

**REQUEST FOR PROPOSALS (RFP) FOR THE REQUIREMENT OF:
SPACE EXPLORATION TOPICAL TEAMS**

FOR THE:

CANADIAN SPACE AGENCY



**Bid Submission Deadline:
July 28th, 2015 at 2:00 PM (EDT)**

Submit Bids to:

Canadian Space Agency
TENDERS RECEPTION OFFICE/MAILROOM
Receiving/Shipping (between 8:00 am and 4:30 pm)*
6767 Route de l'Aéroport
Saint-Hubert QC
Canada J3Y 8Y9

* Note: closed between 12:00 pm and 1:00 pm

Attention: Robert Kardum

Reference: CSA File No. **9F052-140994/A**

June 8th, 2015



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include:

[Pricing Schedule](#)
[Application Form - Space Exploration Topical Teams](#)
[Technical and Financial Criteria and Evaluation Procedures](#)
[Certifications Precedent to Contract Award](#)

The Annexes include the:

[Annex "A" Statement of Work](#)

2. Summary

The Canadian Space Agency is seeking bids from qualified organizations in order to form Topical Teams (TTs) with interest and expertise in Canadian Space Agency (CSA) Space Exploration Science and Space Health Topics in nine (9) specific subject areas, for the purpose of providing a report of updated community science priorities to CSA.

The complete description of the work to be completed under this requirement is in the Statement of Work provided in [Annex "A"](#).

Several contracts for a period of eighteen (18) months each commencing on the date of contract award may be awarded as a result of this RFP.

Interested bidders are required to submit their proposals in accordance with the instructions provided in this RFP.

Bids can be submitted in either of Canada's official languages.

3. 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.

4. 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.

5. Office of the Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

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 issued by Public Works and Government Services Canada (PWGSC): <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

The [2003 \(2014-09-25\) Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation. Please note that this solicitation and any resulting Contract(s) are being issued directly by the CSA and not by PWGSC acting as Contracting Authority on the CSA's behalf. As a result, the Standard Instructions 2003, are amended as follows:

- 1) Section 01 (2014-09-01) Integrity Provisions – Bid, paragraphs 4 and 5 are deleted in their entirety.
- 2) Section 02 (2012-03-02) Procurement Business Number, is deleted in its entirety
- 3) Subsection 5.2.d. is deleted in its entirety.
- 4) In subsection 5.4,
Delete: sixty (60) days
Insert: one hundred and twenty (120) days.
- 5) In Sections 06 and 07,
Delete: PWGSC
Insert: Canada.
- 6) Section 08 is deleted in its entirety.
- 7) In subsections 12.1.a. and 12.1.b.,
Delete: "Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy"
Insert: "corrective measure under the CSA's Contractor Performance Evaluation policy".
- 8) Subsection 20.2. is deleted in its entirety.

For the purposes of this RFP, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the clauses and conditions herein, including those incorporated by reference, shall designate the Canadian Space Agency.

If there is a conflict between the provisions of 2003 and this document, this document prevails.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract.

1.1 SACC Manual Clauses

[A7035T \(2007-05-25\) List of Proposed Subcontractors](#)



2. Submission of Bids

Bids must be submitted only to the CSA's Tenders Reception Office/Mailroom and Shipping/Receiving bay area located at the rear of the John H. Chapman Space Centre in St-Hubert, QC, by the date, time and at the address indicated on the front page of this bid solicitation. A Bid is considered received only when it reaches this area and nowhere else at the Agency.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

5. Maximum Funding

The maximum funding available, Goods and Services Tax (GST) or Harmonized Tax (HST) and/or Quebec Sales Tax (QST) extra as appropriate, per contract will be:

- For Space Astronomy and Planetary Exploration TTs:
 - A maximum of \$15,000 to be spent within the duration of the contract.
- For Space Health TTs:
 - A maximum of \$20,000 to be spent within the duration of the contract.

Bids valued in excess of this amount will be considered non-responsive, as per [PART 4- Evaluation Procedures and Selection Process, section 1.2 Financial Evaluation](#). This disclosure does not commit Canada to pay the maximum funding available.

In the event that funding priorities change during or after the bidding process but before the contract award, the CSA may at its sole discretion elect to award fewer or more contracts than advertised ([see section 2.1.8 of PART 4](#)). The number of contracts awarded will depend on the value of the awarded contracts and the availability of funds. For the same reason the CSA may elect to award additional contracts to responsive bidders after the initial contract awards.



6. Basis for Canada's Ownership of Intellectual Property

The Canadian Space Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical/Managerial Bid, 1 hard copy and 1 soft copy on USB key, CD or DVD;

Section II: Financial Bid, 1 hard copy and 1 soft copy on USB key, CD or DVD;

Section III: Certifications, 1 hard copy on USB key, CD or DVD.

