

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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 Flight Test Support Services	
Solicitation No. - N° de l'invitation W2671-11E002/A	Date 2012-08-16
Client Reference No. - N° de référence du client W2671-11-E002	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-9507	
File No. - N° de dossier EDM-1-34737 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-01	Time Zone Fuseau horaire Mountain Standard Time MST
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: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AETE 4 WING COLD LAKE COLD LAKE ALBERTA T9M2C6 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
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

TITLE: TECHNICAL INVESTIGATION AND ENGINEERING SERVICES (TIES) FOR FLIGHT TEST SERVICES, AEROSPACE ENGINEERING TEST ESTABLISHMENT (AETE), 4 WING COLD LAKE

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Solicitation No. - N° de l'invitation

W2671-11E002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34737

Buyer ID - Id de l'acheteur

edm607

Client Ref. No. - N° de réf. du client

W2671-11-E002

CCC No./N° CCC - FMS No/ N° VME

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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 Security, 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, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes as identified in the Table of Contents.

2. Summary

- 2.1 Department of National Defence, Aerospace Engineering Test Establishment (AETE), 4 Wing, Cold Lake, Alberta, has a requirement for the provision of flight test support services in support of flight testing projects. The specific services to be accomplished will be addressed in Task Authorizations that will be tasked in accordance with the procedures in this Contract. The tasks shall consist of performing engineering, technical and project management support services such as, but not limited to: Test and Evaluation (T&E) Services, Project Officer, Engineering Officer, Engineering/Technical Analyses and Services, Technical Investigation Services, and Training.
- 2.2 It is intended this solicitation will result in the award of a maximum of two (2) contracts for one (1) year, plus two (2), one-year irrevocable options allowing Canada to extend the term of the contract.
- 2.3 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- 2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

2.5 This procurement is subject to the Controlled Goods Program.

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 (2012-07-11) 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: sixty (60) days

Insert: one hundred twenty (120) days

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.

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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. 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 **five (5) calendar days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on:

DATE: SEPTEMBER 17, 2012
 TIME: 09:00 a.m.
 LOCATION: AETE, Hangar 7, 4 Wing Cold Lake

Bidders must communicate with the Contracting Authority no later than **five (5) days** before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

7. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence 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:

(6.1) national security.

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 (3 hard copies and 2 soft copies of technical writing samples on CD)
 Section II: Financial Bid (2 hard copies)
 Section III: Certifications (1 hard copies)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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.

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.

Bids will address the Statement of Work, Annex "A", as well as the Sample Task Authorization in Annex "H". Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex "G", Evaluation Criteria.

Note: Due to the nature of this work, it is not possible to specify the contents or number of Task Authorizations. However, for the purposes of evaluating the bids submitted, the bidder is required to prepare and include in the bid a summary for the Sample Task Authorization as specified in Annex "H". Each Sample Task Authorization Request is to be treated as a new work package and the procedures required are as they would occur during the course of the Contract. Any specifications which cannot be met by the Bidder must be stated in the proposal.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the following:
 - 1.1.1 Part One - Annex "B", Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.
 - 1.1.2 Part Two - Annex "H", Sample Task Authorization, Basis of Payment. This will be used for evaluation purposes. The rates offered for the Sample Task Authorization must be the same as those offered for Work under the Contract in Annex "B".
- 1.2 Exchange Rate Fluctuation
C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "G".

1.2 Financial Evaluation

- 1.2.1 Financial evaluation will be based on the total Limitation of Expenditure quoted for the Sample Task Authorization which will be used as the total estimated price in the calculations described in the EVALUATION CRITERIA, Annex "G".
- 1.2.2 SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection**2. Basis of Selection - Highest Combined Rating of Technical Merit and Price**

- 2.1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 70 percent of the points of the technical evaluation criteria for each of the two (2) categories which are subject to point rating. The rating is performed on a scale of:
 - (i) 150 points overall for section A. Technical Strategy;
 - (ii) 237 points overall for section B. Education and Experience Qualifications.
- 2.2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
- 2.3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 65% for the technical merit and 35% for the price.
- 2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 65%.

- 2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%.
- 2.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid(s) with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	55,000	50,000	45,000
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

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 - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.
[<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>]

2. Certifications Precedent to Contract Award

The certifications listed below should be completed and 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 so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

- 2.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award.

If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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.

- 2.1.2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity [<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>], to the Labour Branch of HRSDC.

- 2.1.3. 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 [<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>] ;
- (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), in which case a duly signed certificate of commitment is attached;

- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

[<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>]

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.

2.2.1 Definitions

For the purposes of this clause,

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

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

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

"pension" means, 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.

