



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Concept studies using data from UAS	
Solicitation No. - N° de l'invitation 9F013-160225/A	Date 2016-09-06
Client Reference No. - N° de référence du client 9F013-16-0225	
GETS Reference No. - N° de référence de SEAG PW-\$MTB-690-14024	
File No. - N° de dossier MTB-6-39147 (690)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-12	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Esther	Buyer Id - Id de l'acheteur mtb690
Telephone No. - N° de téléphone (514) 496-3889 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: AGENCE SPATIALE CANADIENNE 6767 RTE DE L AEROPORT 9F013-Satellite operations, I&A ST HUBERT Québec J3Y8Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
1	Concept studies using data from UA S	9F013	9F013	1	Chaque	\$	XXXXXXXXXXXX	

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus annexes and attachments, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract

The following Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Proposal Preparation Instructions
- Annex D Point Rated Criteria and Benchmark Statements
- Appendix A-1 Details on Documentation, Reporting, Communication Products and Other Deliverables
- Appendix A-2 Contractor Disclosure of intellectual Property
- Appendix C-1 Documentation Page

1.2 Summary

Project title

Concept Studies using data from Unmanned Aerial Systems (UAS) for Improved Earth Observation (EO) Applications

Description

Public Works and Government Services Canada (PWGSC) on behalf of Canadian Space Agency (CSA) located in St-Hubert, (Quebec), plans to award several contracts through the Canadian Space Agency's (CSA's) Earth Observation (EO) Applications Development Program (EOADP) to: 1) highlight the added value of using UAS technology for civilian applications that currently use EO satellite data. 2) Assess the potential viability of and provide a proof-of-concept for the proposed application. 3) Develop a cost/benefit analysis of using UAS technology for the proposed application and 4) Include a demonstration phase, the basic components of the EO solution will be integrated into a prototype application.

Period of Contract

The contract will be issued for a period of twelve (12) months.

Actual Available Budget

Annex A (Statement of Work) includes a description of the work required. The Maximum amount of funding available for each contract will not exceed \$100,000.00, all applicable taxes extra. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Intellectual Property

The Intellectual property will vest with the contractor.

Security Requirements

There are no security requirements associated with this requirement.

Integrity provisions for procurement

As per the Integrity Provisions under section 01 of *Standard Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21, 5.16 and 8.70.2 of the *Supply Manual* for additional information on the Integrity Provisions.

Former Public Servant

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants. Please also refer to Part 5 – Certifications.

Trade agreements

This requirement is not subject to the trade agreements.

Canadian Content

The requirement is limited to Canadian goods and/or services.

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Federal Contractors Program for Employment Equity

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Part 7 - Resulting Contract Clauses.

1.3 Debriefings

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

1.4 Communications

As a courtesy and in order to coordinate any public announcements pertaining to any resulting Contract, the Government of Canada requests that successful Bidders notify the Contracting Authority, five (5) days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 240 days

2.1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

2.2 Submission of Bids

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

Public Works and Government Services Canada

Quebec Region

Place Bonaventure, South-East Portal

800 de La Gauchetière Street West

7th Floor, Suite 7300

Montreal, Quebec, Canada

H5A 1L6

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

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

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.

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.

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Maximum Funding

The maximum available funding, applicable taxes extra, as appropriate, for the contract for the purposes of this bid solicitation is indicated under the heading Actual Available Budget in Part 1- Section 1.2-Summary. Bids valued in excess of this amount will be considered non-responsive, pursuant to Part 4-Evaluation Procedures and Basis of Selection, Section 4.1.2-Financial Evaluation. This disclosure does not commit Canada to pay the maximum funding available.

2.8 Number of contracts awarded

To encourage the greatest possible number of bidders to submit bids, PWGSC may limit to one (1) the number of contracts awarded to a bidder. However, bidders may submit more than one bid provided that each of their bids is distinct and different from one another in terms of the elements proposed. In such a case, the highest ranked responsible bid would be considered for the contract award.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical and Managerial Bid, Executive Summary (in separate stand-alone documents) **one (1) paper copy and two (2) electronic copies on CD or USB**
Section II: Financial Bid **one (1) paper copy and one (1) electronic copy on CD or USB**
Section III: Certifications **one (1) paper copy**

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

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

For the electronic copies of Section I (Technical and Managerial Bid and Executive Summary), all of the information must be contained in one file. The only acceptable formats are: MS Word, PDF and HTML;

For the electronic copy of Section II (Financial Bid), all of the information must be contained in one file. The only acceptable formats are: MS Word, PDF and HTML;

The electronic copy of Section II must be submitted on a separate CD or USB than the electronic copy submitted for Section I;

Prices must appear in Section II (Financial Bid) only. No prices must be indicated in any other section of the bid;

The total number of pages for Section I should not exceed 35 pages (8.5 X 11 inches) 216 mm X 279 mm) paper excluding bid appendices;

The bid should use a numbering system that corresponds to the bid solicitation; In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achatsprocurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

The bid should use a numbering system that corresponds to the bid solicitation;

The bidder should ensure that the cover page in their bid (Section I, II and III) includes the following table duly filled out:

Company Name	Company address
Project Title	Title of the Request for Proposal:
Unmanned Aerial Systems for Improved Earth Observation Applications	Concept Studies using data from
Project summary (7 lines)	

Section I: Technical and Managerial Bid

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

Part 4: *Evaluation Procedures and Basis of Selection* contains additional instructions that bidders should consider when preparing their technical and managerial bid.

The structure and content requested for the Technical and Managerial Bid (Section I) are detailed in Annex C: Proposal Preparation Instructions.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the basis of payment Annex B, included in the Request for Proposal. The total amount of Applicable Taxes must be shown separately.

