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## REQUEST FOR PROPOSAL (RFP)

Coordination and Logistic Services for the Space Apps Challenge virtual event

**Bid Submission Deadline:  
September 6<sup>th</sup> 2022 at 2:00 PM (EDT)**

**Submit Bids to: Canada Post Corporation's (CPC) Connect service**

**or**

**by fax 819-997-9776**

**Reference:** CSA File No. **9F032-22-0077**

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



**August 23<sup>rd</sup> 2022**

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## PART 1 - GENERAL INFORMATION

### Introduction

The bid solicitation is divided into six (6) 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; Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders;
- Part 6      Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

### The annex's include the Statement of Work and any other annex's

#### 1.1      Summary

The Canadian Space Agency (CSA) is seeking coordination and logistics services for the Space Apps Challenge virtual event to be held from October 1 to 2, 2022.

- **Period of the Contract**

From contract award date to May 31<sup>st</sup> 2023  
Plus 5 option year periods

- **Work location**

The work will take place at the consultant offices, virtual mode only.

- **Travel**

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

- **Official languages**

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

#### 1.2      Security Requirement

There are no security requirements associated with this request.

#### 1.3      Trade Agreements

There are no trade agreements associated with this request.

#### **1.4 The Canada Post Corporation's (CPC) Connect service**

This bid solicitation allows bidders to use the 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.

#### **1.5 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.

#### **1.6 Recourse for suppliers with respect to the Procurement Process**

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. 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. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information is available on the Canadian Purchasing and Sales website at [www.achatsetventes.gc.ca](http://www.achatsetventes.gc.ca) under the "Supplier Complaint Process" tab.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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.

#### 2.1.1 SACC Manual Clauses

**The document 2003 (2022-03-29)** - 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/1/2003/26>

### 2.2 Submission of Bids

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

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

- By Canada Post Corporation's (CPC) Connect service: [canadapost-postescanada.ca](https://canadapost-postescanada.ca)

**Canada Post Corporation's (CPC) Connect service: Section 08 (2022-03-29)** - Transmission by CPV Connect service of **document 2003 (2022-03-29)** – Standard Instructions - Goods or Services - Competitive Requirements  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/26#transmission-by-facsimile>

#### **See Attachment #2**

Or

- By Fax **819-997-9776**

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

**DO NOT COPY THE CONTRACTING AUTHORITY**

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority [julie.mercier@asc-csa.gc.ca](mailto:julie.mercier@asc-csa.gc.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.

### **2.4 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.

### **2.5 Communications Notification**

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 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.

**If Submitted by** Canada Post Corporation's (CPC) Connect service:

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

3 separate documents

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for proposal

#### **Section I: Technical Bid**

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

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

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

#### **Section II: Financial Bid**

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - 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**

### **4.1 Evaluation Procedures**

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

### **4.2 Evaluation Criteria**

Submissions must meet all the mandatory technical and financial criteria listed below. The proponent must provide the necessary documentation to demonstrate compliance with this requirement.

#### **4.2.1 Mandatory Criteria (SEE TABLE #1)**

**At Bid closing time**, the Bidder must comply with the Mandatory Requirements listed in Table #1 and provide the necessary documentation to support compliance.

Any Bid which fails to meet all the Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

#### **4.2.2 Point Rated Technical Criteria (SEE TABLE #2)**

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

Each requirement is requested to be addressed separately.

#### **4.2.3 Reference checks**

- Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement unless the response is received within 5 working days of the date that Canada's email was sent.
- No obligation for Crown to notify Bidder that customer reference has not responded] If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- Points will not be allocated and/or a bidder will not meet the mandatory experience requirement if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a

mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### **4.3 Financial Evaluation**

##### **4.3.1 Mandatory Financial Criteria**

**The total maximum funding available** for the contract resulting from the bid solicitation is **\$270,000.00**, including the 5 optional year periods. 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.

#### **4.4 Basis of Selection**

SACC *Manual* Clause [A0027T](#), Basis of Selection – Highest Combined Rating of Technical Merit and Price.

