



REQUEST FOR STANDING OFFERS (RFSO)

«Standing Offers to order for Services in relation to Media»

**Bid Submission Deadline:
November 24, 2021 at 10:00 AM Eastern Standard Time (EST)**

Submit Bids to the Canadian Space Agency by:

FAX : 819-997-9776

or

E-Post Connect: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

For the attention of : Marie-Eve Soucy

Reference: CSA File No. **9F015-20210292**

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



November 4, 2021



TABLE OF CONTENTS

Introduction

The Request for Standing Offer contains six (6) parts, as well as attachments and annexes, and is divided as follows:

- Part 1 General Information:** provides a general description of the requirement;
1. Summary
 2. Security Requirement
 3. Trade Agreements
 4. COVID-19 Vaccination Requirement - Standing Offers
 5. epost Connect service
 6. Debriefings
 7. Recourse for suppliers with respect to the Procurement Process
- Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
1. Standard Instructions, Clauses and Conditions
 2. Submission of Bids
 3. Enquiries - Bid Solicitation
 4. Applicable Laws
 5. Communications Notification
- Part 3 Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;
1. Bid Preparation Instructions
- 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:
- Evaluation Procedures
- Mandatory Technical Criteria
 - Point Rated Technical Criteria
 - 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;
1. Certifications Required with the Bid



Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

1. Priority of Documents
2. Statement of Work
3. Standard Clauses and Conditions
4. Security Requirements
5. Term of Standing Offer
6. Total financial limitation
7. Replacement of specific individuals
8. Applicable Laws
9. Contracting authority – Standing offer authority
10. Project Authority for the Standing Offer
11. Identified Users
12. Call-up Instrument
13. Performance Evaluation Form
14. Compliance
15. Proactive Disclosure of Contracts with Former Public Servants
16. Insurance Requirements
17. Procurement Ombudsman Compliance

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Basis of Payment
5. Limitation of Expenditure
6. Travel and Living Expenses
7. Invoicing Instructions
8. Electronic Payment of Invoices – Call-up
9. Applicable Laws

List of Annexes:

Annex "A" - Pricing

Annex "B" - Statement of Work (SOW)

Annex "C" - Security Requirements Checklist (SRCL)

Annex "D" - Performance Evaluation Form

Annex "E" - Integrity Form

Annex "F" - EPOST Instructions

Annex "G" - Grid of linguistic skills

Annex "H" - Sample for curriculum vitae

Annex "I" - Certification of Vaccination Requirement for COVID-19 - Standing Offers



PART 1 - GENERAL INFORMATION

1. Summary

The CSA Communications and Public Affairs Directorate is seeking a firm with the resources and experience to provide media relations services. Media relations services will include, but not be limited to Conducting media relations positioning activities:

- Preparing media lines and key messages;
- Responding to media inquiries (phone and/or email) after review and analysis;
- Coordinating media interview requests; and
- Provide media relations support for media events

The CSA hosts several media events or activities throughout the year and requires support during busy periods to continue to provide high quality services to the media.

A standing offer will be issued in response to this request for standing offer. This standing offer will be offer to the firm who will meet the mandatory criteria and who will obtain the highest score for technical and financial evaluation. The maximum funding available for call-ups resulting from this solicitation is **\$80,000.00** per year, excluding applicable taxes.

Disclosure of the maximum funding available does not commit Canada to paying that amount.

- A Standing Offer is an arrangement to provide goods and services at prearranged prices with set terms and conditions, for specific periods of time on an "as requested" basis.
- A Standing Offer is not a contract.
- An order against a Standing Offer is a "call-up".
- Each call-up is a separate contract between the Crown and the supplier.
- A call-up does not involve any negotiations. Acceptance by the Crown of the supplier's offer is unconditional.

For the purposes of this RFSO, all references to "**Contract**" in the clauses and conditions herein, including those incorporated by reference, shall designate the "**Standing Offer**".

- **Period of the Standing offer**
Standing offer initial period is for one (1) year starting from standing offer award date.
- **Option to Extend the Standing offer**
The Contractor grants to Canada the irrevocable option to extend the term of the **Standing offer** by up to four (4) additional one (1) year periods under the same conditions.