2.2.2 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.

2.2.3 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.

2.2.4 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 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.

2.4 Education and Experience

2.4.1 SACC Manual clause A3010T (2010-08-16), Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

-
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- 1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 1.3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- 2. Financial Capability**
SACC Manual clause A9033T (2012-07-16), Financial Capability
- 3. Controlled Goods Requirement**
SACC Manual clause A9130T (2011-05-16), Controlled Goods Program
- 4. Joint Certification Program**
Any resulting contract involves access to unclassified technical data as defined in and governed by the Technical Data Control Regulations (SOR/86-345). Before award of a contract, a successful bidder must provide Canada with proof of certification under the U.S./Canada Joint Certification Program (JCP). For further information regarding the certification process bidders may consult the JCP website at (<http://www.logisticsinformationservice.dla.mil/jcp/>).
- 5. Insurance Requirements**
The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".
- If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

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

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

As more than one contract has been awarded for this requirement, a request to perform a task will be sent to the first ranked contractor. If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under a TA, the request to perform a task will then be forwarded to the contractor ranked second. This process will continue until the task can be performed by another contractor. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under a TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Technical Authority) and the Contracting Authority that it is available to perform additional tasks.

1.2.1 Task Authorization Process

1.2.1.1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" attached at Annex "E".

1.2.1.2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

1.2.1.3. The Contractor must provide the Technical Authority, within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

1.2.1.4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$100,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1.2.3.1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means ten (10) percent of the Maximum Contract Value.

1.2.3.2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's

maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.2.3.3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

1.2.3.4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

- (a) For each authorized task:
 - (i) the authorized task number or task revision number(s);
 - (ii) a title or a brief description of each authorized task;
 - (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
 - (iv) the total amount, GST or HST extra, expended to date against each authorized task;
 - (v) the start and completion date for each authorized task; and
 - (vi) the active status of each authorized task, as applicable.
- (b) For all authorized tasks:
 - (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
 - (ii) the total amount, GST or HST extra, expended to date against all authorized Task.

1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Aerospace Engineering Test Establishment (AETE). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

4008 (2008-12-12), Personal Information, apply to and form part of the Contract.

3. Security Requirement

Security Requirement for Canadian Supplier: PWGSC File #:W2671-11E002

- 3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must be a citizen of Canada, the United States, United Kingdom, Australia, or New Zealand and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
- 3.3. The Contractor MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 3.4. The Contractor personnel requiring access to COMSEC information/assets must be a Canadian citizen, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by foreign nationals or resident aliens must be approved by the Head IT Security Client Services at CSEC on a case-by-case basis.
- 3.5. The Contractor personnel requiring access to CLASSIFIED information and/or assets bearing the caveat "CANADIAN EYES ONLY" must be citizens of Canada and EACH hold a valid personnel security screening at the level of granted or approved by the CISD, PWGSC.
- 3.6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.7. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods [Period 1: _____ to _____; Period 2: _____ to _____] under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Telus Plaza North, 5th Floor
10025 Jasper Avenue NW
Edmonton, AB T5J 1S6

Telephone: 780-497-3593 Facsimile: 780-497-3510
E-mail address: Lorraine.Jenkinson@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.

5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

The Technical Authority named above 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.

5.3 Contractor's Representative

Name: _____

Title: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

6. Payment

6.1 Basis of Payment - Task Authorizations

6.1.1. The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract.

6.1.2. Depending on the type of Task Authorization, one of the following will apply:

- (a) For Firm Price Task Authorizations: In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (b) For a Task Authorization subject to a Limitation of Expenditure: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

6.2.1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

-
- 6.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 6.2.3 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- 6.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

6.3.1 For Firm Price Task Authorizations

6.3.1.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.3.1.2 Milestone Payments Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete invoice and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract and the Task Authorization;
 - (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
 - (iii) the invoice includes the description and value of the milestone claimed as detailed in the Task Authorization;
 - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization upon completion and delivery of all

Work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.3.1.3 Milestone Payments Not Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Task Authorization if:
- (i) an accurate and complete invoice and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract and the Task Authorization;
 - (iii) the invoice includes the description and value of the milestone claimed as detailed in the Task Authorization;
 - (iv) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.3.2 For Task Authorizations Subject to a Limitation of Expenditure

6.3.2.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.3.2.2 Progress Payments

- a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete invoice and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the basis of payment;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- c) 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.