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation; and
  - b) meet all mandatory criteria; and
  - c) obtain the required minimum points specified for each criterion for the technical evaluation, and
  - d) obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 40 points.
2. Bids not meeting **those criteria** will be declared **non-responsive**.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

For the **MC1** and **MC2** the description **MUST** include:

- a) The process description;
- b) Period of the coordination of event in dates and total months (example: January 2019 to January 2020: 12 months);
- c) Purpose, scope and description of work performed showing the relevance of the experience;
- d) Roles and responsibilities of the proposed resource;
- e) Name and contact information of the person responsible for this submission and the client organization.

This **MUST** be clearly indicated with your resume as an annex, indicating the applicable MC per **Table #1**.

<b>TABLE #1 – Mandatory Criteria (MC)</b>		
<b>MANDATORY TECHNICAL EVALUATION CRITERIAS</b>	<b>DEMONSTRATION OF THE BIDDER</b>	<b>EVALUATION</b>
<b>MC1</b> Recent <sup>1</sup> and significant <sup>2</sup> experience in providing coordination and logistical services to an event directly related to the space-industry.		
<b>MC2</b> Recent <sup>1</sup> and significant <sup>2</sup> experience and knowledge in the use of scientific data during and after the activities. This includes but not limited to experience delivering events through various platforms and/or experience in the Open Government domain. The proponent must be able to reach various demographics through its network of contacts and marketing channels with the goal of maximizing the use of Canadian scientific Open Data.		
<b>MC3</b> Complete the table #4 in the Annex C, Statement of Work		

<sup>1</sup> Recent means within the last 36 months since the closing date of this RFP.

<sup>2</sup> Significant means that the proponent must be able to demonstrate that the resource has a deep understanding and has primarily organized or directly contributed to the activities mentioned. The proponent must demonstrate the frequency of the task for the deliverables on the main tasks that the resource accomplished. A vague or unsatisfactory description will not be accepted as an experience. The details of the experiences could be validated in an interview. Following the interview, the proponent's score may be revised downward depending on the responses.



For the **RC1** and **RC2** the description **MUST** include:

- a) The process description;
- b) Period of the process in dates and total months (example: January 2019 to January 2020: 12 months);
- c) Purpose, scope and description of work performed showing the relevance of the experience;
- d) Roles and responsibilities of the resource;
- e) Name and contact information of the person responsible for this submission and the client organization.

For the **RC3** the description **MUST** include:

- a) Description of the organization and mandate;
- b) Period of the process in dates and total months (example: January 2019 to January 2020: 12 months);
- c) Purpose, scope and description of work performed showing the relevance of the experience;
- d) Roles and responsibilities of the proposed resource;
- e) Name and contact information of the person responsible for this submission and the client organization.

This **MUST** be clearly indicated with your resume as an annex, indicating the applicable RC per **Table #2**.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.

<b>TABLE #2 - Point-Rated Technical Criteria (RC)</b>		
<b>RATED TECHNICAL EVALUATION CRITERIAS</b>	<b>DEMONSTRATION OF THE BIDDER</b>	<b>EVALUATION</b>
<p><b>RC1.</b> Recent<sup>3</sup> and significant<sup>4</sup> experience organizing of an event directly related to the NASA Space App Challenge. Experience may include but not limited to coordinating of hackathon agenda, communicating with local organizing committees, directly organizing local events, promoting participation, monitoring virtual platforms. <b>(Minimum 1 month per contract)</b></p> <ul style="list-style-type: none"> <li>• None = 0 points</li> <li>• 1 contract = 5 points</li> <li>• 2 contracts = 10 points</li> <li>• 3+ contracts = 15 points</li> </ul>		<p>Minimum required score: <b>5 points</b></p>

<sup>3</sup> Recent means within the last 36 months since the closing date of this RFP.

<sup>4</sup> Significant means that the proponent must be able to demonstrate that the resource has a deep understanding and has primarily organized or directly contributed to the activities mentioned. The proponent must demonstrate the frequency of the task for the deliverables on the main tasks that the resource accomplished. A vague or unsatisfactory description will not be accepted as an experience. The details of the experiences could be validated in an interview. Following the interview, the proponent's score may be revised downward depending on the responses.



