



REQUEST FOR PROPOSAL

SPACE BRAIN HACK

**Bid Submission Deadline:
April 10th, 2023 at 2:00 PM (EDT)**

**Submit Bids by CPC Connect service
or by Fax 819-997-9776**

Reference: CSA File No. 9F015-22-0045-B

Note: Please read this invitation to tender carefully for further details on the requirements and bid submission instructions.



March 13th, 2022



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six parts plus appendix 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; and
- Part 6 **Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Performance Evaluation Form
- Annex D - Integrity Form - List of names



1.2 A9043T (2013-04-25) Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number 9F015-22-0045 dated November 17th, 2022 with a closing of December 14th, 2022 at 2:00 PM (EST). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

1.3 Summary

The CSA is seeking a Contractor to support the implementation of its [Space Brain Hack](#) activity for Canadian youth in grades 6-8 and 9-12 (secondary 5 in Quebec). This is an annual initiative, taking place from early October to the end of February where youth are invited to brainstorm and submit potential solutions to open-ended issues that experts are actively working on as Canada prepares to visit the Moon as part of the Artemis missions and Lunar Gateway program. The most promising solutions will be awarded prizes, with winners announced in May of every year. The contract will begin as soon as possible and end on March 31, 2024.

- **Period of the Contract**

From contract award date to March 31st, 2024.

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional one (1) year period under the same conditions.

- **Work location**

The work will take place at the Contractor's location and will engage educators nationwide. The Contractor will need to be available for teleconference or video calls with the CSA team. The Contractor will be responsible for developing and establishing the physical resources and infrastructure required for the activities to be delivered virtually, with consideration for in-person events being a possibility.

- **Travel**

If travel to the Canadian Space Agency headquarters is required, the Contractor shall be reimbursed for travel and living expenses as per the [National Joint Council's Travel Directive](#). A Contractor that is located in the Montréal Metropolitan Community shall not be reimbursed for travel to/from/within this region.

- **Official languages**

The activities and supporting material must be provided in English or French, and the CSA will edit and translate into French or English. The Contractor shall provide resources able to provide engagement and support in both official languages. Communications (oral and written) between the Contractor and the CSA team will be conducted in English and/or French as agreed between the Contractor and the CSA team.

1.4 Security requirements

There are no security requirements associated with this requirement.

1.5 Trade Agreements

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



1.6 Comprehensive Land Claims Agreements (CLCAs)

The resulting contract will not include deliveries within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement, outside of this bid solicitation.

1.7 The Canada Post Corporation's (CPC) Connect service

This bid solicitation allows bidders to use the CPC 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.

1.8 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person (virtual).



PART 2 - BIDDERS INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](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 the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2022-03-29\) - Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

For bidders choosing to submit using [Canada Post Corporation's \(CPC\) Connect service](#), the email address is:

tpsgc.pareceptiondessoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to send bids through a CPC Connect message if the Bidder is using its own licensing agreement for CPC Connect service or to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), **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 a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.

OR

By facsimile number: (819) 997-9776.

DO NOT COPY THE CONTRACTING AUTHORITY

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority sophorn.sok@asc-csa.gc.ca no later than five (5) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered 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 the 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 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 awarded to FPSs, bidders must provide the information required in section 5.1.2 to Part 5 - Certifications and additional information before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

2.6 Bidders' conference

A bidders' conference will be held via Microsoft TEAMS on **March 23rd, 2023**. The virtual conference will begin at **2:00 pm EDT**, the link will be provided upon confirmation. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than **March 21st, 2023**.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.7 Bid Challenge and Recourse Mechanisms

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



2.8 Accessibility Standards

In accordance with the Treasury Board Contracting Policy and the Accessible Canada Act, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- a) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- b) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

2.9 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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with [section 08 of the 2003 standard instructions](#). The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid

Section II: Financial Bid

Section II: Certifications

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs or binders.

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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.



Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in the **Annex B (Table #3)**. The total amount of Goods and Services Tax must be shown separately, if applicable.

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.

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 and Additional Information

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.



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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (TABLE #1)

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

TABLE #1 - Mandatory Criteria			
Number	Mandatory Criterion	Met or Not	Reference relevant section, page number of bid.
MT.1	<p>The proposal must include at least three (3) examples of projects/activities that demonstrates how the Bidder and/or their subcontractors have at least 5 years of experience within the last 15 years in education developing appropriate resources with links to school curricula and creating learning activities targeting grade 6-12 youth and/or grade 6-12 educators. The resources are for diverse educators that incorporate STEM concepts. The types of resources could include educator guides, presentations, student worksheets, training workshops, and curriculum aligned lesson plans. The number of years and experience will be evaluated by the descriptions of the projects provided in the proposal.</p> <p>For each example, should provide the following:</p> <ul style="list-style-type: none"> - Type and description of the projects/activities (include topic(s) and brief overview of the content) - target audience - duration of the projects/activities (including start and end dates from inception to completion) - Length of the projects/activities (for e.g. 90-minute class activity, half-day activity, etc.) - location(s) (where the activity took place) - approximate number of participants - type of resources developed - content development process i.e. research process, verifying and validating content, feedback process, focus groups, etc. - the clients for whom the work was completed must be provided. (if applicable) 		



4.1.1.2 Point Rated Technical Criteria (TABLE #2)

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table inserted below.

