



## REQUEST FOR PROPOSAL (RFP)

FOR THE REQUIREMENT OF

### Support consultant for the “Junior Astronauts” initiative

**Bid Submission Deadline:  
August 1<sup>st</sup>, 2019 at 2:00 PM (EDT)**

**Submit Bids to:**

Canadian Space Agency

**TENDERS RECEPTION OFFICE**

Monday to Friday

Receiving/Shipping (8:00 to 16:30)

**Closed between 12:00 and 13:00**

6767 route de l'Aéroport

Saint-Hubert (Quebec) J3Y 8Y9

Canada

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

**\* Please note that proposals sent by email will not be accepted.**

**Reference:** CSA File No. 9F015-20190179

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



**July 17<sup>th</sup>, 2019**



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## PART 1 - GENERAL INFORMATION

### 1. Summary

The Canadian Space Agency (CSA) is seeking a consultant to review, distribute and deliver, using its established relations network with Canadian educational and youth-serving institutions with a specific outreach to rural and northern communities, select material and activities to Canadian educational and youth-serving institutions related to the Junior Astronauts initiative announced in February 2019. The objective of the overall initiative is to engage 80,000 youth across Canada through the Junior Astronauts initiative in the 2019-2020 school year.

The work to be performed is detailed under Annex "A" Statement of Work.

- **Period of the Contract**  
From the award date of the contract until June 1<sup>st</sup>, 2020.
- **Work location**  
The work will take place at the Contractor's location but the contractor will also have to attend meetings at the Canadian Space Agency's office at 6767 route de l'Aéroport, Saint-Hubert, Quebec, J3Y 8Y9. The majority of the work will be completed at the targeted educational and youth-serving institutions.
- **Travel**  
If travel is required, the contractor shall be reimbursed for travel and living expenses as per the [National Joint Council's Travel Directive](#). A contractor that is located in the [Montréal Metropolitan Community](#) shall not be reimbursed for travel to/from the CSA.
- **Official languages**  
All communications (oral and written) between the Contractor and Government representatives will be conducted in English; however, the delivery of material to some of the French educational and youth-serving institutions will be required to be in French. Therefore, the provided resource(s) MUST have advanced level knowledge of both English and French.
- **Anticipated approximate funding**  
The anticipated approximate funding available for the contract resulting from the bid solicitation is **\$400,000.00**, applicable taxes extra.

### 2. Security Requirement

There are no security requirements associated with this requirement.

### 3. Trade Agreements

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

### 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**.



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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.

## **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. Epost Connect Service**

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

<https://buyandsell.gc.ca/submit-your-bid-submission-files-electronically-from-anywhere-in-canada>

(see instruction at Annex F)



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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

#### 1.1. SACC Manual Clauses

**The document 2003 (2019-03-04)** - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/24>

### 2. Submission of Bids

**Bids must be submitted ONLY to:** (do not copy the contracting authority)

- ❖ the CSA's Tenders Reception Office  
or
- ❖ EPOST: [TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the **Contracting Authority** [alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca) **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.  
<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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, preferably using a 12 point font;
- b) use a numbering system that corresponds to that of the Request for proposal

#### Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the request for proposals 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.



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## 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 (2012-07-16) - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable costs.

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

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

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

## Section III: Certifications

Bidders must submit the certifications required under Part 5.



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 2. Technical Evaluation

#### 2.1 Mandatory Technical Criteria (SEE TABLE #1)

**At Bid closing time**, the Bidder must comply with the following Mandatory Requirements (see table 1 – Mandatory Criteria) and provide the necessary documentation to support compliance.

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

#### 2.2 Point Rated Technical Criteria (SEE TABLE #2)

**To be declared responsive**, a bid **MUST** achieve a pass on rated requirements outlined in the technical criteria table (Table # 2).

#### 2.3 Financial Criteria

The approximate available funding for the contract resulting from the bid solicitation, travel and living expenses included, is **\$400,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. This disclosure does not commit Canada to pay the available funding.

During the contract, the supplier will be asked to perform various tasks related to the statement of work until the financial resources are exhausted. In consequences, bidders must identify the hourly rate of their main consultant (ie the resource with the most experience and knowledge in the desired field).

