videoconference) the contractor will present the final results of contract and review any additional recommendations from the contractor resources and from the CSA.	End of February 2022



The Contractor MUST produce the following deliverables:

From contract award until August 31st, 2021

Deliverable	Date	Comments
Kick-off meeting minutes report	Before the end of February 2021	The contractor shall provide CSA with a kick off meeting report including a brief description of how the contractor will carry out the proposed work.
Draft final report	End of July 2021	Draft final report to ensure that it will meet the objectives of the contract.
Final report	End of August 2021	In addition to the content described in the Task Description, the final report must include an Annex which provides a list of the contractor team composition including resources, partners or subcontractors and a list of meetings/teleconferences held (date, venue (if applicable), topics discussed, and participants). The final report must stand by it's own, be complete and contain up-to-date information about the selected topics at the end of year one.

Optional additional period, from September 1st, 2021 until March 31st, 2022

Deliverable	Date	Comments
Draft final report updates	End of February 2022	Draft final report updates to ensure that it will meet the objectives of the contract.
Final report updates	End of March 2022	The final report updates must include an Annex which provides any modifications to the contractor team composition and a list of meetings/teleconferences held (date, venue (if applicable), topics discussed, and participants). The updates must also includes information about new topics that were not covered on the first year of the contract (if applicable) and updates for new information that may arise after August 2021.



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	



ANNEX G

PROPOSAL FORM



BID PREPARATION INSTRUCTION PROPOSAL FORM

Notice to Applicants: All fields must be filled as indicated. Your application may not be considered if there is missing or incomplete information. It is the applicant's responsibility to ensure that the application complies with all relevant federal, provincial/territorial and municipal laws.

SECTION 1 - APPLICANT INFORMATION: PROPOSED TEAM			
Legal name of the organization			
Full name of the contractor's representative			
Title / Position			
Address			
Telephone		Fax	
Email			
Preferred language for correspondence		English <input type="checkbox"/> French <input type="checkbox"/>	
<input type="checkbox"/> I have included with the proposal a Professional CV or Canadian Common CV			
SECTION 2 – SIGNATURES			
Signature of Applicant		Full name of duly authorized representative	
		Title / Position	
Date		Telephone	
Instructions: 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.		Fax	
		Email	
		I declare that I am the duly authorized representative for the organization.	
Date		Signature	
Date		Date	



SECTION 3 –TASK REQUIREMENTS		
Food production topics <i>Select all topics covered by the contractor expertise</i>	1 <input type="checkbox"/>	Vertical / urban farming operation and management
	2 <input type="checkbox"/>	Controlled environment technologies and precision agriculture including but not limited to the following subtopics: sensors, imaging, artificial intelligence, robotics & automation, lighting, energy management, etc.
	3 <input type="checkbox"/>	Scientific expertise including but not limited to the following subtopics: botany, horticultural science, plant biology, plant-microbes interactions, applied plant sciences, plant breeding, etc.
	4 <input type="checkbox"/>	Waste management in plant production including but not limited to the following subtopics: energy and nutrient recycling
	5 <input type="checkbox"/>	Space-based plant production, harsh climate food production and gravitational space biology
	6 <input type="checkbox"/>	Food security in remote / northern areas
	7 <input type="checkbox"/>	Food processing, food safety and storage
	8 <input type="checkbox"/>	Nutrition and alternative “non-plant food sources” including but not limited to: microbe and cell agriculture, 3D printing of food, etc.
Proposed approach	<p><i>This section describes at a high level how the contractor proposes to achieve the mandate, including information on how the information will be acquired and synthesized to define and prioritize high impact areas in food production in which Canada could advance for application to future space missions and for terrestrial benefits. The purpose is to demonstrate awareness of recent results and current state of the art in the disciplines, technologies, approaches and solutions.</i></p> <p><i>This section must not exceed 3 pages.</i></p>	
Proposed implementation plan	<p><i>This section should list planned teleconferences/meetings and deliverables to include, at least the minimum specified in the SOW, but also other activities related to how the contractor will meet the requirements.</i></p> <p><i>This section should relate to the meetings and deliverables section of the Statement of Work and must not exceed 2 pages.</i></p>	
Qualification of the personnel assembled to carry out the Bid	<p><i>This section summarizes the capability (education, experience, expertise and complementarities) of the personnel assembled to carry out the Bid. In this section, the Bidder may summarize past achievements of the personnel assembled to carry out the Bid in the fields of expertise of the selected food production topics.</i></p> <p><i>This section is complementary to the section 4 of the Proposal Form and must not exceed 4 pages.</i></p>	
Equity, diversity and inclusion (EDI)	<p><i>This criterion evaluates whether the Bidder includes a meaningful plan to foster recruitment and engagement of members from underrepresented groups, according to the Canadian Employment Equity documentation [RD-02].</i></p> <p><i>This section must not exceed 1 page.</i></p>	



SECTION 4 – TEAM EXPERIENCE	
Team member #1 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	
Team member #2 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	
Team member #3 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	



Team member #4 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	
Team member #5 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	
Team member #6 <input type="checkbox"/> I have included a professional CV with the proposal	
Full Name	Telephone
Title / Position	Email
Organisation	Topic(s):
Short paragraph summarizing the expertise with respect to selected topic(s):	

* Attach additional sheets with the same format for additional resources.