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.

TABLE #2 - Point-Rated Technical Criteria							
Criterion	Potential scores				Threshold	Results	Evaluator's remarks
	0	7	14	20			
RC1 – Experience in adapting the supports for educators serving youth in grades 6-12 (grade 6 to secondary 5 in Quebec) in different delivery contexts	0	7	14	20	7		
RC2 – Strategies for Educator Engagement	0	12	16	20	12		
RC3 - Experience developing assessment tools and assessing students' work	0	12	16	20	12		
RC4 – Scope, feasibility and risks of the proposed project management plan	0	10	15	20	10		
RC5 – Experience in engaging educators and youth nationally	0	7	12	20	7		
Maximum Score				100			
Overall Total Minimum required					60		
Total Obtained						/100	

RC1 – Experience in adapting the supports for educators serving youth in grades 6-12 in different delivery contexts

The proposal must provide an example of an activity that demonstrates the Bidder's experience in applying diverse approaches in supporting educators to successfully administer STEM activities to youth in grades 6-12. The example must detail techniques and strategies for preparing educators in different delivery contexts to be confident in using the activities with their students. The approaches could include resources, training workshops, one-on-one support, etc. Delivery contexts include examples such as the classroom, after school programs, camps, science centers, museums, different grades, etc.

Examples of approaches should include the following information:

- activity format description,
- activity outline,
- strategy used and support provided,
- the original delivery context,
- what adaptations were made or prepared based on the different delivery contexts,
- the total number of educators supported, and
- educator feedback on their experience



The groups that are typically underrepresented in STEM include girls, indigenous youth, those from socio-economically vulnerable backgrounds, visible minorities with a specification on black youth, students with disabilities and/or exceptionalities. The educators working with these youth may require additional support to adapt the activity. In order to accomplish this, it is important to have the knowledge of the contexts and an understanding of the barriers faced by youth and educators as well as approaches to overcome these barriers.

0) Proposal provides insufficient detail to assess the criteria;

OR

approaches are minor adaptations that do not demonstrate an understanding of needs of educators in different engagement contexts.

7) Proposal provides three (3) examples of bidder's and/or subcontractor's experience with engaging educators working with youth in grades 6-12 in STEM activities with the requested level of detail.

AND

Examples illustrate two (2) approaches to preparing educators to engage in the activity with youth within the same engagement setting. The approaches could include resources, training workshops, one-on-one support, etc.

14) Proposal provides three (3) examples of bidder's and/or subcontractor's experience with engaging educators working with youth grades 6-12 in STEM activities with the requested level of detail.

AND

Examples illustrate three (3) or four (4) approaches to preparing educators to engage in the activity with youth. The approaches illustrate adaptations to the diversity of needs of educators include resources, training workshops, one-on-one support, strategies for engaging youth, etc.

AND

At least two (2) of the approaches are examples illustrating adaptation of activities to fit educator delivery contexts in more than one setting. Different delivery contexts include classrooms, after school programs, camps, science centres, museums, different grades, etc. Where the Bidder has experience predominantly supporting educators in one context, examples may demonstrate an understanding of needs of educators working in different delivery context.

20) Proposal provides three (3) examples of bidder's and/or subcontractor's experience with engaging educators working with youth in grades 6-12 in STEM activities with the requested level of detail.

AND

Examples illustrate four (4) or more approaches to preparing educators to engage in the activity with youth and feedback received on those approaches from the educators and/or students. The approaches could include resources, training workshops, one-on-one support, strategies for engaging youth, etc.

AND

Two (2) or more of approaches are examples illustrating adaptation of activities to fit educator delivery context in more than three settings. Different delivery contexts include classrooms, after school programs, camps, science centres, museums, different grades, etc.

AND

The proposal must also demonstrate understanding of needs of educators who work with youth that are underserved or underrepresented in STEM.

RC2 – Strategies for Educator Engagement

The Bidder must provide example(s) of a completed campaign involving the engagement of K-12 educators across the country, where a number of strategies were used to capture educator attention and facilitate activity uptake. The example must include steps taken by the Bidder/subcontractor to understand educator needs and motivations, how any insights were used to improve activity uptake and the outcomes after the implementation of new strategies.



0) Proposal provides insufficient details to assess the criteria;

OR

The rationale of the proposed engagement plan is not supported by at least one example of a completed engagement campaign.

12) The proposal must provide one (1) example of a completed campaign involving the engagement of K-12 educators across the country, where a number of strategies were used to capture educator attention and facilitate activity uptake. The example must include steps taken by the Bidder/subcontractor to understand educator needs and motivations and how any insights were used to improve activity uptake.

The example must include the following:

- the length of the campaign
- subject matter covered throughout the campaign
- how the educators were initially reached and what strategy(ies) were used to engage and promote to those in the network at that time
- how the gaps in uptake were identified in the reach of the program (gather feedback, statistics/data, focus groups, etc.)

16) The proposal must provide one (1) example of a completed campaign involving the engagement of K-12 educators across the country, where a number of strategies were used to capture educator attention and facilitate activity uptake. The example must include steps taken by the Bidder/subcontractor to understand educator needs and motivations and how any insights were used to improve activity uptake.