The acceptable electronic formats are:

Microsoft Word™, Corel WordPerfect™, Microsoft Excel™, Adobe PDF™ and HTML.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) 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
- 2) 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, duotangs or binders.

Section I: Technical/Management 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, and 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.

In their management bid, bidders should describe their capability and experience, the project management team and provide client contact(s).



[Attachment 1 to Part 4, Technical and Financial Criteria and Evaluation Procedures](#), contains additional instructions that bidders should consider when preparing their technical/managerial bid.

To simplify and harmonize the proposal submissions, Bidders are asked to fill out the "Topical Team Proposal Form" shown in [Attachment 2 to Part 3, Application Form - Space Exploration Topical Teams](#). Each completed form is to be supported with the following documents:

- NSERC/CIHR Common CV or Professional CV for the chair.
- As attachments to the Proposal Form:
 - Letters of interest and short CV from each member of the proposal team summarizing the expertise that he/she will contribute and level of commitment.
 - Letters of Interest or Support may also be included from related groups or organizations.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in [Attachment 1 to Part 3](#). The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) and/or Quebec Sales Tax (QST) is to be shown separately, as applicable.
- 1.2 Bidders must submit their prices and rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST and/or QST excluded.
- 1.3 When preparing their financial bid, bidders should review clause [1.2, Financial Evaluation, of Part 4](#) and [Section 1. \(M3\) of Attachment 1 to Part 4](#).
- 1.4. Bidders should provide in their financial bid a price breakdown as follows for the firm price quoted in response to the pricing schedule detailed in [Attachment 1 to Part 3](#) for the entire work.
 - 1- Professional fees: For each individual and (or) labour category, bidders should indicate: a) the quoted hourly rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., hours). If daily or monthly rates are proposed, bidders should specify the number of hours included in a working day or month, exclusive of meal breaks.
 - 2- Equipment, if applicable: Bidders shall specify each item required for purchase and provide the pricing basis for each one.
 - 3- Materials and Supplies, if applicable: Bidders shall identify each category of materials and supplies required for purchase and provide the pricing basis of each one. Bidders shall indicate, on a per category basis, whether the items are likely to be consumed during the performance of the contract.
 - 4- Travel and Living Expenses: Indicate the number and cost of journeys, together with the basis of these costs. Refer to Appendices B, C and D of the National joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
 - 5- Subcontracts, if applicable: Bidders shall identify any proposed subcontractor and provide in their financial bid for each one a price breakdown in accordance with this section.
 - 6- Other Direct Charges, if applicable: Bidders shall identify any category of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work.



7- Applicable value added taxes: any applicable GST and (or) HST and (or) QST is (are) to be shown separately.

1.4.1 Eligible and Ineligible costs

Eligible costs include:

- Costs related to organizing meetings such as room & equipment rental.
- Travel & Living expenses to meetings, for members of the TT from Canadian Universities and Canadian Other Government Departments (OGDs) in accordance with the Treasury Board (TB) Travel Directive as referenced above.
- Other reasonable charges, subject to acceptance by CSA.

Ineligible costs include:

- Salaries or compensation to the members or participants.
- Travel support to conferences, except any Canadian Space Exploration Workshop held during the contract duration.

1.5 Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN) and GST number; and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

1.6 SACC Manual Clauses

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

Section III: Certifications

Bidders must submit the certifications required under [Part 5](#).



ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder must provide a pricing schedule for each bid in the following format and include it in its financial proposal.

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone	Title	Description of the deliverable	Schedule of the delivery	Firm Amount
1	Specify			\$ _____
2	Specify			\$ _____
3	Specify			\$ _____
Etc.				\$ _____
Evaluated Price (GST and QST excluded): \$ _____ <small> not to exceed maximum budget established per TT</small>				
Applicable HST/GST/QST : \$ _____				

The Bidders milestone payment schedule should be consistent with the deliverables schedule indicated in the Statement of Work.