Prices must be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

3.1.2 Price Breakdown

Bidders are requested to detail the following elements for the performance of each task, milestone or phase of the Work, as applicable:

(a) Labour: For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.

(b) Equipment: Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.

(c) Materials and Supplies: Identify each category of materials and supplies required to complete the Work and provide the pricing basis.

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(d) Travel and Living Expenses: Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the National Joint Council (NJC) Directive. With respect to the National Joint Council (NJC) Travel Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Project Authority. All payments are subject to government audit.

(e) Subcontracts: Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.

(f) Other Direct Charges: Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.

(g) Applicable Taxes: Identify any Applicable Taxes separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and managerial evaluation criteria;

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

4.1.1 Technical and Management Evaluation

4.1.1.1 Point Rated Technical and Management Criteria

The Point Rated Technical and Management Criteria are described at Annex D: Point Rated Technical Criteria and Benchmark Statements. **Criteria not addressed will be given a score of zero.**

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criterion

Bids must meet the mandatory financial criterion. Bidder must respect the maximum funding available under the heading Actual Available Budget in Part 1, Section 1.2-Summary (Applicable Taxes extra, as appropriate).

Bids that fail to meet this mandatory financial criterion will be declared non-responsive. Bids valued in excess of this amount will be considered non-responsive.

This disclosure does not commit Canada to pay the maximum funding available.

4.1.2.2 Evaluation of Price

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

4.2 Basis of Selection – Highest Rated Within Budget

- 1) To be declared responsive, each bid must:
 - (a) meet the mandatory financial criterion;
 - (b) comply with all the requirements of the bid solicitation; and
 - (c) obtain the minimum overall score of sixty (60) points in the evaluation of rated technical criteria. The rating scale contains one hundred (100) points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive;
3. Responsive bids received will be classified in order of decreasing overall score. Responsive bid obtaining the greatest number of points and submitted by **various** bidders will then be recommended for a contract award, provided that the assessed total price does not exceed the maximum budget available for this requirement.
4. If a sufficient number of bids from **various** bidders obtain the minimum pass score (60/100) for the maximum budget available for this requirement, PWGSC may award additional contracts to bidders who submitted more than one responsive bid. Bids obtaining the highest number of points, in descending order, will be recommended for a second contract award, provided that the assessed total price does not exceed the maximum budget available for this requirement. A bidder cannot be awarded a second

contract if all of the responsive bidders have not received a contract. Additionally, a bidder cannot be awarded a third contract if all of the responsive bidders have not received two (2) contracts, and so forth.

5. The overall score will be obtained by calculating the total of the scores for the «Technical and Management» set of criteria.
6. If more than one responsive bid has the same overall score, the bid with highest score for rated Criterion no#2 «Methodology» will be recommended for a contract award.
7. If more than one responsive bid has the same overall score and the same score for rated Criterion no#2 «Methodology», the responsive bid with the highest number of points for rated Criterion no#5 «Added Value of using UAS Technology for a Given Application» will be recommended for a contract award.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 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 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 comply with the request of the Contracting Authority may meet the requirement within that time period will render the bid non-responsive.

5.1.1 Integrity Provision-Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration the procurement process

5.1.2 Federal Contractors Program for Employment Equity-Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the federal Contractor Program (FCP) for employment equity «FCP Limited Eligibility to Bid» list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC)-Labour's website.

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

5.1.3 Additional Certifications Precedent to Contract Award

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

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.

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.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

5.1.3.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

5.1.3.2.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

5.1.3.3 Status and Availability of Resources

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

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

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5.1.3.4 Education and Experience

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

PART 6 - FINANCIAL AND OTHER REQUIREMENTS

6.1 Financial Capability

SACC Manual clause A9033T (2012-07-16), Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical and Managerial Bid entitled _____, dated _____ (*will be inserted at contract award*).

7.2 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-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2040 (2016-04-04), General Conditions - Research & Development, apply to and form part of the Contract

7.2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:
4002 (2010-08-16), Software Development or Modification Services
4003 (2010-08-16), Licensed Software

7.3 Period of the Contract (*will be inserted at contract award*)

7.4 Authorities

7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Esther Paquin
Contract Specialist
Public Works and Government Services Canada
Quebec Region
7th Floor
Place Bonaventure, South-East Portal
800 de La Gauchetière Street West
Suite 7300
Montreal, Quebec, H5A 1L6
Telephone: 514-496-3889
Facsimile: 514-496-3822
E-mail address: esther.paquin@tpsgc-pwgsc.gc.ca

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

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7.4.2 Technical Authority *(will be inserted at contract award)*

The Technical Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical 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.

7.4.3 Project Authority *(will be inserted at contract award)*

The Project Authority for the Contract is:

Name:
Title:
Organization:
Address:
Telephone:
Facsimile:
E-mail address:

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.

7.4.4 Contractor's Representative *(will be inserted at contract award)*

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

7.5 Proactive Disclosure of Contracts with Former Public Servants

SACC Manual Clause A3025C (2013-03-21)

7.6 Payment**7.6.1 Basis of Payment (Milestone Payment)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the Contract for a cost of \$ _____ *(the amount will be inserted at contract award)*. Customs duties are included and Applicable taxes are extra, if applicable.

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

7.6.2 Method of Payment

7.6.2.1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex B- Basis of Payment and the payment provisions of the Contract if:

(a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;

(c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.6.2.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is detailed in Annex B, Annex B-1.