The example must include the following:

- the length of the campaign
- subject matter covered throughout the campaign
- how the educators were initially reached and what strategy(ies) were used to engage and promote to those in the network at that time
- how gaps in uptake were identified in the reach of the program (gather feedback, statistics/data, focus groups, etc.)
- Subsequent strategies used to reach new educators in regions where gaps may have been identified and what the outcomes were after implementing the strategies
- If assistance from outside organizations was acquired to assist in filling the above identified gaps

20) The proposal must provide two (2) examples of a completed campaign involving the engagement of 6-12 educators across the country, where a number of strategies were used to capture educator attention and facilitate activity uptake. The example must include steps taken by the Bidder/subcontractor to understand educator needs and motivations and how any insights were used to improve activity uptake.

Both examples must include the following:

- the length of the campaign
- subject matter covered throughout the campaign
- how the educators were initially reached and what strategy(ies) were used to engage and promote to those in the network at that time
- how the gaps in uptake were identified in the reach of the program (gather feedback, statistics/data, focus groups, etc.)
- Subsequent strategies used to reach new educators in regions where gaps may have been identified and what the outcomes were after implementing the strategies
- If assistance from outside organizations was acquired to assist in filling the above gaps.



RC3 - Experience developing assessment tools and assessing students' work

The proposal must demonstrate bidder's experience developing assessment tools for large-scale STEM challenge-type activities with upwards of 500 youth participants, and accurately assessing a high-volume of participant submitted projects.

0) The proposal does not provide any example of assessing students' work as well as development of rubrics for activities aimed at youth in grades 6-12

OR

the examples provided does not contain enough details to assess the criteria.

12) The proposal provides one (1) example demonstrating the Bidders and/or subcontractors' experience in managing for medium-scale STEM challenges involving 300 or more participants, or two (2) examples of managing a small-scale STEM challenge involving 100 or more participants. The challenge must be aimed at youth in grade 6-12.

The examples must include the following:

- type of activity
- target audience
- duration of the activity
- the clients for whom the work was completed

AND

The example(s) provide details on the Bidders experience developing and implementing assessment tools used to accurately assess large quantities of student projects.

16) The proposal provides two (2) examples demonstrating the Bidders and/or subcontractors' experience in managing for medium-scale STEM challenges involving 300 or more participants, or 1 example of managing a large-scale STEM challenge involving 500 or more participants. The challenge must be aimed at youth in grade 6-12.

The examples must include the following:

- type of activity
- target audience
- duration of the activity
- the clients for whom the work was completed

AND;

The example(s) provide details on the Bidders experience developing and implementing assessment tools used to accurately assess large quantities of student projects.

AND;

The example(s) provides details outlining how the assessment was completed, the participant submission process, including activity collection and management.

20) The proposal provides two (2) or more examples demonstrating the Bidders and/or subcontractors' experience in managing large-scale STEM challenges involving 500 or more participants. The challenge must be aimed at youth in grade 6-12.

The examples must include the following:

- type of activity
- target audience
- duration of the activity
- the clients for whom the work was completed

AND;

The examples provide details on the Bidders experience developing and implementing assessment tools used to accurately assess large quantities of student projects.



AND;

The examples provides details outlining how the assessment was completed, the participant submission process, including activity collection and management.

RC4 - Scope, feasibility, and risks of the proposed project management plan

The Bidder must provide a project management plan that demonstrates how they intend to manage the development of resources, implementation of the engagement plan, and assessment of submissions. The plan must include details such as potential risks with mitigation strategies, schedule, human resources, etc. The proposal must outline the intended Space Brain Hack project team, including their roles and expertise relevant to the project.

The project management plan must include an engagement, communications and promotions plan to bring awareness about the Space Brain Hack initiative across Canada via diverse communication channels in order to maximize participation and details how the educators will be engaged throughout the challenge period. Details on the plan must include systematic steps for monitoring the health of the campaign to identify and understand gaps in uptake amongst target audiences. The plan must include the reach of the existing network, techniques for expanding the initial network, approach for engagement in different educational settings.

0) The project management plan does not contain details on how the work will be carry out during the project.

OR

The plan does not provide any details on the Bidder's experience or competency in engagement, promotions and communications.

10) The Bidder must provide a project management plan that demonstrates how they intend to manage the development of resources, utilization of the engagement, communications and promotions plan, and assessment of submissions. The proposal must provide a schedule and evidence on how the Bidder plans to acquire and support resources for the duration of the project (materials, staff, etc.) are provided. No information on risks provided.

AND

Details of the expertise, experience and/or competencies, roles and responsibilities of key project team members that would take part in the project, such as the project manager, public engagement coordinator, communications coordinator/advisor, consultants in education, educational developers, instructional designers, etc.

15) The Bidder must provide a project management plan that demonstrates how they intend to manage the development of resources, utilization of the engagement, communications and promotions plan, and assessment of submissions. The proposal must provide a schedule and evidence on how the Bidder plans to acquire and support resources for the duration of the project (materials, staff, etc.), and examples of foreseen risks and issues. No description of risk mitigation plans or strategies were provided.

AND

Details of the expertise, experience and/or competencies, roles and responsibilities of key project team members that would take part in the project, such as the project manager, public engagement coordinator, communications coordinator/advisor, consultants in education, educational developers, instructional designers, etc.