<p><b>RC2.</b> Recent<sup>3</sup> and significant<sup>4</sup> experience developing and providing documentation related to the NASA Space App Challenge.  <b>(Minimum 1 month per contract)</b></p> <ul style="list-style-type: none"> <li>• None = 0 points</li> <li>• 1 contracts = 5 points</li> <li>• 2 contracts = 10 points</li> <li>• 3+ contracts = 15 points</li> </ul>		<p>Minimum required score:  <b>5 points</b></p>
<p><b>RC3.</b> The proponent is a not-for-profit organization.</p> <ul style="list-style-type: none"> <li>• No = 0 points</li> <li>• Yes = 10 points</li> </ul>		<p><b>No minimum score</b></p>
<p><b>TOTAL</b></p>		<p>Maximum score  40 points</p>

Prior to awarding the contract, an interview may be administered to the proposed resource (s) to confirm his/her qualifications. The resource must clearly demonstrate the required qualifications for the criteria and language see table 3 in Part 5 and that he/she will be a good fit to work with all the involved CSA internal resources otherwise the proposal will be rejected.



## 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.

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Certification – Contract

SACC Manual Clause [A3015C](#) (2014-06-26)

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.

### 5.2 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.

#### 5.2.1 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.

### 5.2.2 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.

### 5.2.3 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.

### 5.3 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.

#### 5.4 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 Attachment #1 - 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 Attachment #1 - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### 5.5 Language Proficiency

The Bidder certifies that the proposed resources are capable of providing services in both official languages: **advanced level in English and Intermediate level in French.**

<b>TABLE # 3 Language Proficiency Grid</b>			
<b>Legend</b>	<b>Oral</b> A person speaking at this level can:	<b>Comprehension</b> A person reading at this level can:	<b>Written</b> A person writing at this level can:
<b>Basic</b>	<ul style="list-style-type: none"> <li>• ask and answer simple questions;</li> <li>• give simple instructions;</li> <li>• and give uncomplicated directions relating to routine work situations.</li> </ul>	<ul style="list-style-type: none"> <li>• fully understand very simple texts;</li> <li>• grasp the main idea of texts about familiar topics; and</li> <li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks</li> </ul>	<ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate (in French)</b>	<ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on actions taken;</li> <li>• give straightforward instructions to employees; and</li> <li>• provide factual descriptions and explanations.</li> </ul>	<ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details; and</li> <li>• distinguish main from subsidiary ideas.</li> </ul>	<ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced (in English)</b>	<ul style="list-style-type: none"> <li>• support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<ul style="list-style-type: none"> <li>• understand most complex details, inferences and fine points of meaning; and</li> <li>• have a good comprehension of specialized or less familiar material.</li> </ul>	<ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner.</li> </ul>



## **5.6 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.

## **5.7 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.

## **5.8 Procurement Business Number**

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

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

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

## **5.9 Certification – Bid**

SACC Manual Clause [A3015T](#) (2014-06-26)

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 contract award. 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.



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**CERTIFICATION SIGNATURE**

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

- 5.1. Certification – Contract
- 5.2. Former Public Servant
- 5.3. Ineligibility and Suspension Policy
- 5.4. Integrity Provisions – List of Names
- 5.5. Language Proficiency
- 5.6. Status and Availability of Resources
- 5.7. Education and Experience
- 5.8. Procurement Business Number
- 5.9. Certification - Bid

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

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

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

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



## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 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;
- Annex A, Clauses and Conditions
- General Conditions: 2035 (2022-05-12), Higher Complexity - Services
- Annex B, Basis of payment
- Annex C, Statement of Work (SOW);
- Annex D, Performance Evaluation
- the Contractor's proposal dated \_\_\_\_\_

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex C and the Contractor's technical bid dated \_\_\_\_\_.

### 6.3 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>

**General conditions - [2035](#) (2022-05-12) Higher Complexity – Services**

### 6.4 Security Requirements

There is no security requirement applicable to the contract.

