

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

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 vWORLD CAPABILITY DEV. SUPPORT	
Solicitation No. - N° de l'invitation W7707-135643/B	Date 2013-01-02
Client Reference No. - N° de référence du client W7707-13-5643	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-210-8872	
File No. - N° de dossier HAL-2-69276 (210)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-18	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Thorpe, Susan	Buyer Id - Id de l'acheteur hal210
Telephone No. - N° de téléphone (902) 496-5191 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DRDC ATLANTIC 9 GROVE STREET DARTMOUTH NOVA SCOTIA B3A 3C5 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
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Delivery Required - Livraison exigée SEE HEREIN	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

THIS CANCELS AND SUPERSEDES SOLICITATION A WHICH CLOSED ON DECEMBER 20, 2012.

Title: vWorld Capability Development Support for DRDC, Dartmouth, Nova Scotia

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Solicitation No. - N° de l'invitation

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial and Other 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 Annexes include the Statement of Work and Basis of Payment

2. Summary

vWorlds using distributed synthetic environments with human representation as avatars are increasingly being used for collaborative work. In particular DRDC is interested in the use of specific vWorlds to enable Department of National Defence/Canadian Forces (DND/CF) to conduct the development and review of spatial systems such as naval compartment layouts and team processes.

The objective of this contract is to provide support to a two year agility project to develop a capability to use vWorlds at DRDC Atlantic (Halifax, NS) and DRDC Toronto and to demonstrate the application of vWorld technologies to naval projects.

The support is required to cover:

- a. The provision of training on the OpenSimulator(OpenSIM) vWorld technology
- b. Conduct of studies of the interoperability of OpenSIM with other DND/CF simulation technology
- c. Development of accreditation documentation for deployment of the technology on DND/CF networks.
- d. Development of vWorld content.

Completion date of this project is February 28, 2014.

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

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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. Basis for Canada's Ownership of Intellectual Property

DRDC has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: 6.4.2 .

6. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

Technical Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section I: Management Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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

1.1 Technical Evaluation

Bidders shall include a "Cross Reference" index in their Technical/Management proposal that identifies the paragraphs and page numbers associated with each of the following criteria.

1.1.1 Point Rated Criteria

Technical and management proposals will be evaluated and scored in accordance with the evaluation criteria given below. It is suggested that bidders address these criteria in sufficient detail in their proposal to ensure that the evaluation team may adequately assess capabilities to perform this work.

TECHNICAL PROPOSAL 60 POINTS MAXIMUM / 42 POINTS MINIMUM

- (a) Demonstrated understanding of scope and objectives 10 points
- (b) Proposed work approach and methodology:
 - 1. Fit of proposed training plan/curricula to DRDC requirements; 10 points
 - 2. Conduct of literature survey; 10 points
 - 3. Conduct of software compatibility investigation; 10 points
 - 4. Support to OpenSimulator deployment on an accredited network. 10 points
- (c) Adequacy of level of effort (including: number of hours assigned to each task and sub-task; number of hours assigned to each person working the contract); work plan; schedule; and deliverables. 10 points

MANAGEMENT PROPOSAL 40 POINTS MAXIMUM / 28 POINTS MINIMUM

(a) Proposed management of the project and the demonstrated qualifications and experience of the project manager, including: position within the organization, relevant experience, education, and demonstrated ability to control costs. 5 points

(b) Key personnel capability:

1. Demonstrated relevant experience; qualifications in the use, management, and construction of OpenSimulator vWorlds; 10 points
2. Ability to provide OpenSimulator training; 10 points
3. Understanding of non-vWorld simulation technologies; 5 points
4. Accreditation of networked software. 5 points

(c) Company capability including subcontractors, if applicable - demonstrated relevant experience/competence vWorlds and other simulation technologies. Company resource capability, risk of non-performance, and commitment to this field of work. 5 points

2. Basis of Selection

1. To be considered responsive, a bid must:

(a) meet all the mandatory requirements of the solicitation; and

(b) obtain the required minimum of 70 percent of the points for each of the technical and management criteria specified in the solicitation, which are subject to point rating. The total overall rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) above will be given no further consideration. The responsive bid with the highest overall points within the stated budget will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. Certifications Required with the Bid

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

2.1 Federal Contractor's Program Certification \$25,000 to \$200,00.00

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

a.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

d.() has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____ .

Further information on the FCP is available on the HRSDC Web site.

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in 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.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes () No ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

2.3 Canadian Content Certification

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

2.4 Status and Availability of Resources

Status and Availability of Resources (2010-08-16) A3005T

2.5 Education and Experience

Education and Experience (2010-08-16) A3010T

PART 6 - FINANCIAL AND OTHER REQUIREMENTS

1. Financial Capability

A9033T (2012-07-16) Financial Capability

2. Insurance Requirements

SACC Clause Insurance (2008-05-12) G1005C

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

Work shall be performed in accordance with Appendix "A" and generally in accordance with the Contractor's technical proposal 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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2040 (2012-11-19), General Conditions - Research & Development, apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

All the deliverables must be received on or before 28 February 2014.

4. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Susan Thorpe
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 902-496-5191
Facsimile: 902-496-5016
E-mail address: susan.thorpe@pwgsc-tpsgc.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.

4.2 Project Authority

The Project Authority for the Contract shall be identified in the resultant contract.

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.

4.3 Contractor's Representative

Name _____ :

Phone: _____

Fax: _____

Email: _____

5. Payment

5.1 Basis of Payment

The Contractor shall be paid its costs reasonably and properly incurred in the performance of this work in accordance with Appendix "B" attached.

5.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent committed, or
- B. four (4) months before the contract expiry date, or
- C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

5.3 Progress Payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:

a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. the amount claimed is in accordance with the basis of payment;

c.the total amount for all progress payments paid by Canada does not exceed _____ percent of the total amount to be paid under the Contract;

d.all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted."

3.Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

5.4 Time Verification

SACC Clause C0711C Time Verification (2008-05-12)

6. Invoicing Instruction

The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

all information required on form PWGSC-TPSGC 1111;

all applicable information detailed under the section entitled "Invoice Submission" of the general conditions.

Each claim must be supported by:

a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

a copy of the monthly progress report if applicable.

The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, 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 GST/HST payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The *Project* Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed .

7. Certifications

7.1 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.

7.2 Canadian Content Certification

A3060C Canadian Content Certification (2008-05-12)

8. Applicable Laws

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

9. 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) 2040 (2012-11-19) General Conditions - Research and Development
- (c) Annex "A", Statement of Work
- (d) Annex "B", Basis of Payment
- (g) the Contractor's bid dated _____

10. Defence Contract

SACC *Manual* clause A9006C (2012-07-16) Defence Contract

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfil 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.

12.. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the

Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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13. Canada to Own Intellectual Property Rights in Foreground Information

SACC Clause K3410C (2008-12-12) Canada to Own Intellectual Property Rights in Foreground Information

ANNEX "A"**STATEMENT OF WORK**

Work shall be performed in accordance with the following information:

Scope:

This contract will provide the support required to rapidly develop an internal DRDC capability with the vWorld OpenSimulator, including an understanding of its compatibility with other DND tools and infrastructure requirements. The support will include assisting DRDC to conduct a demonstration application of the technology to the Royal Canadian Navy.

Objective:

The objective of this contract is to provide support to a two year agility project which aims to develop the capability to use vWorlds at DRDC Atlantic (Halifax NS) and DRDC Toronto and to demonstrate the application of vWorld technologies to naval projects.

The support is required to cover:

- a. The provision of training on the OpenSimulator(OpenSIM) vWorld technology
- b. Conduct of studies interoperability of OpenSIM with other DND/CF simulation technology
- c. Development of accreditation documentation for deployment of the technology on DND/CF networks.
- d. Development of vWorld content.

Background

Virtual worlds (vWorlds) using distributed synthetic environments with human representation as avatars are increasingly being used for collaborative work. In particular DRDC is interested in the use of specific vWorlds (open simulator) to enable DND/CF to conduct the development and review of spatial systems such as naval compartment layouts and team processes.

The development cycle for many projects requires the iterative review of designs by subject matter experts (SME) and users. In Canada these personnel are widely distributed (e.g., Halifax, Esquimalt, Ottawa) and there is a significant cost to gathering personnel in a single location for review, testing etc. vWorlds (e.g., Second Life, OpenSimulator) can provide a venue within which widely distributed personnel can interact or collaborate from their desktop. In particular, for the review and design of compartment layouts vWorlds allow participants to actively experience a design using human avatars.

To be useful these vWorlds must be reasonably cheap to operate and be accessible from user desktops. This imposes restrictions for DND/CF applications that must be addressed. In particular, compatibility with other DND/CF tools and a presence on the Defence Wide Area Network (DWAN).

OpenSimulator has been developed as an open source product by a consortium of users. As such there is no single Original Equipment Manufacturer (OEM), and the majority of users are self taught. While DRDC has a wide experience with simulation, internal resource constraints necessitate assistance in rapidly ascending the learning curve within the project timeframe.

Requirement

DRDC requires the following tasks to be completed under the contract:

1. Provision of training on the implementation of a private OpenSimulator grid, management of a private grid, development of vWorld islands and content.
 - a. A minimum of four personnel (2 DRDC Toronto and 2 DRDC Atlantic) will be trained.
 - b. Training can take place on or off-site of DRDC facilities, but if on-site will have to be stand alone as no access to defence networks will be available.
 - c. Training will take place during March 2013.
 - d. Training will include the development of a prototype private grid with at least one initial island composed of a prototype naval operations centre, human scaled avatars and representative operations centre consoles.
 - e. Post training technical assistance with grid setup, configuration and/or content creation over period Apr 2013 - Feb 2014.
2. Conduct of a study of the compatibility of OpenSimulator with DND/CF tools (e.g., Unity, VBS2, HumanCAD, LOCATE, IPME, HLA/DIS). Study will at a minimum investigate the interoperability of simulation operation, terrain data, 3D models and model behavior. Output of this task will be a DRDC contractor report.
3. Conduct a literature search of vWorld applications (e.g., training, online meetings/collaboration, development support, and experimentation). Output of this task will be a DRDC contractor report.
4. Technical support in the development of network accreditation documentation to enable the deployment of OpenSimulator onto the Defence Wide Area Network (DWAN) and/or Canadian Forces Experimentation Network (CFXnet).
5. A summary contract report which summarizes the work conducted under the contract, especially items from work items 1e and 4 that are not captured in other deliverables.