7.7 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.8 Invoicing Instructions - Progress Claim - Firm Price

7.8.1 Progress Claim - Firm Price

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/appacq/forms/documents/1111.pdf>).

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the description and value of the milestone claimed as detailed in the Contract.

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback

is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify **one (1) original and two (2) copies** of the claim on form PWGSC-TPSGC 1111, forward:

a) the **original and one (1) copy** to the Canadian Space Agency at the address shown on page 1 of the Contract under "Invoices" (Financial Services Section) for appropriate certification by the Project Authority identified herein after inspection and acceptance of the Work takes place;

and,

b) **one (1) copy of the original** progress claim to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

4. The CSA's Financial Services Section will then forward the original and one (1) copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

5. The Contractor must not submit claims until all work identified in the claim is completed and has been approved by CSA.

7.9 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if 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.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services and 4003(2010-08-16), Licensed Software;
- (c) the general conditions 2040 (2016-04-04) General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B- Basis of Payment and
- (f) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" **or** ", as amended on _____" and insert date(s) of clarification(s) or amendment(s))

7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

7.13 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

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ANNEX "A"

STATEMENT OF WORK

The Statement of Work ((Annex A) appended to the bid solicitation package, forms part of this document. **(See appended document).**

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ANNEX B

**BASIS OF PAYMENT
SCHEDULE OF MILESTONES**

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

Milestone No.	Description of Deliverable	Firm Amount	Delivery Date
1	Specify		
2	Specify		
3	Specify		
Etc			

Total Firm Price \$ _____ (All Taxes applicable extra)

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ANNEX C

PROPOSAL PREPARATION INSTRUCTIONS
(see appended document)

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ANNEX D

POINT RATED CRITERIA AND BENCHMARK STATEMENTS
(see appended document)

ANNEX A

STATEMENT OF WORK

1. INTRODUCTION

Unmanned Aerial Systems (UAS) are increasingly being used in a wide variety of application domains. They can fill the measurement gap between field measurements and satellite imagery, can permit frequent surveys and provide a cost effective means of acquiring data. UAS' ability to be rapidly deployed and to capture dynamic images in challenging environments can prove to be very advantageous. Exploiting UAS data has the potential of increasing the robustness of applications and providing more comprehensive Earth Observation (EO) solutions to end-users.

The Canadian Space Agency (CSA), through its Earth Observation Applications Development Program (EOADP), intends to award contracts to successful bidders to conduct Concept Studies that explore the complementary use of satellite EO imagery and data collected by UAS, for operational civilian applications, including security and law enforcement activities.

This Statement of Work (SOW) includes background information, a list of objectives for the Concept Studies and the Scope of the work.

2. BACKGROUND

The incredible potential of civilian drones is currently being explored for a multitude of applications such as: monitoring transportation or energy infrastructure (pipelines, dams, power grids, offshore platforms), inspecting major construction sites, measuring mineral stockpiles, precision farming, situational awareness and search & rescue. There is a pressing need for R&D in application domains such as these and for developing automatic image processing techniques, along the value chain from data acquisition to its analysis.

Table A-1 gives a summary of a wide range of UAS applications, along with a qualitative comment about the potential compatibility of the applications with RADARSAT imagery. The table is intended to be representative of the application categories for possible consideration under this RFP and is not necessarily exhaustive. There may be a number of other appropriate applications that the Bidders may consider that are not listed and that may be proposed.

3. OBJECTIVES

The CSA seeks proposals for Concept Studies that address the following:

- To highlight the added value of using UAS technology for civilian applications that currently use EO satellite data. It is an important objective of this RFP that the proposed concepts incorporate CSA-supported mission data into the plan (RADARSAT and/ or Sentinel);
- To assess the potential viability of and provide a proof-of-concept for the proposed application. Components of the application will be tested and validated independently (e.g. pre-application baseline performance, mechanisms, and limitations);
- Develop a cost/ benefit analysis of using UAS technology for the proposed application;
- Include a demonstration phase, the basic components of the EO solution will be integrated into a prototype application. The study will verify that the components will work together and that technical integration issues are identified and are fully described.

4. SCOPE

The Scope of the Concept Studies is to develop a concept for incorporating the use of UAS data into a civilian EO application that uses satellite data.

The Bidders should be mindful of the following considerations:

- The concept for the proposed solution may be related to a method, system, product and/or service that incorporates the use of UAS data;
- In addition to developing the concept, the study will include detailed recommendations on the next steps required for an operational implementation of the developed concept;
- At this stage, the work should involve the development of the concept and not the actual application. However, to demonstrate the utility of the application concept, an example of the expected outcome (e.g. sample product output, or expected system architecture or model functionality) will be included in the demonstration phase of the Concept Study.

For this RFP, the EO Solution that will be developed must use data from at least one of the following CSA-supported missions: RADARSAT and/or Sentinel.

The outcomes of the concept studies could be used to contribute to CSA's planning for future RFPs.

5. DELIVERABLES AND MEETINGS

The section describes the main contract deliverables and meetings. Additional details are given in Appendix A-1.

5.1 Deliverables

The primary deliverables in this contract will be the mid-term report describing work done in the first half of the project and the final report that will include details as described below. Other deliverables are related to meetings and telecom discussions.

Final Report

This report is the main deliverable for the contract. It must include details related to the following items:

- A full description of the concept, supported by appropriate literature references and a summary as to how the integration of UAS data in conjunction with satellite data advances the EO application;
- A flowchart of the concept that includes the major steps and technologies involved in the development of the EO application, including the demo phase;
- Detailed summaries for each of the steps in the developed concept;
- An analysis and assessment of the application concept's feasibility and its potential effectiveness. This will include detailed recommendations on the next steps required for an operational implementation of the concept;
- A cost/ benefit analysis of using UAS technology for a specific application.