2. Security Requirement

This requirement includes security requirements. For more information, refer to Part 5, Certifications and Additional Information and Part 6, Resulting Contract Clauses. For more information on personnel and agency security screening, bidders should consult the Public Works and Government Services Canada Contract Security Program website ([Security screening for government contracts – Security requirements for contracting with the Government of Canada – Canada.ca \(tps-gc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/contracting-with-the-government-of-canada))



3. Trade Agreements

This requirement is no subject to any Trade Agreement.

4. COVID-19 Vaccination Requirement - Standing Offers

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the certification of the COVID-19 Vaccination Requirement, in Part 5 of this RFSO, as part of the offer will render the offer non-responsive.

5. The epost Connect service

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

6. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

7. 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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

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

1.1. SACC Manual Clauses

The document 2006 (2020-05-28) - Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24>

1.1.2 COVID-19 Vaccination Requirement - Standing Offers

SACC Manual clause M3080T (2021-10-18) COVID-19 Vaccination Requirement - Standing Offers.

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the certification of the COVID-19 Vaccination Requirement, in Part 5 of this RFSO, as part of the offer will render the offer non-responsive.

2. Submission of Bids

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

Bids must be submitted ONLY TO:

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

Epost connect service information: Section 08 (2019-03-04) - Transmission by epost Connect of document 2006 (2020-05-28) – Standard Instructions - Goods or Services - Competitive Requirements
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/24#transmission-by-facsimile>

or

- ❖ By fax at 819-997-9776

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



DO NOT COPY THE CONTRACTING AUTHORITY

Proposals sent in person, by regular mail or by Email (with the exception of Epost Connect from Canada Post) will not be accepted.



3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority marie-eve.soucy@asc-csa.gc.ca **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

5. Communications Notification

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

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

❖ **If Submitted by fax**

3 separate sections

❖ **If Submitted by epost Connect service:** <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 separate sections

Section I: Technical Bid

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

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

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



Section II: Financial Bid

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex A** - Pricing. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the offers.

Offers will be evaluated in three steps, as described below.

Step #1 : The offers will first be selected in accordance with the mandatory requirements defined in Table 1 below.

Step #2 : Compliant offers will then be evaluated against the point-rated technical criteria according to the scale in Table 2 below.

Step #3 : It will be determined which responsive offers offer the best value for money in accordance with the evaluation method shown below.

Step #1 : Mandatory requirements

The mandatory requirements in the table will be evaluated in a compliant/non-compliant manner.

Bids must include the necessary documentation to demonstrate compliance with the mandatory requirements described in Table 1.

Bids that do not meet all mandatory technical criteria will be declared non-responsive.

Where a mandatory criterion requires a bidder to "confirm": to be considered responsive, a statement is required confirming that the mandatory requirement has been met.

Where a criterion requires a Bidder to "demonstrate": To be considered responsive, the Technical Submission must justify or demonstrate how the proposed media monitoring and analysis service meets the criteria identified in the Mandatory Requirement. It is not sufficient to simply reiterate the requirements one by one; the bidder must explain/show and demonstrate how the bidding services will meet these requirements. It is not sufficient to simply state that the bidder, or the services they are proposing, comply with the requirements. Where Canada determines that there is insufficient justification to explain/demonstrate how the proposed solution meets mandatory requirements, the bid will be deemed non-responsive and disqualified.

Letters of reference may be prepared by the bidder and signed by the referee. **They must include all information specified in the MC2 (mandatory criteria) and in the RC1 and RC2. (rated criteria)**



Mandatory criterion			
Table 1			
Mandatory criterion #	Description	Page/Par. No.	Compliant/no n-compliant
MC1	The Bidder must confirm that it has a minimum of two (2) years' experience gained within the last three (3) years from the closing date of this RFSO, in providing media relations services, including at least 7 of the tasks listed in the SOW, section 4.1. on page 34.		
MC2	<p>The Bidder must provide two (2) project references where it provided on-site and/or integrated (i.e., at the client's offices or via telework) media relations services in the past three (3) years.</p> <p>The project reference must be supported by a reference letter from the client.</p> <p>Project reference: The Bidder must include the following information in the description of its project reference:</p> <ol style="list-style-type: none"> 1. description of the project and overall media relations services provided by the Bidder ; 2. start and end dates during which the Bidder provided on-site media relations services at the client's offices for that project; 3. name and address of the company (client); 4. name, title, telephone number, and email address of the client contact. <p>Reference letter: the Bidder must provide:</p> <ol style="list-style-type: none"> 5. a recent reference letter from the client (see notes below) <p>Notes:</p> <ul style="list-style-type: none"> - The Bidder's response (project reference) must be limited to one (1) page, single-sided. - The reference letter must be limited to one (1) page, single-sided; be written and signed between 2019 and 2021 and acknowledge the media relations services provided for this project and mention the client's appreciation of the bidder's services. - The Contracting Authority may communicate with the reference to validate the information provided. - At the time of evaluation, reference statements for which the reference person cannot be contacted 		