**The financial evaluation will only be based on the hourly rate of the senior consultant.**

### 3. Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 3.1. 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) achieve a pass on rated requirements outlined in the table #2
- 3.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
- 3.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 %.
- 3.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %





- 3.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 3.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated rate is \$115.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	C\$140	C\$125	C\$115
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$115 / 135 \times 80 = 68$	$115^* / 140 \times 20 = 16$	<b>84</b>
<b>Bidder 2</b>	$89 / 135 \times 80 = 53$	$115^* / 125 \times 20 = 18$	71
<b>Bidder 3</b>	$92 / 135 \times 80 = 55$	$115^* / 115^* \times 20 = 20$	75

\* represents the lowest evaluated price



## EVALUATION GRID

TABLE #1 - Mandatory Technical Criteria (MT)	
Item	Mandatory Technical Criteria
<b>MT1</b>	The Bidder MUST provide as part of his/her proposal curriculum vitae (CV) of all proposed resource(s) and identify the role of each resource(s). The experience listed in the CVs <b>MUST demonstrate where and how such relevant experience was obtained</b> . Each CV should be a maximum of <b>2 pages</b> demonstrating <b>only</b> relevant experience over the last five (5) years. If a CV is more than 2 pages, it will not be considered in the evaluation beyond page 2 of the CV. Also, a resource will not be considered within the scope of the evaluation if their CV is missing. The CVs will also be used to support the Bidder's experience requested in R2 (see Point-Rated Technical Criteria)
<b>MT2</b>	The Bidder MUST provide at least two (2) examples of youth in STEM (Science, Technology, Engineering and Mathematics) programs delivered over the last five (5) years by the Bidder to youth and/or youth organizations from Kindergarten to Grade 12 with an emphasis on outreach to girls, Northern communities and Indigenous youth. The examples must demonstrate relevance and experience in addressing the work described in the Statement of Work, and provide information on the clients for whom the work was completed. The (2) examples MUST be up to a maximum of <b>5 pages</b> . These examples will also be used to support the Bidder's experience requested in R2 (see Point-Rated Technical Criteria)
<b>MT3</b>	The technical Bid must not exceed <b>15 pages</b> , excluding the CVs. Bids that exceed the page limit will not be read and evaluated beyond 15 pages, excluding the CVs.

TABLE #2 - Point-Rated Technical Criteria				
	Minimum Points Required	Maximum Total Points	Score	Comments
<b>R.1 Understanding of the SOW objectives, requirements and issues related to delivering the Junior Astronauts initiative across Canada</b>	<b>10</b>	<b>20</b>		
<b>R.2 Experience with delivery of relevant youth educational programs to organizations across Canada, specifically in Northern communities</b>	<b>10</b>	<b>20</b>		
<b>R.3 Reach to youth organizations across Canada - Territories</b>	<b>5</b>	<b>10</b>		



<b>R.4 Reach to youth organizations across Canada - Provinces</b>	<b>5</b>	<b>10</b>		
<b>R.5 Proposed Methodology and Management Plan</b>	<b>10</b>	<b>20</b>		
<b>R.6 Performance Measurement and Reporting</b>	<b>10</b>	<b>20</b>		
<b>Passing Score</b>	<b>70</b>	<b>100</b>		

Each point-rated criterion will be evaluated using a set of 5 benchmark statements (0, 1, 2, 3 and 4). Each of these statements has a corresponding relative value:
0) = 0% of maximum point rating
1) = 25% of maximum point rating
2) = 50% of maximum point rating
3) = 75% of maximum point rating
4) = 100% of maximum point rating
<b>As an example, the maximum point rating for the “Proposed Methodology and Management Plan” criterion is 20 points. If a Bid received a “3” score for this criterion in the evaluation process, the score attributed will be 75% of 20 points = 15 points (score).</b>

<b>R1. Understanding of the SOW objectives, requirements and issues related to delivering the Junior Astronauts initiative across Canada</b>
<i>The proposal must provide the Bidder’s understanding of the statement of work and the expected results. Please see Junior Astronaut initiative website: <a href="http://www.asc-csa.gc.ca/JuniorAstronauts">www.asc-csa.gc.ca/JuniorAstronauts</a></i>
<b>0)</b> The proposal generally repeats the SOW, no additional insights or understanding are demonstrated.
<b>1)</b> The proposal refers to the SOW objectives and requirements AND provides a high-level description of the importance and relevance of the subject matter.
<b>2)</b> The proposal expands on the SOW objectives and requirements AND provides a comprehensive description of the potential issues.
<b>3)</b> The proposal expands on the SOW objectives and requirements AND provides a comprehensive description of the potential issues AND situates the subject matter in the context of socio-economic impact of government investments.



- 4) The proposal expands on the SOW objectives and requirements AND provides a comprehensive description of the potential issues AND situates the subject matter in the context of socio-economic impact of government investments AND demonstrates understanding of objectives and requirements as they relate to Canada’s potential future investments in space exploration.