Security:

All work is unclassified and the contractor will not have access to any classified information or controlled goods.

Time Schedule

Start: Within 10 days of Contract Award

Finish: 28 February 2014

Deliverables

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the contractor in support of this requirement and claimed for against the contract, the deliverables shall be:

1. Reports as detailed in Appendix A
2. Draft software accreditation documentation as detailed in Appendix A.
3. Training for four (4) people on OpenSimulator setup, vWorld construction, maintenance and support in March 2013.
4. A summary final contract report

Reports

A summary final contract report is required.

Individual report requirements as detailed in Appendix A will be delivered on a schedule as determined in consultation with the Project Authority.

Monthly progress reports (paper or electronic) will be delivered to the technical authority by the end of the first week of the following month.

Report Standard and Format

Reports will be to a standard acceptable to the Project Authority. Should a report not be in accordance with the requirement of the work, the Project Authority shall have the right to reject it or require its correction.

The Project Authority will provide the Contractor with a CD that contains:

1. a word template of a Contract Report,
2. a PDF file of a sample Contract Report, and
3. a PDF file of the "Requirements for DRDC Atlantic Contractor Reports".

The contractor is responsible for delivering a draft copy of the Contract Report to the Project Authority for review. This review may require the contractor to make changes as directed by the Project Authority. Also, this review will help to ensure the report is in keeping with contract requirements and that DND interests, including security, are safeguarded. The final report format shall comply with the standards set out in the DRDC Atlantic guide "Requirements for DRDC Atlantic Contractor Reports".

Financial Limitations

FY 2012-13	50,000.00	(plus tax)
FY 2013-14	50,000.00	(plus tax)

Travel and Living

It is expected that the majority of work will be done at the contractor's premises.

If possible training is to take place either at DRDC Toronto or DRDC Atlantic (Halifax, NS). Travel and living for course instructors will be in accordance to Treasury Board guidelines and to be part of the training proposal costs.

If travel and living is required, in order to meet with defence network personnel, then costs may (at the discretion of the project authority) be covered by the contract.

Contractor Personnel

All contractor personnel shall be named in the contract. All proposed changes in contractor personnel shall be addressed by the contractor to Public Works and Government Services Canada who in turn will request DRDC Atlantic's approval.

Government Furnished Equipment (GFE)

No Government Furnished Equipment is anticipated.

Control Procedures

Inspection shall be by and to the satisfaction of the Project Authority

Progress will be monitored through brief monthly written reports submitted with progress claims and regular consultations between the contractor and the Project Authority. The work shall be deemed 100% complete upon receipt and approval of the final draft report (see appendix a for list of required reports)

by the Project Authority. The contractor must allow time for editorial review of the draft report by the Project Authority and agree to make minor editorial changes to the report, to print the report, and to deliver the report, at no additional cost. Upon receipt of all bound copies of the Final Report and other deliverables, and upon receipt of a Claim for Holdback, the holdback will be released

Invoicing Address

Invoices/Progress Claims shall be mailed to:

Defence R&D Canada - Atlantic
P.O. Box 1012
Dartmouth, Nova Scotia
B2Y 3Z7

Attention: Materiel Management & Control

Approval Prior To Publication

All manuscripts for publication in scientific journals or the like, abstracts of oral presentations and any releases that describe portions of the contract work or related information shall be submitted to the Project Authority for approval of release. If the inadvertent presence of either defence classified or proprietary material is determined, the Project Authority will consult with the contractor to redraft the relevant sections to their joint satisfaction to produce an unclassified text or theme without sensitive information. Review of manuscripts and releases will be completed within two months after receipt. Review of abstracts and any other releases will proceed rapidly and approval of release will follow without delay.

ANNEX "B"**BASIS OF PAYMENT****Prices shall be submitted in the following format:**

1. Labour: For each individual and/or labour category to be employed on the project, indicate the proposed hourly rate (including overhead, excluding profit).

2. Other Direct Charges to be paid at cost without mark-up:

Equipment: Identify the items required to complete the work and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project.

Materials, Supplies, Components: Indicate general categories and the pricing basis. Indicate whether the items are likely to be used or consumed during the course of the Work.

Other Charges: Identify any other direct charges anticipated such as long distance communication and rentals and provide the estimated costs and relevance to the proposed work.

3. Subcontracts: Identify potential subcontractors and provide the same cost breakdown information detailed herein.

4. Travel and Living -

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Total Estimated Cost \$_____ exclusive of applicable taxes