ATTACHMENT 2 to PART 3 APPLICATION FORM – SPACE EXPLORATION TOPICAL TEAMS

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

SECTION 1 - APPLICANT INFORMATION: TOPICAL TEAM CHAIR			
Legal name of the organisation (must be confirmed by the Office of Research)			
Full name of Topical Team Chair		Full name of contact from Office of Research	
Title / Position		Title / Position	
Address		Address	
Telephone	Fax	Telephone	Fax
Email		Email	
Preferred language for correspondence		English French	
<input type="checkbox"/> I have included with the proposal an NSERC or CIHR Common CV or equivalent Professional CV			
SECTION 2 – SIGNATURES			
Signature of Applicant		Full name of duly authorised representative	
Date		Title / Position	
Applicants must post-mail one (1) paper copy of the proposal with original signatures, to the address below: Space Exploration Topical Teams RFP, Space Exploration, Canadian Space Agency, 6767 Route de l'Aéroport, Saint-Hubert, QC J3Y 8Y9		Telephone	Fax
Also include an identical electronic copy of the proposal on a standard media (USB Key, CD or DVD).		Email	
		I declare that I am the duly authorised representative for the organisation.	
		Signature	Date
SECTION 3 – UNDERSTANDING OF TASK REQUIREMENTS			
TOPIC (Check One))	<input type="checkbox"/> Space Astronomy: Cosmology, dark energy (DE) and cosmic microwave background (CMB)		
	<input type="checkbox"/> Space Astronomy: Origins, including formation and evolution of galaxies, stars and planets		
	<input type="checkbox"/> Space Astronomy: High energy astrophysics (HEA)		
	<input type="checkbox"/> Space Health: Multi-disciplinary approach to health risk mitigation in space		
	<input type="checkbox"/> Space Health: Space radiation risk to humans identification, characterization and mitigation		
	<input type="checkbox"/> Planetary Exploration: Astrobiology		
	<input type="checkbox"/> Planetary Exploration: Planetary Atmospheres		
	<input type="checkbox"/> Planetary Exploration: Planetary Geology, Geophysics and Prospecting		
	<input type="checkbox"/> Planetary Exploration: Planetary Space Environment		
Proposed approach to	This section describes at a high level how the Topical Team proposes to identify objectives of interest to the Canadian community for missions launching beginning in the mid-2020's. The		



<p>produce updated objectives</p>	<p>purpose is to demonstrate awareness of recent results and current state of the art in the discipline, and, national and international context such as decadal surveys and current and planned human spaceflight, space astronomy and planetary exploration programs, as relevant to the Topic.</p> <p>This section should not exceed 1 page.</p>
<p>Proposed prioritisation criteria for objectives</p>	<p>This section describes at a high level the Topical Team’s initial proposal for a process and criteria to prioritise objectives..</p> <p>A prioritisation process should include at a minimum (1) a means to assess relative scientific merit (2) a means to assess the relative importance to the Canadian scientific or space health community (3) a means to assess potential benefits to Canada as expressed by the Government of Canada through the Canadian Space Policy Framework (AD4).</p> <p>The topical team may designate any weighting desired to these 3 elements, and may include any other criteria believed pertinent.</p> <p>A rationale for the process and criteria shall be provided.</p> <p>This section should not exceed 2 pages.</p>
<p>Proposed implementation schedule and deliverables</p>	<p>This section should list planned telecons/meetings and deliverables, to include at least the minimum specified in the SOW.</p> <p>This section should relate clearly to the budget section (Section 5).</p>

SECTION 4 – TEAM MEMBERS	
Executive Secretary <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone



Title / Position	Email
Organisation	Area of expertise: Area of interest with respect to Topic:
Team Member 3 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
Team Member 4 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
Team Member 5 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
Team Member 6 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
Team Member 7 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
Team Member 8 <input type="checkbox"/> I have included with the proposal a short CV and letter of commitment	
Full Name	Telephone
Title / Position	Email
Organisation	Area of expertise: Area of interest wrt Topic:
* Attach an additional sheet if needed.	

SECTION 5 - BUDGET (The details of this section must appear in volume II: Financial proposal ONLY)



Budget category	Description of budget item	FY 2015/2016	FY 2016/2017
Travel and Living			
Meeting expenses			
Other eligible costs			

Please provide detailed budget justification here:

To include names of people travelling, purpose of trip, and start and end locations where known.

Travel authorisation must be sought from the CSA Project Authority for each event, including all travellers who will receive funding, before funding commitments are made. CSA will not provide Travel and Living support for members from Industry or members based outside Canada.

SECTION 6 – SELF EVALUATION

SECTION 6 – SELF EVALUATION			
	Score	Justification	
Understanding of task requirements			
Qualifications of the team			
Budget and management			



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management and financial evaluation criteria.

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

1.1 Technical and Financial Criteria

1.1.1 Mandatory Technical and Financial Criteria

Refer to [Attachment 1 to Part 4](#).

1.1.2 Point Rated Technical Criteria

Refer to [Attachment 1 to Part 4](#). Point-rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation

1.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in [Attachment 1 to Part 3](#).

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 80 % and Price 20 %

2.1.1 To be declared responsive, a bid must:

(a) comply with all the requirements of the bid solicitation;

(b) meet all the mandatory evaluation criteria; and

(c) obtain the required minimum number of points specified in [Attachment 1 to Part 4](#) for the point rated technical and managerial criteria.

2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 20$. P_i is the evaluated price (P) of each responsive bid (i).

2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):



TMSi = OSi x 80 OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical and managerial criteria specified in [Attachment 1 to Part 4](#), determined as follows: total number of points obtained / maximum number of points available.