**R2. Experience with delivery of relevant youth educational programs to organizations across Canada, specifically in Northern communities**

*This criterion qualitatively assesses the degree to which the bid exhibits experience with youth in grades 6 to 9 (6 to secondary 3 in Quebec) and/or youth educational organizations in Canada, with regards to their requirements and associated levels of difficulty for grades 6 to 9 (6 to secondary 3 in Quebec), specifically targeting girls and Indigenous youth. This experience criterion also addresses methodology in teaching delivery and hands-on learning techniques.*

- 0) The subject matter is not addressed in the proposal.
- 1) The proposal includes references to the youth educational elements for grades 6 to 9 (6 to secondary 3 in Quebec) and delivery methods in Canada, specifically the Northern communities.
- 2) The proposal demonstrates experience of the main components of youth educational elements for grades 6 to 9 (6 to secondary 3 in Quebec) and delivery methods in Canada, specifically the Northern communities AND demonstrates an understanding of particular needs and challenges associated with the project.
- 3) The proposal demonstrates significant experience of youth educational elements for grades 6 to 9 (6 to secondary 3 in Quebec) and delivery methods in Canada, specifically the Northern communities AND demonstrates a detailed understanding of particular needs and challenges associated with the project AND demonstrates knowledge of current and emerging technologies in the education field.
- 4) The proposal demonstrates extensive experience of youth educational elements for grades 6 to 9 (6 to secondary 3 in Quebec) and delivery methods in Canada, specifically the Northern communities AND demonstrates a detailed understanding of particular needs and challenges associated with the project AND demonstrates knowledge of relevant current and emerging technologies in the education field AND demonstrates experience of the issues and challenges associated with the relevant teaching delivery methods and hands-on learning techniques.

**R3. Reach to youth organizations across Canada – Territories**

*This criterion quantitatively assesses the degree to which the Bidder has experience with an established network of youth educational organizations in every territory of Canada.*

- 0) The proposal does not demonstrate experience with delivering educational material to any territory.
- 1) The proposal demonstrates limited experience with delivering educational material to 1 territory.
- 2) The proposal clearly demonstrates experience with delivering educational material to 1 territory.
- 3) The proposal clearly demonstrates experience with delivering educational material to 2 territories.
- 4) The proposal clearly demonstrates experience with delivering educational material to 3 territories.



#### R4. Reach to youth organizations across Canada – Provinces

*This criterion quantitatively assesses the degree to which the Bidder has experience with an established network of youth educational organizations in every province of Canada.*

- 0) The proposal does not demonstrate experience with delivering educational material to any province.
- 1) The proposal clearly demonstrates experience with delivering educational material to, at most, 5 provinces.
- 2) The proposal clearly demonstrates experience with delivering educational material to, at most, 7 provinces.
- 3) The proposal clearly demonstrates experience with delivering educational material to, at most, 9 provinces.
- 4) The proposal clearly demonstrates experience with delivering educational material to all 10 provinces.

#### R5. Proposed Methodology and Management Plan

*This criterion assesses the proposed approach and the degree to which the Bidder is capable of achieving the objectives of the SOW through a management plan. The criterion also assesses how the work will be carried out and by whom in order to ensure that the planned educational applications and activities related to science & technology, food & nutrition, and teamwork & communications will be delivered on time and within the budget.*

- 0) The approach to carry out the work and deliver the applications and activities is not addressed.
- 1) The approach is briefly described AND a basic management plan is included.
- 2) The approach is *well* described AND a detailed management plan is included that reflects the proposed approach and outlines the level of effort for the various tasks.
- 3) The approach is *well* described, including the relevant issues and challenges AND a detailed management plan is included that reflects the proposed approach, *well* describes the level of effort for the various tasks, and clearly outlines the personnel allocated to those tasks AND includes a schedule of the work that is linked to the tasks.
- 4) The approach is *extensively* described in terms of proposed methodology and strategies *addressing all the relevant* issues and challenges through contingencies AND a detailed management plan is included that reflects the proposed approach, *extensively* describes the level of effort for the various tasks and clearly describes the personnel allocated to those tasks AND includes a schedule of work that is linked to the well elaborated project tasks.