### 6.5 Term of Contract

From contract award date to May 31<sup>st</sup>, 2023

#### 6.5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an additional five (5) 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 appendix B 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.



## 6.6 **Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price in Annex B for a cost of **\$XXXXXX**. (*insert the amount at contract award*) Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## 6.7 **Methods of Payment – Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

## 6.8 **Invoicing Instructions**

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

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the monthly progress report.

Invoices must be distributed as follows:

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

CANADIAN SPACE AGENCY  
**9F032 – FINANCIAL SERVICES**  
Information Management and Technology Management  
[facturation-invoicing@asc-csa.gc.ca](mailto:facturation-invoicing@asc-csa.gc.ca)

One (1) copy must be forwarded to the Business Owner

## 6.9 **Electronic Payment of Invoices**

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at: [vendor-direct-depot-form](#)

## 6.10 **Applicable Laws**

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



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

### 6.11 Contracting Authority

The Contracting Authority for the Contract is:

Julie Mercier  
 Senior Contracting Officer  
**Procurement and Contract Administration**  
 Canadian Space Agency  
 6767 route de l'Aéroport  
 Saint-Hubert, QC  
 Canada J3Y 8Y9  
 (438) 270-5868  
[julie.mercier@asc-csa.gc.ca](mailto:julie.mercier@asc-csa.gc.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.

### 6.12 Business Owner

The Business Owner for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

The Business Owner 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 Business Owner, however the Business Owner 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.

### 6.13 Technical Authority (TA)

The Technical Authority for this Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_



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

#### **6.14 Contractor's Representative**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

#### **6.15 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 ANNEXD.

#### **6.16 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.

#### **6.17 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.

#### **6.18 Insurance Requirements – 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.





### **6.19 Recourse for suppliers with respect to the Procurement Process**

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. 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. 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](http://www.buyandsell.gc.ca) under the heading "Supplier Dispute Management Process".

### **6.20 Contract Clauses – Dispute Resolution**

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

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

### **6.21 Contract clause – Contract Administration**

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

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



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# **ANNEX B**

## **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 (in Cdn \$).

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:

Total cost of optional year and initial period will be taken into account for financial evaluation.

<b>Coordination and logistics services for the Space Apps Challenge Virtual Event</b>						
<b>Deliverables</b>	<b>INITIAL PERIOD (2022)</b>	<b>Option Year Period #1 (2023)</b>	<b>Option Year Period #2 (2024)</b>	<b>Option Year Period #3 (2025)</b>	<b>Option Year Period #4 (2026)</b>	<b>Option Year Period #5 (2027)</b>
<b>Pre-Event Deliverables</b>	<b>Price (\$) in CDN Value</b>	<b>Price (\$) in CDN Value</b>	<b>Price (\$) in CDN Value</b>	<b>Price (\$) in CDN Value</b>	<b>Price (\$) in CDN Value</b>	<b>Price (\$) in CDN Value</b>
<b>Total Amount of the project</b>						
<b>Total Amount of the project</b>					<b>\$</b>	
<b>Taxes</b>					<b>\$</b>	
<b>Total Amount with taxes</b>					<b>\$</b>	



# **ANNEX C**

## **STATEMENT OF WORK (SOW)**



## Space Apps Challenge 2022

### 1. Subject

The Canadian Space Agency (CSA) is seeking coordination and logistics services for the Space Apps Challenge virtual event to be held from October 1<sup>st</sup> to 2<sup>nd</sup>, 2022.

### 2. Background

The Space Apps Challenge is a global event founded in 2012 and led by NASA to engage citizens in open data. This annual event showcases collaborative problem solving by open data users. During this 48-hour event, participants use open data to develop solutions applicable to both life on Earth and life in space.

Since 2017, the CSA has been collaborating with Canadian organizing committees to organize and host the Space Apps Challenge events in various Canadian cities. In addition to providing advice and guidance to the organizing committees in the pre-event phase, the CSA offers participants challenges and open data at the event, as well as access to experts who support them in the realization of their solutions. CSA's participation in this initiative is part of Canada's commitment to open government and in support of the realization of the CSA Data Strategy.