	within ten (10) working days will also be considered invalid.		
--	---	--	--

Information and instructions to address MC3 and MC4 criteria

Team Requirements

The Bidder must present résumés, using the template provided in Annex "H", for the proposed bilingual resources with relevant media relations experience comprising a minimum of the following positions:

1. Intermediate Consultant
Media Relations

-Note: Provide at least one résumé (but not more than three) for this position.

2. Junior Consultant
Media Relations

-Note: Provide at least one résumé (but not more than three) for this position.

Examples of relevant areas and experiences:

1. contribute to media relations strategies;
2. Determine appropriate distribution channels for the work (e.g., trade media);
3. Prepare media lists;
4. Write media advisories;
5. Calling or writing to the media to position and promote events and announcements;
6. Prepare media lines and key messages;
7. respond to media inquiries (phone and/or email) after reviewing and analyzing them;
8. Coordinate media interview requests; and provide media relations support for media events

Mandatory criterion #	Description	Page/Par. No.	Compliant/non-compliant
MC3	<p>Intermediate Consultant – Media Relations Services - Experience</p> <p>The Bidder’s proposed Intermediate Consultant must have a minimum of three (3) years of relevant and full-time media relations experience.</p>		
MC4	<p>Junior Consultant – Media Relations Services - Experience</p> <p>The Bidder’s proposed Junior Consultant must have a minimum of one (1) year of relevant and full-time media relations experience.</p>		



Step #2 : Point-rated technical criteria

Offers will be evaluated against the point-rated criteria in Table 2 and 3.

Point-rated technical criteria Table 2	MAXIMUM SCORE	MINIMUM REQUIRED SCORE
RC1- Ability to provide develop and deliver a successful media pitch	50	n/a
RC2- Ability to coordinate multiple interview requests at the same time	50	n/a
TOTAL	100	60

POINT-RATED TECHNICAL CRITERIA Table 3	Score	Maximum Points available
<p>RC1- Ability to provide develop and deliver a successful media pitch</p> <p>The Bidder must demonstrate its ability to develop and deliver a successful media pitch, with the objective of positioning an activity or announcement for a client by providing a concrete example (reference).</p> <p>The bidder must provide a letter of reference: this letter can be prepared by the bidder and signed by the referee.</p> <p>The example (reference) must include the following information:</p> <ol style="list-style-type: none"> 1. The name of the client’s company; 2. A description of the activity or announcement; 3. The media relations objectives; 4. The approach and media pitch; 5. Overview of the results (media attendance, coverage, tone, etc.); and 6. The level of satisfaction of the referee (i.e. The bidder surpassed, met, met some, or did not meet, the expectations of the referee). <p>Notes:</p> <ul style="list-style-type: none"> - The example/reference must be limited to two (3) pages, single-sided. - The example may be prepared by the bidder, but must be signed by the referee. - If the Bidder does not provide a concrete example in its response, no points will attributed for this Technical Criterion. In addition, the example provided must be different from the one given in response to the mandatory requirements or the MC2 technical criteria; - The evaluation team may contact the client reference to validate information provided. 		50