Other Deliverables and Meetings

- Executive Summary (public domain);
- Outputs from the project (e.g. EO products, system architecture, model);
- Communication products;
- Monthly reports summarizing the activities and progress for the previous month;
- Meeting and telecom summaries that include the discussion highlights and action items;
- If applicable: software; government furnished equipment and data.

Meetings will occur at the following milestones:

- A kickoff meeting or telecom will be held at the start of the contract;
- A midterm meeting/telecom will be held to review progress and the remaining contract plan;
- A final meeting/telecom will be held to review the final report and its outcomes.

TABLE A-1 : UAS CIVILIAN APPLICATIONS

Category	Sample Applications	Potential RADARSAT Compatibility
Agriculture	<ul style="list-style-type: none"> • Crop and rangeland monitoring (type, acreage, health) • Soil moisture, irrigation and erosion monitoring • Crop damage and drought assessments • Spraying, infestation and pest management • Precision agriculture (crop planting, fertilizing) 	<ul style="list-style-type: none"> • Moderate • Very High • Very High • Moderate • Low
Aquaculture, Fisheries and Oceans	<ul style="list-style-type: none"> • Aquaculture site location and farm monitoring • Fisheries vessel monitoring • Habitat, spawning and migration monitoring • Currents and oceanographic feature monitoring 	<ul style="list-style-type: none"> • Moderate • Very High • Low • Low
Climate	<ul style="list-style-type: none"> • Weather monitoring • Severe storm tracking • Local weather event impacts 	<ul style="list-style-type: none"> • Moderate • Moderate • High
Environment	<ul style="list-style-type: none"> • Pollution monitoring (air, water and land) • Environmental impact assessments • Oil spill tracking • Reclamation monitoring • Habitat and protected region monitoring • Waste dump site monitoring • Ice and iceberg mapping 	<ul style="list-style-type: none"> • Low • Moderate • Very High • Very High • Moderate • Very High • Very High
Emergency and Disaster	<ul style="list-style-type: none"> • Disaster site mapping and monitoring • Sensitive area monitoring • Impact and damage assessments • Search and rescue • Forest fire, flood and earthquake monitoring 	<ul style="list-style-type: none"> • Very High • High • Very High • Moderate • Very High
Security and Law Enforcement	<ul style="list-style-type: none"> • Illegal activities monitoring • Coastal and border patrol • Traffic and vehicle motion monitoring • Regulatory compliance monitoring 	<ul style="list-style-type: none"> • High • Very High • Low • Moderate
Infrastructure	<ul style="list-style-type: none"> • Monitoring of pipelines, highways, railways, canals, levees, dams, hydro and power lines, bridges and tunnels, refineries, nuclear plants, factories and public places, etc. 	<ul style="list-style-type: none"> • Very High
Mapping and Surveys	<ul style="list-style-type: none"> • Landuse, property surveys and terrain mapping 	<ul style="list-style-type: none"> • High
Natural Resources	<ul style="list-style-type: none"> • Forestry monitoring (tree types and volumes, clear cutting and reforestry activities, mills and pulp and paper plants) • Oil and gas monitoring (fracking, oil sands, drill sites, reclamation, refineries and processing plants, transportation, storage, waste sites and tailings ponds) • Minerals monitoring (open pit mines, subsurface mining, seismic surveys, processing plants and tailings dump sites, mineral stockpile volumes). 	<ul style="list-style-type: none"> • High to Very High • High to Very High • High to Very High

APPENDIX A-1

DETAILS ON DOCUMENTATION, REPORTING, COMMUNICATION PRODUCTS AND OTHER DELIVERABLES

This section lists the contract deliverables and describes their respective content and format. All documents must be typed and all diagrams must be clearly drawn and labeled. The Contractor must submit an electronic copy of each of the deliverable documents.

Each electronic file must be named as follows:

- For Final Report:

Company name – Contract number

- Monthly Reports:

“Month/Year covered - Company name – Contract number”

These documents will not be placed in the public domain, except for the Executive Summary as described below. The Contractor is to indicate the following proprietary notices:

- On the cover:

© Contractor, 201X

RESTRICTION ON USE, PUBLICATION OR DISCLOSURE OF PROPRIETARY INFORMATION

This document is a deliverable under contract no._____. This document contains information proprietary to *Contractor*, or to a third party to which *Contractor* may have legal obligation to protect such information from unauthorized disclosure, use or duplication. Any disclosure, use or duplication of this document or any of the information contained herein for other than the specific purpose for which it was disclosed is expressly prohibited except as Canada may otherwise determine. When the Intellectual Property (IP) is disclosed for government purposes, Canada will take every effort to protect information that is proprietary.

- And, on all internal pages/slides:

Use, duplication or disclosure of this document or any of the information contained herein is subject to the Proprietary Notice at the front of this document.

Monthly Report

On a monthly basis, the Contractor must provide monthly reports. It is requested that an electronic copy of this report be sent to the Project Authority (PA) and the Technical Authority (TA) as soon as it is available (acceptable electronic formats are: MS Word, PDF). Each report must discuss the progress of the work and must include, but not be limited to, the following information:

- Statement indicating whether or not the project is on schedule. If not, provide an explanation for any delays and a recovery plan. The report must include an updated schedule showing progress of work and modifications, if any;

- Brief summary of the technical progress of the work;
- Summary of the proposed work for the following month;
- Summary of problems anticipated or encountered (e.g. data acquisition, risks, etc.), their impact on the project and the subsequent solutions proposed or effected;
- Description of major items developed or purchased during the reporting period, along with a description and status of the new Intellectual Property (IP) (including invention disclosures);
- Identification and any new Background Intellectual Property (BIP) expected to be used on the project;
- Description of major items to be purchased or leased during the next reporting period, including any software packages.