#### R6 Performance Measurement and Reporting

*This criterion assesses the degree to which the Bidder exhibits an understanding of the nature and extent of methodologies used for measuring the performance of delivering youth educational programs in a Canadian context.*

Specifically the CSA is measuring the following relevant metrics for the Junior Astronauts initiative:

- Number of youth reached through space-STEM activities
- Number of organizations that participated in space-STEM activities
- Percentage of youth that participated in one or more space-STEM activities who have a greater desire to study in STEM field



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<b>0)</b> Knowledge of performance measurement methodology and reporting is not demonstrated in the proposal.
<b>1)</b> Knowledge of performance measurement methodology is demonstrated at a high level, but no details are provided within the proposal.
<b>2)</b> A performance measurement methodology is described AND the proposal references best practices for measuring the success of delivering youth educational programs.
<b>3)</b> A performance measurement methodology is described in detail AND the proposal references best practices for measuring the success of delivering youth educational programs AND demonstrates knowledge of socio-economic impact as it relates to girls and Indigenous youth in STEM.
<b>4)</b> A performance measurement methodology is described in detail AND the proposal demonstrates, through past experience, the best practices for measuring the success of delivering youth educational programs AND demonstrates extensive knowledge of socio-economic impact as it relates to girls and Indigenous youth in STEM.



## 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. 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 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): \_\_\_\_\_

#### 1.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 1.3 Federal Contractors Program for Employment Equity

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_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

#### 1.4 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.



### 1.4.1 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.

### 1.4.2 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.

### 1.4.3 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.

#### 1.4.4 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.

#### 1.5 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.

#### 1.6 Integrity Provisions – List of Names

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

#### 1.7 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be



performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **1.8 Education and Experience**

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

### **1.9 Certification**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **CERTIFICATION SIGNATURE**

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

- 1.1. Procurement Business Number
- 1.2. Certifications Precedent to Contract Award and Additional Information
- 1.3. Federal Contractors Program for Employment Equity
- 1.4. Former Public Servant Certification
- 1.5. Ineligibility and Suspension Policy
- 1.6. Integrity Provisions – List of Names
- 1.7. Status and Availability of Resources
- 1.8. Education and Experience
- 1.9. Certification

We also certify that the signature below is that of a person authorized to sign on behalf of the firm.

Signature	Date
Name (Print or type)	Title of person authorized to sign
Phone	Email
Name of the organization	



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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Priority of Documents

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

1. the Articles of Agreement;
2. the general conditions [2035 \(2018-06-21\) Higher Complexity - Services](#);
3. Annex "B", Basis of Payment;
4. Annex "A", Statement of Work; and
5. the Contractor's proposition 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 <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> by Public Works and Government Services Canada.

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

### 3. Security Requirements

There are no security requirements applicable to the Contract.

### 4. Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "C", and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### 5. Statement of Work

The contractor shall perform the work specified in Annex "A" Statement of Work; in accordance with its proposal dated \_\_\_\_\_.

### 6. Specific persons

The Contractor must provide the services of the following person to perform the Work as stated in the contract: \_\_\_\_\_.

### 7. 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.

Performance Evaluation Form is used to record the performance. See Annex "E".



## 8. Authorities

### 6.1. Contracting Authority

The Contracting Authority for the Contract is:

Alexandre Gentile  
**Procurement and Contract Administration**  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert, QC  
Canada J3Y 8Y9  
Telephone: (450) 926-4875  
E-Mail: [alexandre.gentile@canada.ca](mailto:alexandre.gentile@canada.ca)

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

### 6.2. Project Authority

Name: *To be inserted at contract award.*  
Title: Project Manager  
Department  
Canadian Space Agency  
Address: 6767, Route de l'Aéroport  
St-Hubert, Québec, J3Y 8Y9  
Telephone: (450) 926-XXX  
E-Mail: [xxx.xxxx@canada.ca](mailto:xxx.xxxx@canada.ca)

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

### 6.3. Contractor's Representative

Contact Name: *To be inserted at contract award*  
Telephone:  
E-mail address:

## 9. Basis of Payment – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$\_\_\_\_\_ -  
Applicable Taxes are extra.



## Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_.  
Applicable Taxes are extra.
2. 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% committed, or
  - b. four 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.
3. 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.

## 10. Terms of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :

- i. 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;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

## 11. Reimbursement of Travel and Living Expenses

The contractor will be reimbursed for authorized travel and living expenses reasonably and properly incurred in the performance of the Work, with no allowance for profit and/or administrative, upon presentation of supporting documentation except for meals, mileage and incidentals which will be reimbursed without receipts in accordance with the allowances specified in Appendices B, C and D.

- a) The Treasury Board Travel Directive, Appendices B, C and D <http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng&merge=2>, and
- b) The “Special Travel Authorities” Directive, Section 7 for “Persons on contract” [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/sta-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/sta-eng.asp) :

The department will reimburse Contractors up to full-fare economy class only, upon presentation of an electronic ticket receipt indicating the class and price of the ticket.