- 2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**.
- 2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in [Attachment 1 to Part 4](#) will be recommended for award of a contract.
- 2.1.7 The table below illustrates an example where the selection of the contractor is determined by a 80/20 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	92%	82%	88%
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000*
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	92 % x 80 = 73.6	50,000* / 60,000 x 20 = 16.7	90.3
Bidder 2	82 % x 80 = 65.6	50,000* / 55,000 x 20 = 18.2	83.8
Bidder 3	88 % x 80 = 70.4	50,000* / 50,000 x 20 = 20	90.4 (winning bidder)

* represents the lowest evaluated price

- 2.1.8 In the event that there are no responsive bids in one particular Category, Canada may at its sole discretion elect to award an additional contract under another Category where there are sufficient responsive bids. The responsive bid(s) with the next highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. If there are two or more bids not yet recommended for award with the same highest overall number of point, the bid with the highest score in the Technical Criteria group identified in Table 1 in [Attachment 1 to Part 4](#) will have precedence for recommendation of award of a contract.



ATTACHMENT 1 TO PART 4 TECHNICAL AND FINANCIAL CRITERIA

1. Mandatory Criteria

The bid must meet the mandatory technical and financial criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

To be compliant, the bidder's proposal must meet the following mandatory criteria:

M1. Separate Bid for each Category

The Bidder must bid on at least one of the categories identified in the SOW and may bid on up to all of them. If bidding on more than one category, the Bidder must prepare a separate bid for each as per the instructions in part 3 of this RFP. Each bid will be evaluated separately. The Bidder must clearly identify which category it is bidding on in each bid package sent.

M2. Bid requirements

The completed Bid must include the following:

- Completed Proposal form (1 printed copy + 1 electronic copy).
- NSERC or CIHR Common CV or Professional CVs.
- Statements of Interest and short CV from all members of the proposal team.
- Status of Chair (Canadian university, full-time position).

M3. Compliance with Established Budget

The financial proposal for each bid must respect the specified maximum established overall budget per TT, this includes all expenses, Goods and Services Tax and Quebec Sales Tax are extra, if applicable. This disclosure does not commit Canada to pay the maximum funding available.

No points are awarded for the mandatory criteria, but they must be met in order for the bidder's proposal to be considered for further evaluation according to the point rated criteria.

2. Point Rated Technical and Management Criteria

Proposals meeting all the mandatory criteria will be evaluated and scored as specified in the table inserted below.

Proposals 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.

The Bidder should achieve the minimum score requirements as indicated in Table 1: "List of Evaluation Criteria and Associated Ratings". Bids will be evaluated according to the point-rated criteria as specified in Table 1 and at subsection 4 of this document: "Evaluation Criteria and Benchmark Statements". The criteria are grouped under the following divisions:



- 1) Technical; and
- 2) Management.

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

- 0 = 0% of the maximum point rating
- A = 25% of maximum point rating
- B = 50% of maximum point rating
- C = 75% of maximum point rating
- D = 100% of maximum point rating

As an example, the maximum point rating for the “*Understanding the Requirements and Technical Principles*” criterion is 20 points. If a Bid receives a “C” for this criterion in the evaluation process, the score attributed will be:

75% of 20 points = 15 points (score)

Table 1 identifies:

- 1) The maximum point rating assigned to each criterion;
- 2) The maximum point rating possible for each division (Impact, Technical, and Management);
- 3) The maximum point rating possible for the overall score;
- 4) The minimum point rating required for the overall score.

Applications will be verified for their eligibility and then will be evaluated by a CSA evaluation committee. The proposals will be evaluated independently for each of the Space Science *program areas: Space Astronomy, Space Health, and, Planetary Exploration*. Provided it is recommended for funding, based on the common evaluation criteria below, it is anticipated that one TT proposal will be funded in each of the nine (9) areas.

In each program area the committee will rank applications in order of priority based on the following criteria:

Evaluation Scoring

	Criteria	Score	Pass
1	Understanding of the task requirements	A (20) B (15) C (10) D (5)	
2	Qualification of the team	A (20) B (15) C (10) D (5)	Minimum of B (15)
3	Budget and management	A (10) B (8) C (5) D(2)	
	TOTAL	50	Minimum of 38

Evaluation Criteria



1. Understanding of the task requirements

A	Excellent: <ul style="list-style-type: none">• The proposal comprehensively addresses one of the Topics proposed in this Request For Proposals• References are made to recent scientific results such that an understanding of the state of the art in the Topic is demonstrated. References are made to national and international plans and programs such that an understanding of future space opportunities and needs is demonstrated.• Proposed prioritization criteria show an understanding of academic and government needs and are likely to produce results on the timeline of this contract.
B	Good: <ul style="list-style-type: none">• The proposal addresses a subset of one of the Topics proposed in this Request For Proposals but the subset is important and compelling and is well addressed by the proposal, OR• The proposal appears to fully address one of the Topics but lacks some clarity.• References are made to recent scientific results such that an understanding of the state of the art in the subset of the Topic is demonstrated. References are made to national and international plans and programs.• Proposed prioritization criteria show an understanding of academic and government needs and are likely to produce results on the timeline of this contract.
C	Average: <ul style="list-style-type: none">• The proposal addresses a very narrow element of one of the Topics proposed in this Request For Proposals, OR• The proposal comprehensively addresses the Topic but understanding of the state of the art or space programs is not well demonstrated, OR• The proposed prioritization process does not demonstrate good understanding of academic and govt processes and is only moderately likely to produce results on the timeline of this contract.
D	Poor: <ul style="list-style-type: none">• Understanding of the state of the art in the proposed discipline area, OR space programs, is not well demonstrated, OR• The proposed prioritisation process is unlikely to produce results useful to the Government of Canada or space exploration community.