<p style="text-align: center;">POINT-RATED TECHNICAL CRITERIA</p> <p style="text-align: center;">Table 3</p>	<p style="text-align: center;">Score</p>	<p style="text-align: center;">Maximum Points available</p>
<p>- At the time of evaluation, reference statements for which the reference person cannot be contacted within ten (10) working days will also be considered invalid.</p> <p>This criteria will be evaluated by the information provided in the example (reference) (50 points)</p> <p>The bidder will provide a comprehensive example of its ability to develop and deliver a successful media pitch for a client to position a media event and its initiative. (10 pts)</p> <ul style="list-style-type: none"> • The six indicators described above are included. (10 pts) • Four or five of the indicators described are included. (5 pts) • Less than four of the indicators are included. (0 pts) <p>Client (referee) satisfaction with results in example provided (40 pts)</p> <ul style="list-style-type: none"> • The referee indicates that the bidder surpassed the expectations of the referee. (40 pts) • The referee indicates that the bidder met the expectations of the referee. (30 pts) • The referee indicates that the bidder met some of the expectations of the referee (20 pts). • The referee indicates that the bidder did not meet the expectations of the referee. 		
<p>RC2- Ability to coordinate multiple interview requests at the same time</p> <p>The Bidder must demonstrate its ability to coordinate multiple interview requests at the same time for a client by providing a concrete example (reference). The reference must include the following information:</p> <p>The bidder must provide a letter of reference: this letter can be prepared by the bidder and signed by the referee.</p> <p>The example (reference) must include the following information:</p> <ol style="list-style-type: none"> 1. The name of the client's company; 2. A brief description of the media event, its location, and its purpose; 3. The approach and strategy to successfully coordinate multiple interview requests; 4. The number of interviews coordinated in 24 hours; 5. The level of satisfaction of the referee (i.e. The bidder surpassed, met, met some, or did not meet, the expectations of the referee). <p>Notes:</p>		50



POINT-RATED TECHNICAL CRITERIA Table 3	Score	Maximum Points available
<ul style="list-style-type: none"> - The example/reference must be limited to one (1) page, single-sided. - The example may be prepared by the bidder, but must be signed by referee. - If the Bidder does not provide a concrete example in its response, no points will attributed for this Technical Criterion. - The evaluation team may contact the client reference to validate information provided. - At the time of evaluation, reference statements for which the reference person cannot be contacted within ten (10) working days will also be considered invalid. <p>This criteria will be evaluate based on the information provided in the example/reference provided. (50 points)</p> <p>The bidder provides a complete example of the ability to coordinate multiple interview requests at the same time (10 pts)</p> <ul style="list-style-type: none"> • The five indicators described above are included. (10 pts) • 3 information requirements are included (5 pts) • Less than 3 of the information requirements are included (0 pts) <p>The scope of the example provided (number of interview requests coordinated simultaneously) (20 pts)</p> <ul style="list-style-type: none"> • The example provided includes 20 or more interview requests coordinated in a 24 hour period. (20 pts) • The example provided includes 10 or more interview requests coordinated in a 24-hour period. (10 pts) • The example provided includes less than 10 interview requests coordinated in a 24-hours period. (0 pts) <p>Client satisfaction with results in example provided (20 pts)</p> <ul style="list-style-type: none"> • The referee indicates that the bidder surpassed the expectations of the referee. (20 pts) • The referee indicates that the bidder met the expectations of the referee. (15 pts) • The referee indicates that the bidder met some of the expectations of the referee. (10 pts) • The referee indicates that the bidder did not meet the expectations of the referee. (0 pts) 		
Score	/100	



Step #3 : Selection method and recommendation for the award of subsequent standing offers

A Standing Offer will be issued under this Request for Standing Offer to the firm that meets the mandatory evaluation criteria and obtains the highest score in the technical and financial evaluation. The price submitted refers to the amount for the five years.

- Basis of Selection - Highest Combined Rating of Technical Merit and Price

SACC Manual Clause [A0027T](#) (2012-07-16) Selection Method - Highest combined technical and price score

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain a minimal score of 60/100 for the technical evaluation
2. Bids not meeting (a) (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75 % for the technical merit and 25 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 25 %
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a standing offer.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equals 75 and the lowest evaluated price is \$55,000

Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	68 / 75	53 / 75	55 / 75
Bid Evaluated Price	C\$80 000	C\$65 000	C\$55 000*
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	68 / 75	$55K^* / 80K \times 25 = 18$	85
Bidder 2	53 / 75	$55K^* / 65K \times 25 = 21$	74
Bidder 3	55 / 75	$55K^* / 55K^* \times 25 = 25$	80

* represents the lowest evaluated price



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required with the Bid

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

1.1 Former Public Servant

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

1.1.1 Definitions

For the purposes of this clause,

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

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

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

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

1.1.2 Former Public Servant in Receipt of a Pension



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

Yes () No ()

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

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

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

1.1.3 Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

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

1.2 Ineligibility and Suspension Policy

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

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

1.3 Additional Certifications Prior to Issuance of a Standing Offer

The certifications and additional information listed below should be completed and provided with the offer but may be provided at a later date. If any of these certifications or additional information are not completed and provided as requested, the Standing Offer Authority will advise the Offeror of the time frame within which the information must be provided. Failure to provide the certifications or additional



information listed below within the time frame specified will result in the offer being declared non-responsive.