**All travel must have the prior authorization of the technical authority.**

## 12. Invoicing Instructions

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

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

Each invoice must be supported by:



- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

Invoices must be distributed as follows:

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

CANADIAN SPACE AGENCY  
**9F015 – FINANCIAL SERVICES**  
6767 Route de l'Aéroport  
Saint-Hubert (Québec) J3Y 8Y9  
CANADA

**OR BY E-MAIL :** [asc.facturation-invoicing.csa@canada.ca](mailto:asc.facturation-invoicing.csa@canada.ca)

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

### 13. 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 Québec.

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

### 14. Certifications Compliance

The continuous compliance with the certifications provided by the Contractor and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor 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.

### 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 - 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.



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## 17. Office of the Procurement Ombudsman clause

### 17.1. Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the [OPO website](http://www.opo-boa.gc.ca).

### 17.2. Contract Clauses - Dispute Resolution

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

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

### 17.3. Contract clause – Contract Administration

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

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



## ANNEX A STATEMENT OF WORK (SOW)

### Objectives

The Canadian Space Agency (CSA) is seeking a consultant to review, distribute and deliver select material and activities to Canadian educational and youth-serving institutions related to the Junior Astronauts initiative announced in February 2019 by the Prime Minister of Canada, Justin Trudeau. The objective of the overall initiative is to engage 80,000 youth across Canada through the Junior Astronauts initiative in the 2019-2020 school year.

The CSA has space content and expertise that can contribute to inspiring youth into Science, Technology, Engineering and Mathematics (STEM) studies and careers. Through this contract, the CSA is looking for a consultant with an established network of Canadian educational and youth-serving institutions as well as a specific outreach to girls and Indigenous youth to distribute and deliver the material to maximize youth participation in the Junior Astronauts initiative and maximize awareness of STEM's attractiveness.

The Junior Astronauts initiative will reach young Canadians right across the country and help raise awareness about exciting opportunities available through a career in space and STEM, through a diverse array of content, including web applications and space-related activities.

The Junior Astronauts initiative has three main components:

1. Webpages with fun space activities targeting K-12 youth, their parents, and educators.
2. Structured content for youth in grades 6 to 9 (6 to secondary 3 in Quebec) to be run in Canadian educational and youth-serving institutions during the 2019-2020 school year. The activities are linked to what it takes to be an astronaut, with a focus on scientific understanding, physical fitness and nutrition, and teamwork and communication. Astronaut or space expert visits will be awarded randomly to participating groups. Please refer to the following website for more information: [www.asc-csa.gc.ca/JuniorAstronauts](http://www.asc-csa.gc.ca/JuniorAstronauts)
3. Junior Astronauts Recruitment Campaign for youth in grades 6 to 9 (6 to secondary 3 in Quebec). Participants from across Canada will be invited to the CSA's headquarters in Saint-Hubert, Quebec, to meet some of our experts and train like an astronaut.

The mandate of the consultant is related to the second component of the initiative and includes the review, distribution and delivery of the structured content via the consultant's youth education network throughout Canada, and in particular in rural regions and Northern communities.

### Background

The Canadian Space Policy Framework identifies *Inspiring Canadians* as a core principle of our Nation's space program. In particular, the Canadian government is committed to inspiring youth to participate in STEM, as this will be the engine that drives tomorrow's progress.

Our youth need to be empowered to establish and pursue their goals and understand that opportunities in space exploration and STEM are open to all. That is why the CSA continues to partner with organizations across the country to reach thousands of kids each year to spread the message that STEM matters and build national pride in the achievements of our astronauts and Canadian technologies while branding Canada globally as a nation of innovators.

The Government of Canada's report, "Building a Nation of Innovators" states:

- 1) The Innovation and Skills Plan embraces Canada's diversity and fosters the participation of traditionally underrepresented groups, such as women and Indigenous people, in the innovation economy.





2) Canadians must possess the right skills and the flexibility to meet the demands of the workplace in the face of changing business models. To grow and scale up, firms must be able to fill skills gaps. They need better access to global talent and the ability to recruit from a broader pool of Canadians with strong science, technology, engineering and mathematics (STEM), business, creative, and digital skills. All Canadians, particularly youth, women, and Indigenous people, must have more opportunities to develop key skills and upskill. They must also be connected to high-speed Internet to participate in the digital world.

Additionally, the report states: Indigenous people have historically faced many barriers to success, including a lack of opportunity to access skills programs focused on their unique circumstances. Among young adults aged 20–24, 9 out of 10 non-Indigenous people have at least a high school diploma, as do 8 of 10 Métis and 7 of 10 First Nation living off-reserve. In contrast, only 4 out of 10 First Nation young adults living on-reserve graduate from high school (Anderson and Richards, 2016). Indigenous Services Canada (ISC), Employment and Social Development Canada (ESDC), and Innovation Science and Economic Development (ISED) offer a number of initiatives that seek to narrow the skills divide and close the employment and earnings gap between Indigenous people and other segments of the population.