2. Qualification of the team

A	Excellent: <ul style="list-style-type: none">• The Chair and most university faculty team members have internationally-recognized expertise and leadership in the Topic demonstrated through peer reviewed publications and activities with international teams relevant the Topic.• The proposal brings together experts that broadly cover the proposed topic, with representation across several Canadian Provinces.• More than one graduate student, post-doctoral fellow or research associate is included in membership.• Membership includes experts from one or more Canadian companies with experience relevant to the Topic.
B	Good: <ul style="list-style-type: none">• University faculty team members have well-recognised expertise and leadership in the Topic demonstrated through peer-reviewed publications.• The proposal brings together experts that generally cover the proposed topic, with representation across several Canadian Provinces, but there are some gaps in expertise.



	<ul style="list-style-type: none">• More than one graduate student, post-doctoral fellow or research associate is included in membership.
C	Average: <ul style="list-style-type: none">• University faculty team members have recognised expertise in the Topic demonstrated through peer-reviewed publications.• Team membership has representation from more than one Canadian Province, but there are some significant gaps in expertise.
D	Poor: <ul style="list-style-type: none">• The team does not demonstrate sufficient expertise in the Topic for the Task, OR,• Team membership is from only one or two organizations, and excludes universities recognized as centres in the study of the Topic.

3. Budget and Management

A	Excellent: <ul style="list-style-type: none">• The proposal provides an implementation plan with a clear schedule of meetings and activities, and clear link to budget items.• Letters of support indicate commitment from Topical Team members to complete the task.• The budget is well-justified and appropriate.• The Chair has led successful community initiatives in the past as demonstrated in the provided CV.
B	Good: <ul style="list-style-type: none">• The proposal provides an implementation plan with a clear schedule of meetings and activities, and clear link to budget items.• Letters of support indicate commitment from Topical Team members to complete the task. The budget is well-justified and appropriate.
C	Average: <ul style="list-style-type: none">• The proposed implementation plan lacks clarity, OR,• There is doubt that some named team members will participate, OR,• There is some doubt about the appropriateness of the budget.
D	Poor: <ul style="list-style-type: none">• The proposed implementation plan is inappropriate, OR,• Significant elements of the budget are inappropriate.



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Certifications Precedent to Contract Award

The certifications included in [Attachment 1 to Part 5](#), Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



ATTACHMENT 1 TO PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

1.2 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

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 up 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 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.

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:



- a) name of former public servant,; and
- 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](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a 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 reduction program.

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

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.5 Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of Bidder's Authorized Representative

Date



PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at [Annex A](#) and the technical and management portions of the Contractor's bid entitled _____, dated _____.

2. 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.

For the purposes of this contract, all references to "Canada", "Crown", "Her Majesty" or "the Government" in the clauses and conditions herein, including those incorporated by reference, shall mean Her Majesty the Queen in right of Canada as represented by the Minister of Industry, acting through the Canadian Space Agency;

2.1 General Conditions

[General Conditions – Higher Complexity – Services 2035 \(2014-09-25\)](#) apply to and form part of the Contract with the following modification:

- Under article “2035 41 (2014-09-25) Integrity Provisions - Contract”, paragraphs 4 and 5 are deleted.

2.2 Supplemental General Conditions

[Supplemental General Conditions 4007 \(2010-08-16\) Canada to Own Intellectual Property Rights in Foreground Information](#), apply to and form part of the Contract.

3. Security Requirements

There are no specific security requirements associated with the work to be performed under this Contract. However, the proposed resource(s) may be required to sign non-disclosure agreements associated with documents received, the work performed and the deliverables submitted under the contract.

Contractor personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the CSA.

4. Term of Contract

4.1 Period of the work

Duration of eighteen (18) months after Contract Award.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: (450) 926-4875
Facsimile: (450) 926-4969
E-Mail: robert.kardum@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.

5.2 Project and/or Technical Authority

To be identified at contract award.

The Project and/or Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

(to be specified at contract award)

6. Payment

6.1. Basis of Payment – Firm Price

6.1.1 Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax and/or Quebec Sales Tax are extra, if applicable.

6.2. Limitation of Price

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.