20) The Bidder must provide a project management plan that demonstrates how they intend to manage the development of resources, utilization of the engagement, communications and promotions plan, and assessment of submissions. The proposal must provide a schedule and evidence on how the Bidder plans to acquire and support resources for the duration of the project (materials, staff, etc.). Examples of risks and issues, as well as risk mitigation plans or strategies are provided.

AND

The plan describes the expertise, experience and/or competencies, roles and responsibilities of key project team members that would take part in the project and relates how they will make the project a success.



Key team members could include such as the project manager, public engagement coordinator, communications coordinator/advisor, consultants in education, educational developers, instructional designers, etc.

RC5 – Experience in engaging educators and youth nationally

The proposal demonstrates experience engaging with educators and Kindergarten-12 (K-12) youth in at least 1 STEM activity in the last 5 years across Canada. To ensure the coverage is across Canada, the country has been divided in the four following regions:

- 1) Newfoundland and Labrador, Prince Edward Island, Nova Scotia, New Brunswick
- 2) Ontario and Quebec
- 3) Manitoba, Saskatchewan, Alberta, and British Columbia
- 4) Nunavut, Northwest Territories, and Yukon Territory

Type of activities that are acceptable to include: hands-on activities and workshops, camps, clubs as well as real-time virtual engagement supported by an on-site educator.

For the experience in each STEM activity, the proposal should include the following:

- Type and description on the activity (include topic (s) and brief overview of the activity content),
- targeted audience,
- duration of the projects/activities (including start and end dates from inception to completion)
- Length of the projects/activities (for e.g. 90-minute class activity, half-day activity, etc.)
- location(s) (where the activity took place),
- approximate number of participants from each of the four regions specified above, and
- the clients for whom the work was completed must be provided.(if applicable)

The Remote Areas are [locations in prescribed northern zones \(Zone A\) or in the prescribed intermediate zones \(Zone B\) as defined by the Canada Revenue Agency \(CRA\)](#). Rural and Remote areas may also include locations with logistical challenges, such as areas with limited Internet access, classrooms with limited access to technology equipment, and activities outside urban centres (i.e. regional municipalities, rural regions, regional districts, regional governments, etc.).

0) Proposal provides insufficient detail to assess the criteria;

OR

The proposal does not demonstrate having experience engaging with educators and K-12 youth in at least 1 STEM activity in the last 5 years in only *ONE* (1) of the four regions specified.

7) The bidder and/or their subcontractors demonstrates experience engaging with educators and Kindergarten-12 (K-12) youth in at least 1 STEM activity in the last 5 years in *TWO* (2) of the four regions specified;

AND

have experience engaging educators and K-12 youth in at least 1 STEM activity in rural and/or remote regions.

12) The bidder and/or their subcontractors demonstrates experience engaging with educators and Kindergarten-12 (K-12) youth in at least 1 STEM activity in the last 5 years in *THREE* (3) of the four regions specified;

AND

have experience engaging educators and K-12 youth in at least 1 STEM activity in rural and/or remote regions.

20) The bidder and/or their subcontractors demonstrates experience engaging with educators and Kindergarten-12 (K-12) youth in at least 1 STEM activity in the last 5 years *in each of* the four (4) regions specified.



4.2 Financial Evaluation

For bid evaluation and Contractor selection purposes, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in TABLE #3 (Annex B - Basis of payment).

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

4.3 Basis of Selection - Highest Combined Rating of Technical Merit 60% and Price 40%

4.3.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all the mandatory evaluation criteria (see TABLE #1) ; and
- (c) obtain the required minimum points specified for each criterion for the Point-rated technical evaluation; and
- (d) obtain the required minimum of 60 points overall for the Point-rated technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points. (see TABLE # 2);

4.3.2 Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.

4.3.3 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.

4.3.4 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%.

4.3.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.3.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.3.7 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. In the event of a tie, the bid with the lower price will be selected.

The table #4 below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively. The available points equals 100 and the lowest evaluated price is \$100,000.00.

TABLE #4	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	100/100	75/100	51/100
Bid Evaluated Price	\$150,000	\$136,000	\$100,000
Technical Merit Score	$100/100 \times 60 = 60$	$75/100 \times 60 = 45$	$51/100 \times 60 = 30.6$
Pricing Score	$100/150 \times 40 = 26.67$	$100/136 \times 40 = 29.41$	$100/100 \times 40 = 40$
Combine Rating	86.67	74.41	70.60
Overall Rating	1 st	2 nd	3 rd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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 – Bid

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.

5.1.2 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

5.1.2.1 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.

5.1.2.2 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 FPSs 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: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

5.1.2.3 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.

5.1.3 Procurement Business Number

Suppliers are required to have a Procurement Business Number 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.

5.1.4 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.

5.1.5 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. (See Annex D - Integrity Form).

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). (See Annex D - Integrity Form).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names

5.1.6 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

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

5.1.7 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.8 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.



5.1.9 Insurance Requirements

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.