Research shows that there is a gap in enrolment and achievement in STEM in Canada by ethnic groups, specifically in Northern communities and among Indigenous peoples. In fields like physics, mathematics, computing and engineering—all fields of vital importance to the space industry—women and girls also remain underrepresented.

Recent reports have also detailed the need for Canada to support youth in STEM. The Innovation and Skills Plan (2017) mentioned that, “Canada needs more people in Science, Technology, Engineering and Math (STEM). That’s because the number of jobs in the economy that require those disciplines will continue to grow...”<sup>1</sup> One common critique of traditional STEM teaching is that it is uninspiring and too reliant on the reproduction of facts (textbook learning). This perspective underpins recommendations to educators related to experiential learning, as does the perceived need to get better at developing competencies such as critical thinking and problem solving. Consequently, many studies conclude that STEM education should include more learning by doing, particularly in the younger years, and that there should be more opportunities to apply science to real-world problems<sup>2</sup>.

Given the need to continue to inspire students to go into and stay in STEM, the evidence base for experiential learning in STEM as the best way to attract students, and space’s power to inspire hard work and excellence, the CSA launched the Junior Astronauts initiative. The campaign will include activities and challenges in three key areas related to space for youth in Grades 6, 7, 8, and 9 (6 to secondary 3 in Quebec). The three key areas are Science & Technology, Fitness & Nutrition, and Teamwork & Communication. The participation in all three streams and related challenges will lead up to a **random selection** of two junior astronauts from each Canadian province and territory by a committee of astronauts and experts. The selected youth will have the opportunity to come to the Junior Astronaut Camp at the CSA in summer 2020, with an accompanying parent or guardian.

A renewed focus and vision will help ensure that the wonders of space can continue to inspire curiosity, spark passion and launch imagination in generations of Canadians to come. The activities planned here will ultimately help bring high-value jobs to Canada, foster innovation in one of the most R&D-intensive sectors of the Canadian economy, and help build the workforce of tomorrow.

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<sup>1</sup> Innovation for a Better Canada: What We Heard. [https://www.ic.gc.ca/eic/site/062.nsf/vwapj/Innovation-for-a-better-Canada.pdf/\\$file/Innovation-for-a-better-Canada.pdf](https://www.ic.gc.ca/eic/site/062.nsf/vwapj/Innovation-for-a-better-Canada.pdf/$file/Innovation-for-a-better-Canada.pdf), p.10

<sup>2</sup> Osborne, J. and Dillon, J. (2008). *Science Education in Europe: Critical Reflections*. London: Nuffield Foundation, p. 19.



## Scope/ Timing

The initial work will be to review and provide feedback on the existing CSA applications and activities, for the following three streams:

- Science and Technology
- Fitness and Nutrition
- Teamwork and Communication

The consultant will also recommend specific tailoring of the content to maximize awareness, uptake and participation by girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec) (see Task 3 below).

The subsequent and principal focus period in the contract will be to distribute and deliver the developed material to as many targeted educational and youth-serving institutions as possible in the 2019-20 school year (i.e. September 2019 to February 2020), with a focus on girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec) (see Task 4 below). If there is additional awareness and participation required from locations that are “hard-to-reach digitally,” a delta phase, outside the focus period (i.e. March - June 2020), will be invoked to increase campaign’s reach and participation (see Task 5 below).

Throughout the focus period (i.e. September 2019 – February 2020), the consultant will provide support to youth in locations that are “hard-to-reach digitally” in order to aid them in registering and applying for the Junior Astronauts Recruitment Campaign for a chance to attend Junior Astronauts Camp (see Task 6 below).

## Tasks

The consultant is to provide a proposal including detailed work plan and budget for delivering the following Scope of Work to the CSA:

### 1. **Kick-off Meeting**

The Consultant will conduct a kick-off meeting at CSA with the project team members for the purpose of introducing the team members and confirming the scope, deliverables, relevant documents, and work plans/schedule of the entire project.

Deliverables: The consultant will be responsible for issuing the agenda, minutes and action log for the kick-off meeting.

### 2. **Weekly Progress Meetings**

Throughout the duration of the project, the Consultant will co-ordinate to meet with the CSA team once every week via videoconference/teleconference calls, to discuss progress and provide written summaries of the progress and challenges.

Deliverables: The consultant will be responsible for issuing the agenda, minutes and action log for each meeting, as well as the written summaries of the progress (in PowerPoint form).