The organizing committees are responsible for activities related to prospecting for participants, managing the various activities (conferences, presentations, etc.) of the event, coordinating the 48-hour event, and holding evaluation sessions for solutions created by local participants. These organizing committees also collaborate with the CSA, which in turn provides access to challenges, data and mentors throughout the event, as well as prizes for the winners who present the best solutions in response to one of the challenges proposed by the CSA.

### 3. Scope

The 2022 Space Apps Challenge in Canada will take place virtually. The event will be held from October 1<sup>st</sup> to 2<sup>nd</sup>, 2022 simultaneously in various Canadian cities thanks to the work of independent organizing committees.

The CSA will continue its commitment to the event by providing the organizing committees with the following items:

- A series of challenges that participants will take up during the event;
- Open data that can support the development of solutions in response to these challenges;
- The virtual presence of mentors who will support participants throughout the event;
- Prizes for local finalists and Canadian winners of the CSA challenges.

The Service Provider will be required to collaborate with the CSA and the Canadian organizing committees by providing coordination and logistics services for the virtual portion of the event to be held from October 1<sup>st</sup> to 2<sup>nd</sup>, 2022. These services will be required to meet a series of deliverables as described below.

The service provider is required to have experience and knowledge in the use and sharing of space and scientific data through outreach activities. The service provider is also required to have experience in delivering virtual events through digital platforms. These experiences are necessary to provide adequate support to the CSA and local organizing committees.

### 4. Deliverables, tasks and technical specifications

The Service Provider will be required to work with CSA and local event organizing committees to deliver the following.

#### 4.1. Pre-Event Deliverables

4.1.1. Coordinate a global agenda for the event. This includes:

- Communicating with local organizing committees to obtain information related to their local agenda.



- Creating a Canadian global agenda
- Distributing a global Canadian agenda to all participants in order to maximize their participation in the various activities planned by the local organizing committees.

4.1.2. Facilitate the virtual presence of CSA mentors by identifying a virtual collaboration tool and maintaining it during the event. The tool should include the following options:

- Develop rules for the use of the virtual collaboration platform
- To offer conferences and workshops
- To offer discussions or breakout rooms
- Sharing of documents and data
- Discussions by chat
- The possibility for the user to choose the language (French or English) of the virtual collaboration platform.
- The possibility for the users to communicate in the language of their choice (French or English)

4.1.3. Facilitate the registration of participants to the collaboration tool by supporting local organizing committees.

4.1.4. Train CSA mentors who will use the virtual collaboration platform

4.1.5. Develop and provide accessible documentation that will support the organizing committees in the planning of the local Space Apps Challenge event in Canada (registration with NASA, participant recruitment, sponsorships, virtual collaboration platform, evaluation sessions, etc.).

## 4.2. Deliverables at the event

4.2.1. Ensure the general maintenance of the virtual collaboration platform throughout the event.

4.2.2. Facilitate the presence, on the virtual collaboration platform, of CSA mentors who must interact with participants during the event. This includes:

- Coordinating the presence of CSA mentors.
- Providing support to mentors as needed while they are on the virtual collaboration platform.

4.2.3. Act as administrator and mediator of the virtual collaboration platform throughout the event. This includes:

- Giving access to the virtual collaboration platform to participants duly registered with a local organizing committee by managing the various levels of access (three types: organizers, mentors and participants).
- Managing the creation of user groups.
- Coordinating the presentation of global agenda events that require the use of the virtual collaboration platform (e.g., conference, workshop, announcement and launch).
- Monitoring the different discussion groups and exchanges.
- Mediating discussions to ensure the safety of individuals and the protection of their information.
- Providing assistance to users and organizers, as required.

## 4.3. Post-event deliverables

4.3.1. Transmit, within seven business days following the event, a report on the use of the virtual collaboration platform.



4.3.2.Purge information from the virtual collaboration platform in accordance with the established rules of use and according to the platform policies.

## 5. Travel

Due to the activities and deliverables requested, no travel is planned. All meetings may be held by videoconference.