5.1.10 Certification - Contract

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:

- 5.1.1 Certification – Bid
- 5.1.2 Former Public Servant
- 5.1.3 Procurement Business Number
- 5.1.4 Ineligibility and Suspension Policy
- 5.1.5 Integrity Provisions – List of names
- 5.1.6 Federal Contractors Program for Employment Equity - Bid Certification
- 5.1.7 Status and Availability of Resources
- 5.1.8 Education and Experience
- 5.1.9 Insurance Requirements
- 5.1.10 Certification – Contract

Commercial name: _____

Address: _____

Procurement Business Number (PBN)

GST/HST #

Applicable laws (insert province)

QST # (if applicable)

Name of authorized signatory by the bidder

Title of signatory

Email

Telephone

Signature

Date



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions:
 - [2035 \(2022-12-01\) - General Conditions - Higher complexity Services](#)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (*insert date of bid*);
- (f) Annex C, Performance Evaluation Form

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

[2035 \(2022-12-01\) - General Conditions - Higher complexity Services](#), apply to and form part of the Contract.

6.2.2 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.4 Security Requirements

There is no security requirement applicable to this Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The work is to be performed during the period of the Contract award date to March 31st, 2024.



6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional one (1) year period under the same 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 the Basis of Payment.

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

6.5.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

6.6 Authorities

6.6.1 Contracting Authority

Sophorn Sok
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
Telephone : (514) 708-6583
E-Mail: sophorn.sok@asc-csa.qc.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.

6.6.2 Technical Authority

(To fill in at award date)

Name:

Title:

Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9

Telephone: ____-____-_____

E-mail address:

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.



6.6.3 Business Owner

The Business Owner for the contract is:
(To fill in at award date)

Name:

Title:

Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC, J3Y 8Y9
Telephone: (____) ____ - ____
E-mail address:

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.

6.6.4 Contractor's Representative

(Fill in)

Name:

Title:

Telephone: (____) ____ - ____
E-mail address:

6.7 Payment

6.7.1 Basis of Payment – Firm price

Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm(s) unit(s) prices as specified in Annex B for a cost of \$ _____ (*insert 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.

6.7.2 Limitation of Expenditures for Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated Cost: \$ TBD



6.8 Methods of Payment - Milestone payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete 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. all Work associated with the milestone has been completed and accepted by Canada.

6.8.1 Electronic Payment of Invoices - Contract

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>

6.9 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the monthly progress report.

Claims must be distributed as follows for certification and payment:

- One (1) copy must be forwarded to the following address:

CANADIAN SPACE AGENCY
9F015 – FINANCIAL SERVICES
facturation-invoicing@asc-csa.gc.ca

- One (1) copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract.

6.10 Certifications and additional information

6.10.1 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.

6.10.2 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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: 2019-01](#) of the Treasury Board Secretariat of Canada.



6.10.3 Insurance

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.

6.10.4 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province as specified by the Bidder in its bid*).

6.11 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 C.

6.12 No responsibility to pay for work not performed due to closure of Government office

Where the contractor, its employees, subcontractors, or agents are providing services on government premises under the contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the contractor for work that otherwise would have been performed if there had been no evacuation or closure

If, as a result of any strike or lock-out, the contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the contractor for work that otherwise would have been performed if the contractor had been able to gain access to the premises

6.13 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 under the heading "Supplier Dispute Management Process".

6.13.1 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.



6.13.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the 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 / STATEMENT OF WORK

The Contractor must perform the Work specified hereunder, in accordance with its technical bid entitled _____, dated _____. (*To be inserted at contract award*)

SPACE BRAIN HACK

Introduction

Space has a unique ability to inspire young people across all genders, cultures and communities to pursue an interest and studies in STEM (Science, Technology, Engineering and Mathematics) subjects. The Canadian Space Agency (CSA) is committed to inspiring young Canadians through space as highlighted in the Government's Space Strategy for Canada entitled "[Exploration, Imagination, Innovation: A New Space Strategy for Canada](#)". All young Canadians should have access to high-quality space learning activities, experiences and training that inspire and empower them as the next generation to contribute to an innovative global space sector. As such, the CSA aims to design and deliver STEM activities that promote equality, diversity, and inclusiveness to reach youth from diverse backgrounds.

The CSA is seeking a Contractor to support the implementation of its [Space Brain Hack](#) activity for Canadian youth in grades 6 to 12 (secondary 5 in Quebec). This is an annual initiative, taking place from early October to the end of February where youth are invited to brainstorm and submit potential solutions to open-ended issues that experts are actively working on as Canada prepares to visit the Moon as part of the Artemis missions and Lunar Gateway program. The most promising solutions will be awarded prizes, with winners announced in May of every year. The contract will begin as soon as possible and end on March 31, 2024.

Experience required

The ideal Contractor (hereinafter and/or its sub-contractor(s)) has expertise in the development of curricula-aligned educational resources, mobilizing and supporting educators¹, and executing large-scale challenges. The Contractor also has experience and knowledge regarding student assessment strategies, the processes involved, and has the capacity to assess student-submitted ideas.

Through strategic partnerships, the Contractor must engage with educators across Canada. They should have experience optimizing educational activities for youth and educator audiences and different learning contexts, including but not limited to: classrooms, after-school or club-based groups, and youth from demographic audiences underrepresented in STEM². The educators working with these youth may require additional support from the Contractor to implement the activity.

The Contractor is required to:

- Develop grade-appropriate resource materials for two (2) editions of the challenge;
- Provide educator support throughout the challenge period;
- Engage with educators to encourage participation and promote the challenge; and
- Assess youth project entries once the challenge is complete.