### 3. **Feedback on CSA Original Content**

The Consultant will conduct a review of content provided by the CSA and provide feedback and recommendations in terms of:

- content and delivery methods relevant to the target audience (activities to be run by group leaders of Canadian youth in grades 6 to 9 (6 to secondary 3 in Quebec) in all provinces and territories),
- approaches towards student engagement focusing on girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec).



**Deliverables:** A deliverable, in the form agreed to by the CSA Project Authority (e.g., report or summary comparison table), will be provided by the consultant with the analysis of the CSA Original Content and its relation to the relevance to the target audience.

#### **4. Distribution / Delivery of Material (focus period)**

The Consultant will use the information gathered from the completed analysis in the previous tasks to undertake the effective distribution and delivery of material to educational and youth-serving organizations in every province and territory across Canada. An emphasis will be placed on maximizing awareness, uptake, and participation in Junior Astronauts activities and recruitment campaign by Canadian youth in grades 6 to 9 (6 to secondary 3 in Quebec) with a focus on girls and Indigenous youth. This phase will need to be completed in the first half of the 2019-20 school year (September 2019 to February 2020) to match the contest deadlines of the Junior Astronauts initiative.

**Deliverables:** Material related to the three streams (science & technology, fitness & nutrition, and teamwork & communication) will be distributed and delivered to targeted educational and youth-serving institutions across Canada, maximizing awareness, uptake and participation by girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec). A comprehensive performance report on qualitative and quantitative (e.g., statistics) measures of the distribution and delivery of material will be delivered to the CSA. Indicators will be discussed and confirmed at the Kick-Off meeting and aim to measure the number of Youth engaged in activities as well as their level of interest in STEM following their participation in the activity.

Indicators include the number of youth reached, including a breakdown by grade and, where possible, details on number of girls and Indigenous youth reached; number of organizations that participated in activities, including a breakdown by type of organization (elementary/high schools and other organizations) and by province/territory; and percentage of youth who participated in one or more space-STEM activities who have a greater desire to study in STEM fields.

#### **5. Distribution / Delivery of Material (outside focus period)**

The Consultant will continue to distribute and deliver material as described above at the direction of the CSA.

**Deliverables:** A report, in the form agreed to by the CSA Project Authority, on qualitative and quantitative (e.g., statistics) measures related to the distribution and delivery of material will be delivered to the CSA.

#### **6. Support with the Junior Astronaut Recruitment for camp in summer 2020**

The Consultant will support the CSA through provision of support to youth from locations that are “hard-to-reach” digitally by helping them register and apply for the Junior Astronauts Camp challenge, with a focus on maximizing awareness, uptake and participation of girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec).

**Deliverables:** A report, in the form agreed to by the CSA Project Authority, on qualitative and quantitative (e.g., statistics) results related to the opportunity provided to the targeted youth to register and participate in the Junior Astronauts Camp will be delivered to the CSA.

### **Deliverables and Milestones**

<b>#</b>	<b>Deliverable</b>	<b>Description</b>	<b>Anticipated Milestone Deadline</b>
1	<b>Kick-off Meeting</b>	Co-ordinate and participate in the Kick-off meeting. Confirm the project scope, deliverables, relevant documents, and work plans /schedule. Identify key milestones and potential pitfalls. Identify the Project Authority and main CSA contacts in order to support the timely delivery of required milestones.	July 2019



2	<b>Weekly Meeting Minutes</b>	Co-ordinate and participate in weekly meetings. An email with weekly meeting minutes, including attendees, topics of discussion, PowerPoint slides, action items and decisions will be provided by the contractor to the CSA Project Authority after each weekly meeting.	Weekly
3	<b>Feedback on existing CSA original content, including applications and activities</b>	Provide a report, in the form agreed to by the CSA Project Authority, with a review of the existing CSA content (i.e., applications and activities), with recommendations to tailor the delivery of the material to girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec).	August 2019
4	<b>Distribute and deliver the material related to the three streams (focus period)</b>	As agreed to, after deliverable 3, distribute and deliver the activities and applications to educational and youth-serving institutions in every province and territory across Canada, with a focus on girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec). A comprehensive performance report on agreed-upon qualitative and quantitative (e.g., statistics) measures of the distribution and delivery of material will be delivered to the CSA.	September 2019 – February 2020
5	<b>Distribution of material related to the three streams (outside focus period)</b>	Continue to distribute and deliver the activities and applications to educational and youth-serving institutions in every province and territory across Canada, with a focus on girls and Indigenous youth in grades 6 to 9 (6 to secondary 3 in Quebec). Based on the results of deliverable 4 and at the direction of the CSA, distribute and deliver additional material following the focus period and until the end of the 2019/2020 school year.	March 2020 to June 2020
6	<b>Support Junior Astronauts Recruitment Campaign to attend the Junior Astronauts Camp</b>	Provide support to youth in locations that are “hard-to-reach digitally” in order to aid them in registering and applying for the Junior Astronauts Recruitment Campaign for a chance to attend Junior Astronauts Camp.	September 2019 – February, 2020