A monthly report is not required in the month for which a mid-term report is submitted.

Mid-term Report

This report will describe work done in the first half of the project. Its content is similar to that of the monthly report, but more detailed.

Final Deliverables

At least two (2) weeks prior to the due date, the Contractor must submit to the TA and PA the draft Final Deliverables. The TA and PA will review the deliverables and may request changes, as appropriate. Following the Final Review Meeting, the Contractor will submit the final version. These deliverables must consist of stand-alone documents and will encompass all work performed throughout the contract.

The Final Deliverables must consist of the following separate elements (one (1) electronic copy):

1. Executive Summary (public domain);
2. Final Report (including Cost benefit Analysis);
3. Contractor Disclosure of Intellectual Property & Disclosure Certification (Appendix A-2);
5. Communication Products;
6. Project Summary Form for CSA Database.

If applicable, the following items should be part of the Final Deliverables:

7. Software (including user manual and source code of FIP);
8. Government furnished equipment and data.

Executive Summary

The Executive Summary will be placed in the public domain (e.g., CSA's library, publication and/or website, to promote the transfer and diffusion of space technologies). The summary will be a separate electronic document suitable for public dissemination and should not exceed ten (10) pages. Plain language is required and acronyms must be spelled out. Any confidential information concerning potential spin-off and commercialization, or any information that would constitute a public disclosure of the FIP must be placed in the Final Report, not in the Executive Summary.

A recommended structure for the Executive Summary is as follows:

1. Project/Identification Page (Appendix C-1);
2. Project description and objectives;
3. If applicable, identification of partners involved in the project;
4. EO data and any other data used;
5. Results:
 - 5.1 Description of what was developed during the course of the project;
 - 5.2 Added value of the developed EO Solution;
6. Benefits to potential user organizations;
7. Sample products illustrating the project (i.e. contextual images, EO-based products);
8. Statement on ownership of Intellectual Property;
9. Publications/References, if any.

The CSA and the Contractor, or others designated by them, have the right to unrestricted reproduction and distribution of the Executive Summary. The document must include the following:

© Contractor, 201X

Communication Products

Important: The Contractor must obtain the authorization of the CSA representative before releasing any products intended to publicize contract award information, and during the course of the contract, the project's objectives or results.

Sample products illustrating the project (i.e. contextual images, EO-based products), will be provided by the contractor as follows:

- Prototype image of a value added product (300 DPI or higher, original format: i.e. PhotoShop, Illustrator, Corel, Quark, etc.);
- Context images, images related to the project ex. Landscape (300 DPI or higher, in TIFF or JPEG format).

APPENDIX A-2

CONTRACTOR DISCLOSURE OF INTELLECTUAL PROPERTY

1. Contractor Legal Name:
2. Project Title supported by the Contract:
3. CSA Project Authority for the Contract:
4. Contract #:
5. Date of the disclosure:
6. Will there be Contractor's Background Intellectual Property brought to the project:
 - Yes_ Complete Table 1 attached (Disclosure of Background Intellectual Property)
 - No

<u>Definitions</u>
<u>Intellectual Property (IP)</u> : means any information or knowledge of an industrial, scientific, technical, commercial artistic or otherwise creative nature relating to the work recorded in any form or medium; this includes patents, copyright, industrial design, integrated circuit topography, patterns, samples, know-how, prototypes, reports, plans, drawings, Software, etc.
<u>Background Intellectual Property (BIP)</u> : IP that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party.
<u>Foreground Intellectual Property (FIP)</u> : IP that is first conceived, developed, produced or reduced to practice as part of the Work under the Contract.

Instructions to the Contractor

Identification

- The Contractor must respond to the 6 questions at the top of this page when Foreground Intellectual Property (FIP) is created under the Contract with the CSA.

BIP

- If the Contractor intends to use Background Intellectual Property (BIP) to develop the FIP, the Contractor must complete Table 1 (Disclosure of BIP brought to the project by the Contractor) and forward it to the CSA Project Authority before the beginning of the Contract if any.
- At the end of the Contract, the Contractor must review and update the BIP disclosure (Table 1) when applicable before closing of the Contract.

FIP

- At the end of the Contract, the Contractor must complete Table 2 (Disclosure of the FIP developed under the Contract).

- If Canada is the owner of the FIP and identifies some FIP elements that would benefit from being patented by Canada, the Contractor must also complete Table 3 (Canada's Owned FIP Additional Information).
- The Contractor must sign below and deliver the completed Contractor Disclosure of Intellectual Property to the CSA Project Authority of the Contract for his/her approval before closing the Contract.

General Instructions for BIP and FIP tables

- Tables must be structured according to the CSA IP form provided.
- Each IP element must have a unique ID # in order to easily link the elements of the different tables.
- Titles of IP elements must be descriptive enough for project stakeholders to get a general idea of the nature of the IP.
- Numbers and complete titles of reference documents must be included.

Instructions to the Project Authority

- The CSA Project Authority is responsible to review and approve Table 1 (Disclosure of BIP brought to the project by the Contractor) upon receipt.
- He/she also has to approve the Contractor Disclosure of Intellectual Property before closing the Contract.
- He/she will then forward the Disclosure to the Intellectual Property Management and Technology Transfer (IPMTT) office: PITT-IPTT@asc-csa.gc.ca
- He/she can consult with the IPMTT office when needed.