¹ In order to reach youth, it is important to consider educators who have an influence on their learning, future education, and career choices. Educators can include parents, teachers, volunteers, and youth group leaders through various organizations (e.g. schools, school boards, teachers' associations, libraries, science centers, youth organizations, youth associations, clubs, community groups, etc.).

² Girls, Indigenous youth, racialized youth, youth in northern and remote communities, youth with varied abilities, and those in socio-economically disadvantaged areas.



Throughout the contract, feedback from educators will be collected, analyzed, and reported on by the Contractor. All resource materials, educator engagement, and support must be offered at no cost to the educators and in both Official languages. Any written document (e.g. resource package) will be developed in English or French by the Contractor and reviewed and translated by the CSA.

Scope of work

The first iteration of the Space Brain Hack challenge finished in February 2023. The second and third iterations are planned as follows:

- Challenge #2 (October 2023 to February 2024):
 - The Contractor will be responsible for the resource package development, educator engagement, promotion and support, assessment rubric development, and assessment of entries.
- Challenge #3 (October 2024 to February 2025):³
 - The Contractor will only be responsible for the resource package development.

To engage educators in the challenges and encourage participation, the Contractor will develop and execute an engagement and promotional plan that uses a variety of communication channels and tactics. This will be done in collaboration with the CSA's Communications and Public Affairs Directorate and in accordance to the CSA policies.

The Contractor will develop educational resources, including grade-level appropriate (grades 6-8 and grades 9-12) informational products, and other materials to support participating educators throughout the challenge period. The CSA Team (including the subject matter experts) will review the resources and provide content validation.

Project tasks

1. Project management

The Contractor will conduct a kick-off meeting (KOM), via teleconference or video call, with the CSA team for the purpose of introducing the Contractor's resources and CSA team members and presenting the scope, deliverables, draft project management plan, basis of payment and invoicing/payment schedule. The KOM should take place no later than one (1) week after the start date of the contract. The Contractor will be responsible for issuing the agenda at least two (2) business days in advance of the KOM and for issuing minutes within a maximum of three (3) business days after to capture decisions and actions. The Contractor will provide the draft project management plan within one (1) week after the KOM. The CSA will then take up to two weeks to review and relay potential modifications to the project management plan. Once CSA has agreed to the finalized plan, the Contractor can begin working.

To guide overall project execution, the Contractor will develop a draft project management plan (described in the proposal) on how they expect to drive the project and ensure its success.

This plan should contain:

- Project team organization and division of responsibilities, including those from any sub-Contractors;
- Educator engagement and promotion plan;
- A project timeline;

³ Due to the contract end date of March 31, 2024, the Contractor will only be required to deliver resource package material in preparation for challenge #3.



-
- A high level estimate of costs per deliverable per fiscal year;
 - Information on risk management and approaches to mitigate risks (including risk funds);
 - A process for managing modifications and/or adaptations; and
 - Baseline information for progress measurement and reporting.

The Contractor must regularly communicate project status updates during bi-weekly meetings with the CSA team. The meetings must include a summary (written, presentation, etc.) and be provided in a format that facilitates efficient communication and decision-making as determined by the CSA team. It is expected that the Contractor provide an agenda minimum two (2) days in advance and meetings minutes within three (3) days.

Meetings must include, but are not limited to status updates on:

- Efforts and reach of engagements including data collected from the educators; and
- Challenges faced during the project, any gaps noted, and mitigation strategies applied.

The CSA may request the data at any point during the contract and these ad hoc requests may require a short response time. Every attempt will be made throughout the course of the contract to provide timely information as requested by the Contractor, so long as deemed relevant to the project.

At the closure of the project (March 2024), the Contractor must provide a final report that summarizes:

- Efforts and reach of engagements;
- Challenges faced during the project and mitigation strategies applied;
- Feedback received from educators with selected comments, and
- Lessons learned/recommendations for future activities.

2. *Development of resource packages and assessment rubric*

The Contractor will be responsible for developing a resource package and assessment rubric for Challenges #2 and #3. The package will help the educators prepare and successfully implement the Space Brain Hack with youth. It will provide the information and guidance needed to present the content linked to the challenge. The resource materials must be relevant to the project topic(s). Moreover, the educators' preparation time should be comparable to what would be required for a regular lesson. The resource packages will include grade-level appropriate materials for the two participating groups: Grades 6-8 and 9-12 (Secondary 5 in Quebec).

This material should include:

- Educator guide with high level curriculum mapping of the topic, learning objectives and outcomes, grade appropriate background information, proposed formats to implement the challenge, pre- or post challenge activities (if any), and additional resources.
- Presentation to introduce youth to the challenge content and topic, and support them in imagining solutions.
- Worksheets to help youth formulate their ideas and submit their solution(s).
- Assessment rubric to communicate evaluation expectations to youth and educators, and be used by the Contractor's team and the CSA to evaluate the submissions.

These documents will be made available to educators and youth through the CSA's web page dedicated to the [Space Brain Hack](#).



Based on suggestions from the Contractor and CSA experts' input, the CSA will select a topic for Challenges #2 and #3. The Contractor will then develop the resource package and the assessment rubric using CSA-provided templates. The CSA will provide access to information and subject matter experts as needed on the Challenge topic to help in the development of the materials and content validation.

Before the resource package is finalized, the Contractor must gather and consider feedback from a minimum of four educators- two educators in grades 6-8 and grades 9-12, with one educator representing an informal education setting. This will ensure that educators have the information they need to run the challenge in their respective education settings.