1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, **must provide a complete list of names of all individuals who are currently directors** of the Bidder. (See Annex E - 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 E - Integrity Form).
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Personnel Status and Availability – Offer

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.

1.6 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.

1.7 Linguistics Requirements

By submitting a bid, bidders certify that, if awarded the resulting contract, each person proposed in the RFP has an intermediate level of written, oral and spoken English and French. Refer to the Language Grid of linguistics skill in Annex G.



1.8 Certification of Vaccination Requirement for COVID-19

SACC Manual clause M3081T (2021-10-18) Certification of COVID-19 Vaccination Requirement - Standing Offers.

As per the COVID-19 Vaccination Policy for Supplier Personnel, all Offerors must provide with their offer the Certification of COVID-19 Vaccination Requirement attached to this RFSO, in order for their offer to be considered within this procurement process. This certification is incorporated into and forms part of any contract that may result. See Annex I.

1.9 Security requirements

The following conditions must be met prior to the award of the Standing Offer:

- (a) the Bidder must hold a valid agency security clearance as indicated in Part 6A - Standing Offer
- (b) individuals proposed by the Bidder who require access to classified or protected information or assets or access to restricted work sites must hold a security clearance as indicated in Part 7A - Standing Offer;
- (c) the Bidder must provide the names of all individuals who will require access to classified or protected information or assets or restricted work sites;
- (d) Offerors are reminded to obtain the required security clearance promptly;
- (e) For more information on security requirements, Offerors should consult the Public Works and Government Services Canada Contract Security Program website (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>)

1.10 Procurement Business Number

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

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

Procurement Business Number (PBN): _____

1.11 Certificate of compliance

SACC Manual clause M3015C (2021-10-18), Certification of Compliance - Standing Offers

Unless otherwise specified, the Offeror's continued compliance in providing certifications related to its offer or prior to the issuance of the Standing Offer (SO), and its continued cooperation in providing additional information, are conditions of the issuance of an SO, and failure to comply will constitute a default by the Offeror. Certifications are subject to audit by the Government of Canada throughout the term of the SO and any resulting contract that continues beyond the term of the SO



CERTIFICATION SIGNATURE

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

- 1.1. Former Public Servant
- 1.2. Ineligibility and Suspension Policy
- 1.3. Additional Certifications Prior to Issuance of a Standing Offer
- 1.4. Integrity Provisions – List of Names
- 1.5. Status and Availability of Resources
- 1.6. Education and Experience
- 1.7. Linguistics Requirements
- 1.8. Certification of Vaccination Requirement for COVID-19
- 1.9. Procurement Business Number
- 1.10. Security requirements
- 1.11. Certification of compliance

Signature

Date

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

Phone : _____

E-Mail : _____



PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. 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.

- the call up against the Standing Offer, including any annexes;
- the articles of the Standing Offer;
- the general conditions [2005 \(2017-06-21\), General Conditions - Standing Offers - Goods or Services](#)
- Annex "A", Pricing;
- Annex "B", Statement of work;
- Annex "C", List of security requirements
- Annex "D", Performance Evaluation Form
- the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "B" and the Contractor's technical bid entitled _____, dated _____.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing offer by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.1 The document 2005 (2017-06-21) - Standard Instructions - General Conditions - Standing Offers - Goods or Services are incorporated by reference into and form part of the Standing Offer.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14>

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

1. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide, attached at Appendix D;
 - b) Industrial Security Manual (Latest Edition).

3.3 Certification of Compliance with the COVID-19 Vaccination Requirement

SACC Manual clause M3082T (2021-10-18) Certification of Compliance with COVID-19 Vaccination Requirement - Standing Offers



The Government of Canada will have the right to declare an offer non-responsive, or to set aside a standing offer, if the certification of the COVID-19 vaccination requirement is or becomes false, or if the Offeror fails to comply with such certification during the term of any resulting contract (call-up).