<i>For the Contractor</i>	
<hr/> <i>Signature</i>	<hr/> <i>Date</i>

Table 1. Disclosure of Background Intellectual Property (BIP) brought to the project by the Contractor

1 BIP ID#	2 Project Element	3 Title of the BIP	4 Type of IP	5 Type of access to BIP required to use/improve the FIP	6 Description of the BIP	7 Reference documentation	8 Origin of the BIP	9 Owner of the BIP
Provide ID # specific to each BIP element brought to the project e.g. BIP-CON-99 where CON is the contract acronym	Describe the system or sub system in which BIP is integrated (e.g. camera, control unit, etc)	Use a title that is descriptive of the BIP element integrated to the work	Is the BIP in the form of an invention, trade secret, copyright, design, patent?	Describe how the BIP will be available for Canada to use the FIP (e.g. BIP information will be incorporated in deliverable documents, software code, etc)	Describe briefly the nature of the BIP (e.g. mechanical design, algorithm, software, method, etc)	Provide the number and fill title of the reference documents where the BIP is fully described. The reference document must be available to Canada. Provide patent# for Canada if BIP is patented.	Describe circumstances of the creation of the BIP. Was it developed from internal research or through a contract with Canada? If so, provide contract number.	Name the organization that owns the BIP. Provide the name of the subcontractor if not owned by the prime contractor.

Table 2. Disclosure of the Foreground Intellectual Property (FIP) developed under the Contract

1 FIP ID #	2 Project Element	3 Title of FIP	4 Type of FIP	5 Description of the FIP	6 Reference documentation	7 BIP used to generate the FIP	8 Owner of the FIP	9 Patentability
Enter an ID # specific to each FIP element e.g. FIP-CON-99 where CON is the contract acronym	Describe the system or sub-system for which the FIP element was developed (e.g. a camera, ground control, etc)	Use a title that is descriptive of the FIP element.	Specify the form of the FIP e.g. invention, trade secret, copyright, industrial design, patent	Specify the nature of the FIP e.g. software, design, algorithm, etc?	Provide the full title and number of the reference document where the FIP is fully described. The reference document must be available to Canada	BIP referenced in table 1 e.g. BIP-CON-2, 15	Specify which organization owns the FIP e.g. Contractor, Canada* or Subcontractor. Provide the name of the subcontractor if not owned by the prime contractor. *If Canada is the owner of the FIP, complete Table 3 below Provide reference to contract clauses that support FIP ownership. Provide reference to WPDs under which the technical work has been performed.	In the case where the IP is owned by Canada, indicate with an "X", any IP elements described is patentable and complete Table 3 only for this IP.

Table 3. Canada's Owned FIP Additional Information

1 FIP ID #	2 Title of FIP	3 Aspects of FIP that are novel, useful and non obvious	4 Limitations or drawback of the FIP	5 References in literature or patents pertaining to the FIP	6 Has the FIP been prototyped, tested or demonstrated? (e.g. analytically, simulation, hardware)? Provide results	7 Inventor(s)	8 Was the FIP disclosed to other parties?
	Title of FIP should be same as corresponding FIP element in Table2	How is the FIP addressing a problem (useful) and what is thought to be novel in this solution (novel)?	Describe the limitations of present apparatus, product or process	Provide references in published literature or patents relating to the problem or subject if any.	Describe briefly how the process, product or apparatus performed during testing or simulation. Provide reference document # where the performance is compiled if applicable.	Provide name and coordinates of the person(s) who created the FIP	Has any publication or disclosure of the FIP or any of its elements been made to third parties? If so, provide when, where and to whom.

ANNEX C

PROPOSAL PREPARATION INSTRUCTIONS

1. INTRODUCTION

The proposal should be concise, but sufficiently detailed to address each of the required topics that are being evaluated. This Annex describes the specific instructions for preparation of the Bidders' proposals.

2. ELIGIBLE PROJECTS

This RFP seeks proposals for Concept Studies that explore the complementary use of satellite EO data and data collected by UAS, for operational civilian applications, including security and law enforcement activities. The Concept Studies may involve concepts regarding methods, systems, products and/or services related to a given application.

3. PARTNERS

Although it is not a requirement, the Bidder may propose partnering with: federal, provincial, regional, local government or non-government entities. However, no portion of the contract funds, provided under this RFP, will be expended on these organizations. Their participation could be to evaluate and ensure product or service utility for the particular application, or to give access to other complementary data, as well as to provide additional information and recommendations related to the application. Bidders may propose to partner with other Canadian providers whose work would be eligible for funding.

4. SECTION 1 : TECHNICAL BID

Section I must address **only one project** and must be contained within **a single document/file**. The information should be organized in the following order:

1. Title/Project Identification Page (Appendix C-1);
2. Executive Summary;
3. Table of Contents;
4. Technical Sections; and
5. Appendices.

4.1 Title/Project Identification Page

This page must clearly state:

- a) The Bidder's name and address;
- b) Contact Person (communication coordinates);
- c) The title of the project (the use of acronyms in the title is discouraged, unless they are described);
- d) The RFP Title: **Concept Studies using data from Unmanned Aerial Systems for Improved Earth Observation Applications;**
- e) A short extract from Executive Summary of the bid (not to exceed seven lines).

4.2 Executive Summary

The Executive Summary of Section I must be a stand-alone electronic document suitable for public dissemination, on, for example, the CSA web site, if the bid is successful. It should not exceed two (2) pages in length (8.5" x 11") and should highlight the following elements:

- a) Project objectives addressed in the proposal;
- b) Project partners and any user organizations that will be involved (if applicable);
- c) A brief description of the application concept;
- d) The expected results.