## ANNEX B

### PRICING Basis of payment

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

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

	Firm hourly rates A	Bank of hours B	Total (in \$ CAD) C A x B = C
<b>Lead consultant</b>	<b>per hour</b>	<b>hours</b>	<b>\$</b>

Limitation of expenditure	\$
Applicable taxes	\$
Total	\$

#### Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

#### **Direct Deposit**

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>



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## ANNEX C

### Non-Disclosure Agreement

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Canadian Space Agency and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ANNEX D**  
**INTEGRITY FORM**  
**To be included with certifications (Section III: Certifications)**

<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>
<b>Adresse de l'entreprise/Company's address</b>
<b>NEA de l'entreprise/Company's PBN number</b>
<b>Numéro de la transaction/ Transaction number</b>

<b>Membres du conseil d'administration (Utilisez le format - Prénom Nom)</b> <b>Board of Directors (Use format - first name last name)</b> <b>Ou mettre la liste en pièce-jointe/Or put the list as an attachment</b>	
<b>1. Membre / Director</b>	
<b>2. Membre / Director</b>	
<b>3. Membre / Director</b>	
<b>4. Membre / Director</b>	
<b>5. Membre / Director</b>	
<b>6. Membre / Director</b>	
<b>7. Membre / Director</b>	
<b>8. Membre / Director</b>	
<b>9. Membre / Director</b>	
<b>10. Membre / Director</b>	
<b>Autres Membres/ Other members:</b>	
<b>Commentaires / Comments:</b>	

## ANNEX E

### PERFORMANCE EVALUATION REPORT

PERFORMANCE EVALUATION REPORT	
<b>Upon fulfillment of a contract, this questionnaire must be completed by the responsible project authority/ technical authority for all service contracts (excluding temporary help service contracts), construction contracts and engineering consulting contracts with CSA and sent to the contract agent responsible.</b>	
Name of contractor:	Contract completion date:
Name of project authority/technical authority:	Branch:
Contract no.:	Project name:

Supplier																					
<b>Rating scale:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">10 à 9 = Excellent</td> <td style="width: 33%; text-align: center; padding: 5px;">6 à 5 = Satisfactory</td> <td style="width: 33%; text-align: center; padding: 5px;">2 à 1 = Unsatisfactory</td> </tr> <tr> <td style="text-align: center; padding: 5px;">8 à 7 = Very Good</td> <td style="text-align: center; padding: 5px;">4 à 3 = Poor</td> <td></td> </tr> </table>	10 à 9 = Excellent	6 à 5 = Satisfactory	2 à 1 = Unsatisfactory	8 à 7 = Very Good	4 à 3 = Poor															
10 à 9 = Excellent	6 à 5 = Satisfactory	2 à 1 = Unsatisfactory																			
8 à 7 = Very Good	4 à 3 = Poor																				
1) Did the supplier provide consultants with the education, accreditation and experience indicated in the contract?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
2) Please rate the overall quality of the services provided by this supplier.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
3) Please rate the responsiveness of the supplier with regard to information requests or problems that may have arisen in the course of the contract, and the supplier's ability to meet deadlines.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
4) Was the work performed in accordance with the requirements specified in the statement of work?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					
5) Please rate the quality of communication between the department and the supplier.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">10</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td colspan="10" style="padding: 5px;">Comments:</td> </tr> </table>	10	9	8	7	6	5	4	3	2	1	Comments:									
10	9	8	7	6	5	4	3	2	1												
Comments:																					





6) Were all administrative documents received in accordance with the requirements of the contract?  Administrative documents can include but are not limited to: <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Progress reports</li> <li>• Reports on use or business volume</li> <li>• Meeting agendas and minutes</li> <li>• Documentation and quality of work</li> </ul>	10	9	8	7	6	5	4	3	2	1
	Comments:									
<b>Total /60</b>	Excellent: 54 et 60					Poor: 18 à 29				
	Very Good: 42 à 53					Unsatisfactory: 18 or less				
	Satisfactory: 30 à 41									
<b>Signatures Bloc - Evaluation Excellent, Very good or Satisfactory</b>										

Project Authority/Technical Authority: \_\_\_\_\_

Contract Agent: \_\_\_\_\_

**Signatures Bloc - Evaluation Poor or Unsatisfactory**

Technical Expert \_\_\_\_\_

Supply Manager: \_\_\_\_\_



## ANNEX F EPOST 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:

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

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