Draft versions of the documents will be provided to the CSA for review and content validation. Planning for this deliverable should include time for educator feedback and multiple iterations before delivery of the finalized documents. The timeframe for review of the documents by CSA would vary anywhere from 1 week to a month depending on the length of the documents and other operational requirements although efforts will be made to reduce revision time as much as possible.

The Contractor will be providing the resource package and assessment rubric in English or French and the CSA will be responsible for revision and translation.

3. Educator engagement, promotion, and support

From the time of contract award, the Contractor will coordinate educator engagement and support efforts with the CSA. The engagement and promotion plan must to be approved by the CSA before preparation begins. The pre-challenge engagement will take place from May 2023 and run until the start of the challenge in October 2023. Support and consultation from the CSA will be available throughout this process.

Educator engagement and promotions

Engagement is any form of direct educator outreach that encourages participation and brings awareness to the challenge. The engagement will target educators in a variety of virtual and in-person settings. The engagements must align with educator's planning for the school year, typically started during springtime prior to the upcoming school year and continuing through summer. To engage educators in the challenge, the Contractor must consider events occurring outside of the traditional school schedule i.e. summer time, reading break, etc. Such events may include educator conferences, professional development opportunities, workshops etc. Associated products may include presentations, information packages, pamphlets, etc.

Promotion is any form of one-way educator outreach that brings awareness to the challenge. The promotional activities would utilize a variety of communication channels, including but not limited to email blasts/newsletters, traditional and new media, and social media. Associated communication products may include social media posts, blog posts, blurbs for emails and newsletters, videos, etc.

A draft engagement and promotion plan must describe proposed current and/or future networks, potential communication channels, and engagement opportunities targeting various audiences and regions along with associated products. Reflection, adaptation, and extra effort may be required to ensure educators serving youth from underrepresented STEM groups or specific regions are engaged. The expected reach of these efforts must be included.

Any communications products developed to support engagement or promotion efforts, especially those shared publicly, must be reviewed and approved ahead of time by the CSA.



Educator support

Additional support throughout the duration of the activity must also be made available to the educators in both English and French via email and phone. The Contractor must have a plan in place to be able to provide support throughout the challenge period. Inquiries must be answered within two (2) business days. Inquiries could include requests for help with submitting forms online, downloading and accessing resource package materials, implementation of the challenge, terms and conditions, etc. The Contractor must report to the CSA the number of requests they have received as well as any recurring issues faced by the educators to devise a mitigation strategy. The Contractor to support educators will share any recurring questions with the CSA to add to its [online FAQ](#) about the activity.

When possible, the Contractor should make efforts throughout the contract to collect the following information from the educators during their engagement and promotional activities:

- Grade level(s) and subject area
- School/organization and location
- Whether their programming caters specifically to any underrepresented groups in STEM
- General feedback/comments on the challenge

4. Assessment of the challenge entries

An important aspect of the challenge is awarding and recognizing the amazing ideas submitted by Canadian youth. This part of the work will involve the Contractor assessing all the entries from challenge #2 and proposing the top 20 entries to the CSA. Assessment will take place based on the rubric developed by the Contractor. The Contractor will review the entries for eligibility, assess all the eligible entries, and provide CSA with the assessments including justifications for the rankings in the form of notes, comments, and numbered ranking. The experts at the CSA and the Contractor will review the top 10 entries in the two grade groups (Grades 6-8 and Grades 9-12/Secondary 5 in Quebec) and select the winners. The CSA will announce the winners and award prizes.

Deliverables

The table below described the deliverables based on the challenge timeline. The timeline to work on some of these tasks overlap and must be incorporated into the project management plan accordingly.

TABLE #5 - Deliverables				
Deliverable	Milestone(s)	Acceptance Milestone Criteria	Start date	End date
Governance				
Kick Off meeting	<ul style="list-style-type: none"> - Meeting scheduled within one (1) week of contract start date - Agenda at least two (2) business days in advance - Minutes within a maximum of three (3) business days 	Kick-off meeting completed and meeting minutes received	Contract start date	2 weeks from contract start date
Project management plan	<ul style="list-style-type: none"> - Draft Project Management Plan outlining details such as scope, deliverables, work breakdown structure, time lines, educator engagement and promotional plan, etc. 	Finalized plan that both parties agree upon	Contract start date	2 weeks from receipt of the draft project management plan