4.3 Table of Contents

The table of contents should be formatted such that its headings are linked to their respective location in the bid for ease of reference when using the bid's electronic version.

4.4 Technical Sections

The following section describes the details required for the proposal material in relation to each of the evaluation criteria. In addition to carefully following the instructions in this section, the Bidders are urged to also read the evaluation descriptions and benchmark definitions in Annex D of this RFP to become familiar with the details against which the proposals will be evaluated, and to ensure that these details are fully addressed in the Technical Bid.

4.4.1 Understanding the Technologies and their Use (Evaluation Criterion 1)

This section should start with an overview of the proposed concept and must demonstrate the project team's knowledge and understanding of both the relevant technologies and their use for a proposed application concept. In particular, **the team must display a thorough understanding of both the UAS and any other technologies that form part of the solution, including the use of EO imagery.** Furthermore, it will be important for the team to demonstrate a strong understanding of the application for which the concept will be used.

4.4.2 Methodology (Evaluation Criterion 2)

This section should include the methodology for the development (and demonstration with an example of the expected outcome) of the proposed application concept. The Bidder should also list any data that may be required for the concept demonstration.

Data Plan

A small amount of RADARSAT-2 imagery may be made available free of charge for concept demonstrations, where applicable. However, other types of EO imagery, including UAS data, may also be proposed, but the cost for any of these additional image types must be included in the Bidder's financial proposal. If data is to be used in the project, the Bidder must provide a summary of the required data by type and amount.

4.4.3 Team's Technical and Management Experience (Evaluation Criterion 3)

This section must include the following technical and management experience summaries:

- Identification of the technical team members with a brief summary of their individual capabilities and experience, emphasizing activities related to the proposed project. This must be supported by their resumes in an appendix.
- Identification of the management team members with a brief description of their individual capabilities and experience in managing studies of a similar nature. This must be supported by their resumes in an appendix.
- An overview of the company, including subcontractors, with its capabilities, products and services, including the following elements:
 - The nature and structure of the Bidder's organization;

- The level of Canadian ownership;
 - The location, size and general description of the facility;
 - The number and composition of staff;
 - The principal product or services and field of endeavour;
 - The annual business volume and general nature of the Bidder's client base;
 - The location(s) where the work for the proposed project will be performed.
- A summary of experience in conducting and managing studies of a related nature. A maximum of three (3) relevant project summaries may be presented. The Bidder is asked to use a Previous Project Summary Form as shown in Table C-1 to provide basic information for each of the relevant projects.

TABLE C-1		
PREVIOUS PROJECT SUMMARY FORM		
Project Title:		
Client Organization:	Point of Contact (POC):	POC Phone Number:
Contract Value:	Start Date:	End Date:
Project Personnel and Roles:		
Project Description (including relevance to this RFP):		

4.4.4 Management Plan (Evaluation Criterion 4)

This section must include details related to the following topics:

- Identification of all of the team members with their roles and responsibilities. This must include all partners and subcontractors that will be involved in the study;
- A project organization chart of the overall project showing the relationships between all of the study participants;
- A detailed Work Breakdown Structure with key tasks and milestones;
- Individual Work Package summaries;
- A Responsibility Assignment Matrix (RAM) that shows the level of effort for each team member that has been assigned to each work package;
- A Data Plan (if relevant);
- A summary of the major milestones and deliverables;
- A schedule in the form of a Gantt chart;
- A description of project control approach;
- Separate summaries of potential technical and managerial risks and mitigation strategies.

4.4.5 Added Value of using UAS Technology for a Given Application (Evaluation Criterion 5)

Since this is a concept study, it can be assumed at this time that the proposed concept will be successful. As such, the expected results must be described in as much detail as possible, itemizing each major element of the concept and indicating its expected outcome. In addition, the anticipated specific benefits to the given EO application should be described in detail, indicating how the concept would be an improvement

to the application, along with the added value that the concept would potentially bring to specific user organizations.

4.5 Appendices

The following items must be addressed in individual appendices as part of Section I of the proposal:

- a) List of Acronyms: All the acronyms used in Section I of the proposal must be explained;
- b) Resumes: The proposal should include resumes of all the team members;
- c) Relevant Brochures and Technical Papers Published by Team Members: Include only literature that is relevant and that would be useful to support the proposal;
- d) List of Contacts: The list of contacts shall be in a format suitable for distribution and shall include all of the Bidder's points-of-contact involved in the proposal development and/or during the contract, including the details as identified below in Table C-2;
- e) Any other appendix deemed appropriate by the Bidder.

TABLE C-2 LIST OF CONTACTS				
Role	Name	Telephone	Email	Fax
Project Manager				
Contract Authority				
Claims Officer				

4.6 Useful links

<http://www.tc.gc.ca/eng/civilaviation/drone-safety.html>

http://www.nrc-cnrc.gc.ca/eng/solutions/collaborative/civil_unmanned_aircraft.html

APPENDIX C-1

DOCUMENTATION PAGE
Canadian Space Agency
Report Date:
Title:
Author(s):
Performing Organization Name and Address:
Contract # and Title:
Canadian Space Agency 6767 Route de l'Aéroport Longueuil, Québec, Canada J3Y 8Y9 Tel: (450) 926-4800 Fax: (450) 926-4613 Technical Authority: Project Authority:
Abstract (7 lines max):
Key Words:
Supplementary Notes:
Distribution/Availability:

ANNEX D

POINT RATED TECHNICAL CRITERIA AND BENCHMARK STATEMENTS

1. INTRODUCTION

The Canadian Space Agency (CSA) will appoint a Committee to evaluate the proposals received following this Request for Proposals (RFP).