The Government of Canada will also have the right to terminate any resulting call-up for default if the certification of the COVID-19 vaccination requirement is or becomes false or if the contractor fails to comply with such certification during the term of the contract (call-up).

4. Security requirements

The Contractor/Offeror must hold at all times during the performance of the contract/standing offer a current Designated Organization Verification (D.O.V.) certificate issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

2. Contractor/Offeror personnel requiring access to PROTECTED information or assets, or to restricted facilities, must ALL hold a current RELIABILITY Clearance issued or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT take any PROTECTED information or assets off the subject premises; and the Contractor/Offeror must ensure that its personnel are aware of and comply with this restriction.
4. Subcontracts with security requirements MUST NOT be awarded without prior written approval from the CSP, PWGSC.
5. The contractor/offeror must comply with the provisions of:
 - (a) the Security Requirements Checklist and Security Directive (if applicable), attached as Annex C;
 - (b) the Contract Security Manual (latest edition).

5. Term of Standing offer

Standing offer initial period is for one (1) year starting from standing offer award date.

5.1 Option to Extend the Standing offer

The Contractor grants to Canada the irrevocable option to extend the term of the Standing offer by an additional four (4) one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Standing offer, it will be paid in accordance with the applicable provisions as set out in appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Standing offer expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a standing offer amendment.

Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6. Limitation of expenditure

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$80,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7. Replacement of specific individuals

1. If specific individuals are identified in the Standing offer to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Standing offer, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Standing offer.

8. Applicable Laws

Any resulting 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 or territory.*)

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.

9. Contracting Authority - Standing Offer Authority

Marie-Eve Soucy
Procurement and Contract Administration
Canadian Space Agency



6767 route de l'Aéroport
Saint-Hubert, QC
Canada J3Y 8Y9
E-Mail: marie-eve.soucy@asc-csa.gc.ca

The Contracting Authority is responsible for the management of the Standing Offer and any changes to the Standing Offer must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anybody other than the Contracting Authority.

10. Project Authority and Identified Users

To be inserted at contract award.

Name: TBD

Title:

SCanadian Space Agency

Address: 6767, Route de l'Aéroport

St-Hubert, Québec, J3Y 8Y9

Telephone: (450) 926-

E-Mail: @canada.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and is responsible for all matters concerning the technical content of the Work under the Standing Offer. 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 Standing Offer amendment issued by the Contracting Authority.

11. Identified Users

The Identified Users will provide the contractor with a description of the Work to be performed in sufficient detail to enable the contractor to submit a price for the completion of the work, prior to commencement of work.

12. Call-up Instrument

The Work will be authorized or confirmed by the Standing Offer Authority using form 942, Call-up Against a Standing Offer

13. Performance Evaluation

Contractor shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by the Government of Canada. Should the Contractor's performance be considered unsatisfactory more than once, the Contractor's bidding privileges on future work may be suspended for a period of 18 months or 36 months.

Contractor Performance Evaluation Report Form is used to record the performance. See ANNEX D



14. 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.

15. 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.

16. Insurance Requirements

Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

17. 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



B. RESULTING CALL-UPS CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

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. <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.1. General Conditions:

2035 (2020-05-28), Higher Complexity Services
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/18>

3. Term of Call-up

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Basis of Payment - Limitation of expenditure

The Contractor will be paid for Work performed pursuant to each approved call up against a Standing Offer, in accordance with **Annex "B"**, Basis of Payment.

5. Limitation of expenditure

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the Contract expiry date, or
- c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



6. Travel and Living Expenses

No travel expenses will be reimbursed.

7. Invoicing Instructions

The Contractor must submit invoices for each call up against the Standing Offer. Each invoice must indicate whether it covers partial or final delivery.

By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Standing Offer.

Invoices cannot be submitted until all work identified in the invoice is completed and approved by the Project Authority.