6.3 Method of Payment – Milestone Payments

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) the Work performed has been accepted by Canada.

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

(See [Attachment 1 to Part 3](#))

6.4 T1204 Supplementary Slip Requirement - Invoicing Procedures

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information:
 - (a) the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
 - (b) the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
 - (c) the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
 - (d) in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.
3. The information must be sent with the first invoice to the [invoicing address](#) specified herein. If the information includes a SIN, the information should be provided in an envelope marked "PROTECTED".

7. Invoicing Instructions

1. 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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.



9F052: FINANCIAL SERVICES
EXPLORATION DEVELOPMENT
6767 ROUTE DE L'AÉROPORT
ST-HUBERT, QC
CANADA J3Y 8Y9

8. Certifications

8.1 Compliance

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.

9. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

10. 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.

11. Directive on Communications with the Media

1. DEFINITIONS

"Communication Activity(ies) ": means public information and recognition, the planning, development, production and delivery or publication, and any other type or form of dissemination of marketing, promotional or information activities, initiatives, reports, summaries or other products or materials, whether in print or electronic format that pertain to the present contract, all communications, public relations events, press releases, social media releases, or any other communication directed to the general public in whatever form or media it may be in, including but without limiting the generality of the preceding done through any web site. This excludes scientific publications, scientific presentations, scientific demonstrations, and media-initiated communications of a strictly scientific nature on contracts that have already been announced by the CSA, including the results of the project funded under this contract.



2. COMMUNICATION ACTIVITIES FORMAT

The Contractor must coordinate with the Canadian Space Agency (CSA) all Communication Activities that pertain to the present contract.

Subject to review and approval by the CSA, the Contractor may mention and/or indicate visually, without any additional costs to the CSA, the CSA's participation in the contract through one or both of the following methods at the complete discretion of the CSA:

- a. By clearly and prominently labelling publications, advertising and promotional products and any form of material and products sponsored or funded by the CSA, as follows, in the appropriate official language:

“This program/project/activity is undertaken with the financial support of the Canadian Space Agency.”

“Ce programme/projet/activité est réalisé(e) avec l'appui financier de l'Agence spatiale canadienne.”

- b. By affixing CSA's corporate logo on print or electronic publications, advertising and promotional products and on any other form of material, products or displays sponsored or funded by the Canadian Space Agency.

The Contractor must obtain and use a high resolution printed or electronic copy of the CSA's corporate identity logo and seek advice on its application, by contacting the Project Authority.

3. COMMUNICATION ACTIVITY COORDINATION PROCESS

The contractor must coordinate with the CSA's Directorate of Communications and Public Affairs all Communication Activities pertaining to the present contract. To this end, the contractor must:

- a. As soon as the Contractor intends to perform a Communication Activity, send a Notice to the CSA's Directorate of Communications and Public Affairs. The Communications Notice must include a complete description of the proposed Communication Activity. The Notice must be in writing in accordance with Article 44 of the General Conditions 2040 contract titled Notice. The Communications Notice must include a copy or example of the proposed Communication Activity.
- b. The contractor must provide to the CSA any and all additional document in any appropriate format, example or information that the CSA deems necessary, at its entire discretion to correctly and efficiently coordinate the proposed Communication Activity. The Contractor agrees to only proceed with the proposed Communication Activity after receiving a written confirmation of coordination of the Communication Activity from the CSA's Directorate of Communications and Public Affairs.
- c. Should the Contractor proceed with the Communication Activity without having previously received the written confirmation of coordination from the CSA's Directorate of Communications and Public Affairs, subject to giving Notice to the Contractor, Canada is entitled to exercise its right under section 155 of the *Financial Administration Act* and retain from payment to the Contractor or recover from the Contractor the amount of damages that may be due to Canada as a result of the release of information by the Contractor.



12. Disclosure Certification

On completion of the Work, the Contractor must submit to the Project Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex "_____" stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 02 of supplemental general conditions [4007](#).

13. 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.

14. Procurement Ombudsman

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 Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

15. Dispute Resolution Services

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

16. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Quebec.

17. Contractor Performance

1) Canada will evaluate the Contractor's performance during and upon completion of the work. If the Contractor's performance is determined to be unsatisfactory on more than one contract, the Contractor's bids on future work may be inadmissible for a period of 18 months or 36 months thereafter.

2) The Contractor Performance Evaluation Report Form used to record the performance is attached to the contract at Appendix ____.



18. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) [Supplemental General Conditions 4007 \(2010-08-16\) Canada to Own Intellectual Property Rights in Foreground Information](#) ;
- (b) [General Conditions – Higher Complexity – Services 2035 \(2014-09-25\)](#);
- (c) Annex X, Statement of Work;
- (d) Annex X, Basis of Payment;
- (e) Annex X, Disclosure Certification;
- (f) Annex X, Contractor Performance Evaluation
- (g) the Contractor's bid dated _____.