It is essential that the elements contained in the proposals be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidders' disadvantage. The EOADP will select proposals as determined by the selection criteria contained in this solicitation document.

The proposal information for the five (5) Criteria will be evaluated using the following scoring method:

The proposal scoring for each evaluation criterion will be determined using a range of scoring (from 1 to 8 points, 8 being the highest rating):

- 1 or 2 points (Level A)
- 3 or 4 points (Level B)
- 5 or 6 points (Level C)
- 7 or 8 points (Level D).

2. POINT RATED EVALUATION CRITERIA

The proposal will be evaluated and scored in accordance with Table D-1 below: Evaluation Criteria and Associated Ratings.

To be responsive, the Bidder must at least achieve the total minimum score of 60/100.

As an example, the maximum point rating, including the weighting factor, for the Methodology criterion is 8 points. If a proposal receives "6" for this criterion in the evaluation process, the final score attributed to the criterion will be:

$$6 * 2.5 \text{ (Weighting factor)} = 15.0 \text{ points (score)}$$

Point rated evaluation criteria that are not addressed in the proposal will be given a score of zero.

TABLE D-1 EVALUATION CRITERIA AND ASSOCIATED RATINGS								
Criteria	Overall maximum points for corresponding criterion (a*b)	Maximum points for evaluation (a)	Weighting factors (b)	Minimum points (pass mark)	Benchmark definition corresponding to point rating (1 to 8 points)			
					Level A	Level B	Level C	Level D
1. Understanding the Technologies and their Uses	20	8	2.5	N/A	1 or 2	3 or 4	5 or 6	7 or 8
2. Methodology	20	8	2.5	N/A	1 or 2	3 or 4	5 or 6	7 or 8
3. Team Technical and Management Experience	15	8	1.875	N/A	1 or 2	3 or 4	5 or 6	7 or 8
4. Management Plan	20	8	2.5	N/A	1 or 2	3 or 4	5 or 6	7 or 8
5. Added Value of using UAS Technology for a Given Application	25	8	3.125	N/A	1 or 2	3 or 4	5 or 6	7 or 8
Total Points	100							
Pass Mark				60				

3. TECHNICAL CRITERIA BENCHMARK STATEMENTS

As guidelines, a series of four (4) evaluation benchmark definitions (A, B, C or D) will be used by the Evaluation Committee. Table D-1 above shows the points available for each benchmark definition.

CRITERIA

Criterion 1: Understanding the Technologies and their Uses

This criterion assesses the degree to which the proposal demonstrates an understanding of the technologies and their uses for the proposed application concept.

- A) The proposal demonstrates a very limited level of understanding of both the technologies and their uses.
- B) The proposal demonstrates a general understanding of the technologies and their uses.
- C) The proposal shows a good understanding of both the technologies and their uses.
- D) The proposal contains a thorough description and understanding of both the technologies and their uses.

Criterion 2: Methodology

This criterion evaluates the effectiveness of the methodology for the development (and demonstration with an example of the expected outcome) of the proposed application concept. The methodology:

- A) Is poorly described and its effectiveness in developing an application concept is not substantiated.
- B) Is described. However, there are gaps in the methodology and its effectiveness in developing an application concept is only partially substantiated.
- C) Is well described. However, its effectiveness in developing an application concept is not fully substantiated.
- D) Is clearly described and its effectiveness in developing an application concept is thoroughly substantiated.

Criterion 3: Team's Technical and Management Experience

This criterion assesses the combined technical and management experience, as well as the capabilities of the proposed team members.

- A) The proposal demonstrates little or no experience by the team members in conducting and managing projects of this nature. Few, if any, relevant project descriptions have been included in the proposal. The background material such as resumes may be missing.
- B) The proposal describes team members with some experience in conducting and managing projects of this nature. The proposal includes brief descriptions of some related projects, although the overall experience is limited.
- C) The proposal demonstrates team members with high levels of experience in conducting and managing projects of a similar nature. The proposal includes project summaries.
- D) The proposal shows team members with extensive experience in conducting and managing projects directly related to the technologies and applications for this solicitation. The proposal includes relevant project summaries and related material.

Criterion 4: Management Plan

This criterion evaluates the Management Plan for its completeness and also assesses its effectiveness in directing the project to a successful completion. The following items should be covered: Project Organizational Chart, Responsibility Assignment Matrix (RAM), including Levels of Effort, Milestones, Deliverables and Schedule, and a Managerial and Technical Risk Analysis.

The proposal:

- A) Does not provide an adequate Management Plan and contains minimal explanations and details.
- B) Provides a marginal Management Plan with some explanations and details.
- C) Provides a credible Management Plan with the major items addressed, but demonstration of its ability to effectively deliver on the project is somewhat limited.
- D) Provides a coherent and comprehensive Management Plan and demonstrates its effectiveness in delivering on the project.

Criterion 5: Added Value of using UAS Technology for a Given Application

This criterion assesses the summary of expected results from the eventual implementation of the proposed application concept and the potential benefits to the application and user organizations, assuming that the concept will be successful.

- A) Very few expected results and benefits to the application and user organizations have been described in the proposal. The descriptions that have been included are too general in nature.
- B) The proposal includes brief descriptions of the expected results and benefits to the application and user organizations.
- C) The proposal contains a good description of the expected results and includes a few benefits to the application and user organizations.
- D) The proposal describes a full set of expected results and includes a link to a series of well-defined benefits to the application and user organizations.