Invoices must be distributed as follows:

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

asc.facturation-invoicing.csa@canada.ca

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

8. Electronic Payment of Invoices

The Government of Canada is phasing out paper cheques in favour of Direct Deposit for all payments issued by the Receiver General. Direct Deposit is a secure and reliable method of receiving payment, eliminating the risk of lost or stolen cheques. You will find all the information to enrol in direct deposit with Canadian Space Agency at : <http://www.asc-csa.gc.ca/eng/forms/vendor-direct-depot-form.asp>

9. Applicable Laws

Any resulting 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 or territory.*)

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.



ANNEX "A"

Basis of Payment

Pricing



The Bidder should complete this pricing schedule and include it in its financial bid.

The Bidder must submit its quoted firm all inclusive rates for each of the periods of the Standing Offer

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST), excluded

During the period of the Standing offer, the Contractor will be paid as specified below, for Work performed in accordance with a call up against the Standing Offer.

Your unit rates will be multiplied by the annual estimated quantities (**For financial evaluation purposes only**) and added to give the total evaluated price

650 estimated hours per year (325 hours per resource category)

x 5 years

= Total cost (Financial proposal)

Pricing table

- **Firm hourly rate for service delivery, including travel expenses, if applicable, and before taxes**

	Initial period (One year period starting from the award date)	1 st option year	2 nd option year	3 rd option year	4 th option year
Intermediate Consultant	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Junior Consultant	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour



ANNEX B

STATEMENT OF WORK (SOW)



REQUEST FOR STANDING OFFER (RFSO)

**MEDIA RELATIONS SERVICES ON AS AND WHEN REQUESTED BASIS
for the Canadian Space Agency**

1. TITLE:

Media Relations Services at CSA headquarters, by telework and/or at any other location across Canada on an as-requested Basis.

2. CONTEXT:

The Canadian Space Agency (CSA) was created in 1989 when the Canadian Space Agency Act came into force. To address the changing needs of Canadians, the CSA partners with government, industry, universities and international organizations to meet citizens' evolving needs.

3. OBJECTIVES

The CSA organizes several media activities and events in a year, and requires support during periods of high volume in order to continue delivering high-quality services to media.

The CSA needs to identify a Contractor offering media relations services to support the activities of its Media Relations Unit at CSA headquarters in St-Hubert, Quebec, by telework, and across Canada during media events, on an as-requested basis.

4. SCOPE OF WORK / TASKS

The Contractor must provide media relations services (e.g. to do media pitches, plan and coordinate interviews) on site at the CSA headquarters in St-Hubert, QC, by telework or at any other location across Canada, as required.

4.1 Specifications

Media relations services could include but are not be limited to:

Carrying out media positioning activities, such as:

1. contributing to media relations strategies;
2. identifying appropriate distribution channels for the CSA's work (e.g., specialized media)
3. developing media lists ;
4. writing media advisories;
5. making calls or writing to media to pitch and promote activities and announcements ;
6. Developing media lines and key messages;
7. Reviewing, analyzing and responding to incoming media queries (phone and/or email);
8. Coordinating media interviews; and



9. Providing media relations support for events.

5. Customer Service

The Contractor must be able to provide services on an on-requested basis and:

- within 48 hours' notice following a request from CSA;
- for short (one day up to five consecutive days) or longer-term periods (more than five consecutive days).
- The Contractor must work with the Project Authority on an ongoing basis to ensure that the service meets needs.
- The Contractor must respect the confidentiality of the information it receives from the CSA Media Relations Unit at all times.
- The Contractor must also be able to provide services during regular business hours, (8:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday, except federal statutory holidays). The Contractor must also be able to provide services outside regular business hours, on request.

6. Government-Provided Support

At the outset of the contract, the CSA Media Relations Unit will provide the Contractor with relevant background information, access to data, and any orientation to the CSA environment or any additional information required.

The CSA Media Relations Unit will provide the Contractor with specific instructions on each respective project, including:

- work to be done;
- objectives and desired results;
- pertinent and necessary information and tools;
- deliverable(s); and
- timelines.

7. Work Location

The Contractor will be expected to provide services on site (CSA headquarters in St-Hubert) or by telework.

Whether on site at the CSA headquarters or via telework, the CSA Media Relations Unit will work with the Contractor to arrange suitable equipment and work tools that may be required to carry out the work.

The Contractor may also be required to work at other locations across Canada, as required by the CSA Media Relations Unit, in order to support media events.