## 6. Restrictions

### Security level and bilingualism of the virtual collaboration platform

The CSA's challenges and data will be available on an open data web portal. These resources are therefore not considered in this service call. The virtual collaboration platform to be used by the mentors and participants will be hosted in the cloud and will offer an interface in English or French, at the user's choice, and will enable to communicate in the language of their choice. No sensitive or protected information will be exchanged on the platform. The rules for use of the platform to be created by the Service Provider shall reflect this situation.

### Meetings

Service delivery may require planning and management meetings with CSA and/or the organizing committees. The service provider will be responsible for organizing and coordinating these meetings.

### Language of Deliverables

For the purposes of this contract, all communications with the local organizing committees shall be in the language of the individual's choice, and the provision of deliverables to them shall be bilingual. Exchanges and deliverables with the CSA may be in either English or French.

## 7. Information Security

The Agreement does not require any communication or exchange of protected or sensitive information. This also includes the use of the virtual collaboration platform where the Service Provider rules of use shall prohibit the communication and exchange of protected or sensitive information.

## 8. Calendar

Work under this contract is subject to presentation of the Space Apps Challenge event from October 1 to 2, 2022. The bidder will complete the table below with the proposed dates for each deliverable. The CSA will notify the Service Provider of any changes to the schedule in a timely manner.

**Table #4**

Description of deliverable	Proposed start date
Kick off Meeting	
Pre-Event Deliverables	
Deliverables at the event	
Post-event deliverables	

**The work and kick-off meeting will take place immediately after contract award.**



# **ANNEX D**

## **Performance Evaluation Report**





<b>Contract #:</b>		
<b>Contractor's Name:</b>	<b>Award Amt:</b>	<b>Award Date:</b>
<b>Contractor's Address:</b>	<b>Final Amt:</b>	<b>End Date:</b>
	<b>Total Spent:</b>	
	<b>TA Contract:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Work:</b>	<b>Amendment History:</b>	
<b>Client Department:</b>		
<b>Project Authority</b>	<b>Procurement Authority</b>	<b>PWGSC Contracting Authority</b>
Name:	Name:	Name:
Telephone #:	Telephone #:	Telephone #:
e-mail:	e-mail:	e-mail:
<p><b>1. How do you rate the Contractor's overall performance?</b></p> <p><input type="checkbox"/> below expectations    <input type="checkbox"/> as expected    <input type="checkbox"/> above expectations</p> <p><b>2. Resources</b></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><b>3. Replacement Resources</b></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><b>4. Was the Contract completed within the predetermined:</b></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><b>5. Were the required Reports and Deliverables:</b></p> <p>a. In conformity with the Scope &amp; 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><b>6. Contract Management</b></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><b>7. Remarks</b></p>		



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# **ATTACHMENT #1**

## **INTEGRITY FORM**

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



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



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## **ATTACHMENT #2**

# **CANADA POST CORPORATION'S (CPC) CONNECT SERVICE**



Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post Corporation's (CPC) Connect online service.

### **What is Canada Post Corporation's (CPC) Connect service?**

Canada Post Corporation's (CPC) Connect is a secure, online service that allows users to share large, confidential files. Some of the service features include:

- large file transfers, allowing users to attach multiple 1 gigabyte (GB) files (any file type) in a single message
- the ability to track your electronic activity history
- privacy and security features that allow the processing of Protected B documents (which meet Government of Canada requirements).

Participants in the pilot project **will not incur any costs** for the use of the Canada Post Corporation's (CPC) Connect service.

**Please note** that a Canadian mailing address is required to use the Canada Post Corporation's (CPC) Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

#### Benefits to businesses

Sending bid submission files via Canada Post Corporation's (CPC) Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in Canada Post Corporation's (CPC) Connect

### **How to participate**

Please confirm your participation to PSPC's Bid Receiving Unit at:

[TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an Canada Post Corporation's (CPC) Connect account.



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# **ATTACHMENT #3**

## **REFERENCE FORM**



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## REFERENCE: INFORMATION AND APPROBATION

**Name of the Reference:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Description of the service:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Yes, the Bidder has provided my organization with the services described above.
- No, the Bidder has not provided my organization with the services described above.
- I am unwilling or unable to provide any information about the services described above.