ANNEX A

STATEMENT OF WORK



TITLE: Space Exploration Topical Teams

1 PURPOSE

The Canadian Space Agency has a requirement for the formation of Topical Teams (TTs), with interest and expertise in Canadian Space Agency (CSA) Space Exploration Science and Space Health Topics as described below, for the purpose of providing a report of updated community science priorities to CSA.

2 APPLICABLE DOCUMENTS

Number	Title	Source	Date
AD1	Canadian Science Priorities for the Global Exploration Strategy	ftp://ftp.asc-csa.gc.ca/users/csew6/pub/	May, 2009
AD2	Global Exploration Roadmap (latest)	http://www.globalspaceexploration.org/wordpress/wp-content/uploads/2013/10/GER_2013.pdf	August, 2013
AD3	“ Unveiling the Cosmos: A Vision for Canadian Astronomy ”, The Canadian Astronomy Long Range Plan	http://www.casca.ca/lrp2010/	February, 2011
AD4	“A Risk Reduction Strategy for Human Space Exploration”, The NASA Human Research Roadmap	http://humanresearchroadmap.nasa.gov/	Latest version
AD5	Canada’s Space Policy Framework	http://www.asc-csa.gc.ca/pdf/eng/publications/space-policy/canadas-space-policy-framework.pdf	February, 2014

3 TASK DESCRIPTION

Each Topical Team (TT) is expected to use support to prepare a report describing prioritized scientific objectives and investigations for the discipline. Science objectives and investigations are seen as a necessary means to link high level goals with missions.

Updated priorities should be relevant to missions with target launch dates beginning in the mid-2020s, and include preparatory activities that could begin as soon as 2016.

The reports generated by the TTs will be combined with those of the other selected TTs, and made available to the space exploration community by the CSA in English and French.

The tasks of a TT shall be to:

- Review and revise the science objectives presented in AD1, and update these based on recent results from missions and ground based research, and the context provided in AD2, AD3 and AD4.
- Propose criteria for prioritising these objectives.
- Use such criteria, agreed with CSA, to prioritize these objectives.
- Identify science investigations, advanced systems or facilities, related to the prioritized objectives, in the following categories as appropriate for the science or space health discipline:
 - Preparatory research (e.g. laboratory and field studies, modelling, simulation)



- Instrument development for space
- System or facility development for space
- Low cost space exploration missions (e.g. nanosats, micro-rovers, balloons)
- Data analysis or data mining
- New paradigms for crew-driven research
- Other categories as agreed with CSA at the kickoff meeting
- For each investigation
 - Provide a description of the investigation/advanced system/facility.
 - Provide information on socio-economic benefits: include evaluation of Canadian-led versus international collaboration.
 - Provide information on current Canadian capabilities: is this an established or emerging area of Canadian strength for scientific research and/or industry capacity.
 - Where appropriate, provide information on needs for test and demonstration. Where test requires an analogue activity, provide suggestions for the analogue site or facility.
 - Other pertinent information as agreed with CSA
- Support the editing process in generating a combined report from all TTs.
- Other tasks as mutually agreed between the Contractor and the CSA.

The TT shall adhere to the "Topical Teams in Space Exploration - Terms and Conditions" provided in Appendix 1 of the SOW that defines the scope, mandate and membership.

4 SPACE EXPLORATION SCIENCE AND SPACE HEALTH TOPICS

The formation of Topical Teams is requested for the following nine (9) topics :

Within the field of Space Astronomy:

Astronomical research has many sub-disciplines and typically requires different types of space platforms for investigations, although some may be common. In order to collect recommendations efficiently and bring together overlapping sub-disciplines, the following three general areas are defined for the TT. The Bidder may augment a Space Astronomy Topic with an additional sub-discipline should a gap be perceived.

1. Cosmology, dark energy (DE) and cosmic microwave background (CMB)
2. Origins, including formation and evolution of galaxies, stars, and planets (including detection and characterization of exoplanets)
3. High energy astrophysics (HEA)

Within the field of Space Health:

4. Multi-disciplinary approach to health risk mitigation in space
5. Space radiation risk to humans identification, characterization and mitigation

Within the field of Planetary Exploration:

For planetary exploration, the Bidder is required to prioritise the targets (planets, moon, and small bodies) included in the proposal as an additional part of the prioritisation task.

6. Astrobiology (solar system and exoplanets)
7. Planetary Atmospheres
8. Planetary Geology, Geophysics and Prospecting
9. Planetary Space Environment, *excluding geospace*

The *Contractor* shall have indicated to which area of interest their proposal applies.



5 FORMATION OF A TOPICAL TEAM

Canadian scientists interested in forming a Topical Team are invited to submit a proposal in response to this announcement. Teams shall adhere to the Terms of Reference provided in Appendix 1.