Reporting	<ul style="list-style-type: none"> - Reporting status updates during bi-weekly meetings - Agenda at least two (2) business days in advance and meeting minutes within a maximum of three (3) business days. 	Confirmation of completion of all bi-weekly meetings along with agenda and meeting minutes received by CSA.	Contract start date	March 31, 2024
Challenge #2				
Challenge #2 will be open to receive submissions from Oct. 4, 2023 to Feb. 28, 2024				
Development of resource package and assessment rubric	Completed resource package including an educator guide, presentation, worksheets, and assessment rubric.	Confirmation of receipt of finalized resource package and assessment rubric by CSA.	Contract start date	May 31, 2023
Educator engagement, promotion and support	<ul style="list-style-type: none"> - Reporting on the engagement and promotional efforts, and estimated reach at the bi-weekly meetings. -Delivery of finalized engagement and communication products. - Provide updates on the type of support provided, the number and nature of inquiries, and any recurring issues to the CSA. 	Confirmation of receipt of all the products, updates on engagement and promotional efforts, estimated reach, and gaps and reoccurring issues.	Contract start date	February 28 th , 2024
Assessment of the challenge entries	<ul style="list-style-type: none"> - Complete the assessment of all eligible entries and submit top 10 entries from each grade group. - Provide CSA with all the assessments including justifications for the rankings in the form of notes, comments and numbered ranking. 	Confirmation of receipt of all the assessments by CSA.	February 1, 2024	March 31, 2024
Challenge #3				
The Challenge #3 will be open to receive submissions from October 2024 to February 2025				
Development and review of resource package and assessment rubric	Completed resource package including an educator guide, presentation, worksheets and assessment rubric.	Confirmation of receipt of finalized resource package and assessment rubric by CSA.	October 20, 2023	February 23, 2024
Closing				
Final report	<p>At the closure of the project , the Contractor must provide a final report that summarizes:</p> <ul style="list-style-type: none"> o Efforts and reach of engagements; 	Confirmation of receipt of the closing report by the CSA.	Upon reception of data required to write report	March 31, 2024



	<ul style="list-style-type: none">○ Challenges faced during the project and mitigation strategies applied;○ Feedback received from educators with selected comments; and○ Lessons learned/recommendations for future activities.			
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ANNEX B / BASIS OF PAYMENT

TABLE #3 – Pricing schedule		
The Bidder must complete this pricing schedule by inserting in its financial bid for each of the milestone specified below its quoted firm all-inclusive price (in Can \$).		
Milestone	Description Period: From contract award date to March 31 st , 2024.	All-inclusive Firm price
Governance		
1	<u>Kick-Off meeting</u> - Meeting scheduled within one (1) week of contract start date - Agenda at least two (2) business days in advance - Minutes within a maximum of three (3) business days	\$
2	<u>Project management plan</u> Draft and Final Project Management Plan outlining details such as scope, deliverables, work breakdown structure, time lines, educator engagement and promotional plan, etc.	\$
3	<u>Reporting</u> - Reporting status updates during bi-weekly meetings - Agenda at least two (2) business days in advance and meeting minutes within a maximum of three (3) business days.	\$
Challenge #2		
Challenge #2 will be open to receive submissions from Oct. 4, 2023 to Feb. 28, 2024		
4	<u>Development of resource package and assessment rubric</u> Completed resource package including an educator guide, presentation, worksheets, and assessment rubric.	\$
5	<u>Educator engagement, promotion and support</u> - Reporting on the engagement and promotional efforts, and estimated reach at the bi-weekly meetings. - Delivery of finalized engagement and communication products. - Provide updates on the type of support provided, the number and nature of inquiries, and any recurring issues to the CSA.	\$
6	<u>Assessment of the challenge entries</u> - Complete the assessment of all eligible entries and submit top 10 entries from each grade group. - Provide CSA with all the assessments including justifications for the rankings in the form of notes, comments and numbered ranking.	\$
Challenge #3		
The Challenge #3 will be open to receive submissions from October 2024 to February 2025		
7	<u>Development and review of resource package and assessment rubric</u> Completed resource package including an educator guide, presentation, worksheets and assessment rubric.	\$
Closing		
8	<u>Final Report</u> At the closure of the project , the Contractor must provide a final report that summarizes: <ul style="list-style-type: none"> • Efforts and reach of engagements; • Challenges faced during the project and mitigation strategies applied; • Feedback received from educators with selected comments; and • Lessons learned/recommendations for future activities. 	\$
	Travel and Living Expenses	\$ TBD
	Sub-Total	\$
	Applicable taxes (__%)	\$
	Total	\$



Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

	PROFESSIONAL FEES	ALL-INCLUSIVE FIRM HOURLY RATE (in Cdn \$)
Option period from April 1st 2024 to March 31st, 2025		
1a	Title: _____ Ressource name	\$ _____
1b	Title: <i>(insert, if applicable)</i> _____ Ressource name	\$ _____
1c	Title: <i>(insert, if applicable)</i> _____ Ressource name	\$ _____
1d	<i>(insert, if applicable)</i>	\$ _____
1e	<i>(insert, if applicable)</i>	\$ _____



ANNEX C / PERFORMANCE EVALUATION REPORT

Contract #:		
Contractor's Name:	Award Amt:	Award Date:
Contractor's Address:	Final Amt:	End Date:
	Total Spent:	
	TA Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work:	Amendment History:	
Client Department:		
Project Authority	Procurement Authority	PWGSC Contracting Authority
Name:	Name:	Name:
Telephone #:	Telephone #:	Telephone #:
e-mail:	e-mail:	e-mail:
<p>1. How do you rate the Contractor's overall performance?</p> <p style="padding-left: 40px;"> <input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations </p> <p>2. Resources</p> <p>a. Did the Contractor provide the resources as identified in their Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Were replacement resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Replacement Resources</p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>4. Was the Contract completed within the predetermined:</p> <p>a. Time Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Cost Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & Tasks of the SOW <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Received in the specified time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Contract Management</p> <p>a. Did the Contractor deal with performance issues in a timely basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>7. Remarks</p>		



ANNEX D / INTEGRITY FORM

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 / Invitation to tender 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	