ANNEX C

Security Requirements Checklist Checklist (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 20210292
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A: CONTRACT INFORMATION / PARTIE A: INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
À déterminer par RFP

4. Brief Description of Work / Brève description du travail
Contrat (DAC) de relations avec les médias pour les communications. Renouvellement/emplacement du contrat avec National. Le personnel du fournisseur aura accès aux bureaux et au système informatique.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
(Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 20210292
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquez le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TRANSCT 350-103(2016/17)

Security Classification / Classification de sécurité
--



OF L'ÉVALUATION OU L'ÉVALUÉE

20210292
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	CSGARC TOP SECRET	CSGARC TRÉS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET
Information / Assets / Informations / Atouts															
Personnel / Ressources humaines															
Production															
IT Media / Support TI															
IT Apps / Applications															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103/2004/12)

Security Classification / Classification de sécurité





ANNEX D

Performance Evaluation Report



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



ANNEX E

INTEGRITY FORM

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



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



ANNEX F

E-Post Instructions

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

What is epost Connect?

[epost Connect](#) is a secure, online service that allows users to share large, confidential files. Some of the service features include:

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

Participants in the pilot project **will not incur any costs** for the use of the epost Connect service.

Please note that a Canadian mailing address is required to use the epost Connect service. Should this be an issue for you, please contact us and we will be pleased to provide a work-around procedure to ensure you can still participate.

Benefits to businesses

Sending bid submission files via epost Connect means:

- a faster and more efficient bid submission process
- a green alternative to submitting paper files in-person, by mail or fax to a Bid Receiving Unit office
- a time and date stamp record for the upload of files in epost Connect

How to participate

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

TSPGC.DGAreceptiondessaoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca.

Once you have confirmed your participation, the Bid Receiving Unit will explain the next steps and invite you to create an epost Connect account.

IMPORTANT: If you decide not to participate using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.

ANNEX G

Grid of Linguistic Skill

Legend	Verbal Communication	Comprehension	Written Communication
Basic Knowledge	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> • ask simple questions and answer them; • give basic instructions; • provide simple guidelines for common workplace situations. 	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> • understand very simple texts; • to grasp the general meaning of texts dealing with subjects with which she is familiar; • read and understand basic pieces of information, such as dates, numbers or names, within relatively complex texts to perform common. 	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using terms that indicate the time, place or person.
Intermediate Knowledge	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> • take part in a conversation on concrete subjects, report on the measures taken; • give specific instructions to employees; • provide factual descriptions and explanations. 	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> • understand the general meaning of most of the texts relating to his / her work; • identify specific pieces of information; • distinguish between main and secondary ideas. 	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> • deal with explicit information on topics related to his / her work with sufficient grammar and vocabulary.
Advanced Knowledge	<p>The person conversing at this level can:</p> <ul style="list-style-type: none"> • explain your point of view and discuss hypothetical and conditional issues. 	<p>The person reading at this level can:</p> <ul style="list-style-type: none"> • understand most complex details, inferences and nuances of meaning; • have a good understanding of specialized documents or topics that they do not know much about. 	<p>The person who writes at this level can:</p> <ul style="list-style-type: none"> • write texts in which ideas are developed and presented in a coherent way.



ANNEX H

Sample for curriculum vitae (2 pages maximum per candidate)

Candidate Information:

Please complete the required information in the chart below for each candidate.

Name of candidate	
Number of years of relevant experience in media relations (as describe in the Team Requirements section)	
Language skills (for which the candidate is fluent orally)	
Language skills (for which the candidate is fluent in writing expression and comprehension)	
Post-secondary education. For each completed diploma, please include the name of the institution, the name of the program, and the year of completion.	

Work Experience:

Please complete the required information in the chart below for each relevant employment in media relations of the candidate, as described in the "Team Requirement" section on **p.12**

Name and location of the organization	
Title (function) of the candidate	
Period of employment. Please include the month and year for both the start and end date of employment of the candidate in that function	
Description of key responsibilities	



ANNEX I

Certification of Vaccination Requirement for COVID-19



COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to _____ (*insert solicitation number*), warrant and certify that all personnel that _____ (*name of business*) will provide on call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) **for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to** accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Standing Offer and call-up (contract).

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____



Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for any resulting Contract and who require access to federal government workplaces where they may come into contact with public servants.