- Participants can be from academia, Other Government Departments (OGD's), not-for-profit organizations and industry.
- The Chair must be from academia and hold an academic position at a Canadian university.
- The participation of graduate students and Post-Doctoral Fellows (PDFs) is encouraged.
- The membership should have broad geographical representation.

6 MEETINGS and DELIVERABLES

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

Date	Meeting	Purpose	Expected participants
Not later than Contract start + 2 weeks	TT kickoff telecom with CSA	To agree schedule, criteria for prioritisation of objectives and investigation categories	TT Chair(s); CSA
To Be Determined (TBD)	TT kickoff telecom with report Editor	To determine format requirements for the final report	TT Chair(s); CSA; Editor
TBD	TT team (in person or telecom)	To support task related to updating Objectives	All TT members
Not later than February 28th, 2016	Mid-term review telecom	To review the draft report	TT Chair(s), CSA, Editor
May 2016 (TBD)	Canadian Workshop - this workshop is to be confirmed at mid-term review.	To discuss report inputs with each other and other members of the Canadian space community participating in the workshop.	TT Chair(s) and additional TT members as determined by TT Chair(s); CSA; Editor; other members of the community
TBD	Final report review telecom	To review the final report	TT Chair(s), CSA, Editor
Not later than two weeks before end of Contract	Final contract review meeting	To review any additional recommendations from TT	TT Chair; other TT members as determined by the TT Chair, CSA

In addition, each TT Chair shall plan to support regular telecons with the CSA and an editor in order to ensure that the report produced by the TT can be included in a compendium report that combines reports from all selected TTs.

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



The Contractor must produce the following deliverables:

Date	Deliverable	Format	Comments
Should be not later than two weeks before the Canadian Workshop.	Draft report with initial update and prioritisation of objectives	CSA to determine	Intent is to be made available to participants of the Canadian Workshop Deliverable to be confirmed by CSA at TT kickoff meeting.
Not later than one week before TT midterm review	Draft report with updated and prioritized objectives, and initial update of investigations	CSA to determine	Progress review
Not later than one week before TT final report review	Final report*	CSA to determine	In addition to the content described in the Task Description, the final report shall include an Annex which provides a list of the TT membership and a list of meetings/telecoms held (date, venue, topics discussed, and participants)
Not later than one week before TT final review	Additional recommendations from the TT (at the discretion of the TT Chair)	Bidder's format	

*Note that the Government of Canada will retain copyright of the final report.



APPENDIX 1: TERMS AND CONDITIONS OF SPACE EXPLORATION TOPICAL TEAMS

Canadian Space Agency
Topical Teams in Space Exploration

Terms and Conditions

INTRODUCTION

The Canadian Space Agency (CSA) is pleased to support the creation of Topical Teams (TT's).

SCOPE

1. **The team shall address Topics as defined by the CSA Space Exploration branch that relate to Space Astronomy, Planetary Exploration and Space Health.**

MANDATE

1. To provide updated Canadian scientific priorities and recommendations related to the Topic to the CSA.
2. To promote collaboration across Canada associated with the Topic.
3. Consolidate scientific knowledge of, and expertise in, the Topic
4. To increase awareness of science activities related to the Topic for Canadians, with special regard to inspiring youth.

MEMBERSHIP AND TENURE

Topical Team membership exists for the duration of the contract.

Membership of the TT shall be open to Canadian academia (including research associates, post-doctoral fellows, and graduate students), Canadian government scientists, Canadian industry, and other scientific organizations. The TT may, if desired, include international participants with observer status. The TT shall be self-managed. The number of members is not specified. If membership changes (either additions or deletions), notification must be sent to CSA.

Personnel of the CSA are excluded from membership of a TT, however, they may be invited to attend meetings and workshops, and may be consulted by the TT in the development of their mandates.

The TT Chair must hold an academic position at a recognized Canadian University. The role of the Chair is to chair TT meetings, lead the activities of the TT, and represent the TT to the CSA. The Chair is also responsible for the content of Deliverables.

The TT Executive Secretary supports the TT Chair and records minutes of meetings. This role may be held by graduate student, post-doctoral fellow or research associate members of the TT, or other TT member, as determined by the TT Chair.

The TT shall organize and hold a meeting or workshop at least once in the duration of the contract. The CSA shall be informed of upcoming meetings at least two (2) weeks in advanced in order to schedule possible attendance.

REPORTING and DELIVERABLES

- The TT shall provide a written report describing scientific priorities, to the CSA discipline scientist, in a format defined by CSA.



- The CSA discipline scientist shall provide it to the relevant CSA Space Exploration Consultation Committee co-chairs for further review.
- The TT may provide additional recommendations for consideration by the CSA Space Exploration Consultation Committees in a format to be determined by the TT Chair.

Current Space Exploration Consultation Committees:

Joint Committee on Space Astronomy - JCSA
Human Spaceflight Consultation Committee - HSCC
Planetary Exploration Consultation Committee - PECC