6.4 SACC Manual Clauses

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2604C (2010-01-11), Customs Duties, Excise Taxes and GST/HST - Non-resident

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.5 Time Verification

C0710C (2007-11-30), Time and Contract Price Verification

C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

7.1 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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

7.2 Task Authorizations subject to Single Payment

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

7.3 For Task Authorizations subject to Milestone Payments

7.3.1 The Contractor must submit an invoice and each invoice must show:

- a) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- b) holdback of 10 percent, as applicable;
- c) the description and value of the milestone claimed as detailed in the Task Authorization.

7.3.2 The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the invoice 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 invoices for milestone payments.

7.4 For Task Authorizations subject to Progress Payments

7.4.1 The Contractor must submit an invoice and each invoice must show and must be supported by:

- a) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- b) a list of all expenses;
- c) a copy of time sheets to support the time claimed;

- d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- e) holdback of 10 percent, as applicable;
- f) a copy of the monthly progress report.

7.4.2 The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the invoice 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 invoices for progress payments.

8. Certifications

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

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

10. 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
 - (i) 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information,
 - (ii) 4008 (2008-12-12), Personal Information.
- (c) the general conditions 2035 (2012-07-16), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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)*).

11. Defence Contract

A9006C (2012-07-16), Defence Contract
 C2800C (2011-05-16), Priority Rating
 C2801C (2011-05-16), Priority Rating - Canadian-based Contractors

12. Controlled Goods

A9131C (2011-05-16), Controlled Goods Program
 B4060C (2011-05-16), Controlled Goods

13. Joint Certification Program

The Contractor will have access to unclassified technical data as defined in and governed by the Technical Data Contract Regulations (SOR/86-345). The Contractor must be certified under the U.S./Canada Joint Certification Program (JCP) [<http://www.logisticsinformationservice.dla.mil/jcp/>]. Canada may verify this certification during the term of the Contract. Failure by the Contractor to retain this certification for the duration of the Contract may result in Canada terminating the Contract for default pursuant to the default provision of the Contract.

14. SACC Manual Clauses

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

OR

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

A9062C (2011-05-16), Canadian Forces Site Regulations

15. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation

W2671-11E002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34737

Buyer ID - Id de l'acheteur

edm607

Client Ref. No. - N° de réf. du client

W2671-11-E002

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

FOR

**TECHNICAL INVESTIGATION AND ENGINEERING SERVICES (TIES)
FOR FLIGHT TEST SERVICES,
AEROSPACE ENGINEERING TEST ESTABLISHMENT,
4 WING COLD LAKE**

FEBRUARY 2012

1.0 SCOPE

- 1.1 Purpose. The purpose of this Statement of Work (SOW) is to detail the flight test support services required by the Aerospace Engineering Test Establishment (AETE), 4 Wing, Cold Lake, Alberta, in support of flight testing projects.
- 1.2 Background. AETE has a requirement for contracted flight test services to provide proficiency and expertise to the Canadian Forces. A requirement exists for industry to provide support for a variety of flight test services and deliverables, as and when requested.
- 1.3 Contract Execution. The specific services to be accomplished will be addressed in Task Authorizations that will be tasked in accordance with the procedures in this Contract. .

2.0 APPLICABLE DOCUMENTS

- 2.1 The services described in the SOW will be provided in accordance with the following applicable documents, which can be provided upon request:
- 2.1.1 1 Canadian Air Division Orders Vols 2 & 5;
 - 2.1.2 GPH204A;
 - 2.1.3 AETE Orders and Instructions (O&I) Manuals;
 - 2.1.4 AETE AF9000 procedures;
 - 2.1.5 C-05-005-001/AG-001, Canadian Forces Technical Airworthiness Manual (TAM);
 - 2.1.6 Engineering Drawings and Associated Lists; see Appendix A and Appendix B to this SOW;
 - 2.1.7 C-01-100-100/AG-006, Specification - Writing, Format and Production of Technical Publications;
 - 2.1.8 Applicable Military Standards / Specifications; and
 - 2.1.9 AETE Project Management Manual.

3.0 REQUIREMENTS

- 3.1 Location of Work Completion. The Contractor may be required to carry out the tasks on-site at AETE, at the Contractor's facilities, or at other deployed locations as determined by the Technical Authority.
- 3.2 Language. All Contractor personnel must be fluent (i.e. read, write and speak) in English.
- 3.3 Tasks. The tasks will consist of performing engineering, technical and project management support services in accordance with the task categories listed below on an "as and when requested" basis:
- 3.3.1 Task 1: Test and Evaluation (T&E) Services. The following activities relate to the conduct and delivery of T&E Services:

-
- 3.3.1.1. Prepare, assist in the preparation of, review, and/or provide any of the following documentation for the conduct of T&E services in accordance with AETE O&I manuals (SOW 2.1.1) and AF9000 procedures (SOW 2.1.2):
- 3.3.1.1.1. T&E estimates;
 - 3.3.1.1.2. T&E test plans;
 - 3.3.1.1.3. Risk assessments;
 - 3.3.1.1.4. Executive summaries;
 - 3.3.1.1.5. Project reports (i.e. final, letter and message formats);
 - 3.3.1.1.6. General correspondence related to T&E services (i.e. messages, letters, memoranda, etc);
 - 3.3.1.1.7. Maintain project files and records; and
 - 3.3.1.1.8. Other documentation as required;
- 3.3.1.2. Provide management and control over the planning and execution of T&E services or act as Team Lead as required;
- 3.3.1.3. Prepare and provide briefings/presentations;
- 3.3.1.4. Liaise with appropriate agencies/organizations (i.e. manufacturers, other contractors, other CF units, foreign test and development agencies, etc.) as project requirements dictate. For example, coordinating the scheduling for an upcoming test program or providing feedback to a project office on a test sortie. At no point will the Contractor be authorized to enter into contractual negotiations with outside agencies/organizations.
- 3.3.1.5. Attend, conduct and/or lead project meetings, Technical Review Boards (TRB) and Safety Review Boards (SRB) in accordance with AETE O&I manuals;
- 3.3.1.6. Execute T&E plans; and
- 3.3.1.7. Maintain contact with private and governmental agencies involved in relevant systems engineering.
- 3.3.2 Task 2: Project Officer. The following activities relate to requirements of a Project Officer:
- 3.3.2.1. Fulfill the responsibilities of project officer when so assigned;
- 3.3.2.1.1. Determine resources, both personnel and equipment, required for project;
 - 3.3.2.1.2. Liaise with necessary DND units to obtain project resources (DND personnel and DND equipment);
 - 3.3.2.1.3. Understand, obtain, and schedule test resources to maximize test efficiency and effectiveness;
 - 3.3.2.1.4. Ensure project sponsor and chain of command are informed of project timelines and issues; and
 - 3.3.2.1.5. Perform or assume other duties and responsibilities as may be assigned by the Officer-in-Charge of the project.

3.3.3 Task 3: Engineering Officer.

3.3.3.1. Fulfill the responsibilities of project engineer when so assigned;

3.3.3.1.1. Review evaluation plans and reports for projects when assigned and forward recommendations and comments to Project Officer;

3.3.3.1.2. Provide and assist in developing data acquisition methods; and

3.3.3.1.3. Perform or assume other duties and responsibilities as may be assigned by the Officer-in-Charge of Fighter Evaluation Flight

3.3.4 Task 4. Engineering/Technical Analyses and Services. The following activities relate to the conduct and delivery of engineering/technical analyses and services for Flight Test projects:

3.3.4.1. Provide engineering analyses in the form of technical notes (in accordance with SOW 2.1.1 and 2.1.2) in support of AETE Flight Test projects.

3.3.4.2. Prepare and review Canadian Forces modification leaflets in accordance with the Canadian Forces Technical Airworthiness Manual (SOW 2.1.3) and format of C-01-100-100/AG-006 (SOW 2.1.5);

3.3.4.3. Prepare and review Canadian Forces technical orders in accordance with format of C-01-100-100/AG-006 (SOW 2.1.5); and

3.3.4.4. Prepare and review Engineering Drawings and Associated Lists in accordance with Appendix A (DND format) and/or Appendix B (commercial format).

3.3.5 Task 5. Technical Investigation Services. The following activities relate to the conduct and delivery of technical investigation services for Flight Test projects:

3.3.5.1. Assume the responsibilities of technical specialist, based on individual knowledge and experience, when required to do so under the auspices of crash Boards of Investigation. A technical specialist can be any person qualified to conduct the following duties:

3.3.5.1.1. Project Pilot;

3.3.5.1.2. Flight Test Engineer;

3.3.5.1.3. Qualified Systems Evaluator;

3.3.5.1.4. Flight Control Room Test Director; and / or

3.3.5.1.5. Airworthiness Investigation Specialist – Escape Systems

3.3.5.2. Personnel employed in the capacity listed in 3.3.5.1. will offer their services as subject matter experts (SMEs) in the appropriate area of concern to assist Investigative Specialists in conducting any or all tasks pertaining to BOIs.

3.3.5.3. Prepare reports concerning technical investigations as required.

3.3.6 Task 6: Training. The following activities relate to the receiving, conducting or delivering of training activities for Flight Test projects:

3.3.6.1. As required by AETE, undergo training at an AETE approved training facility to enable the planning and execution of any of the services in this Contract;

3.3.6.2. Produce training plans for activities related to any of the services in this Contract;

3.3.6.3. Provide training for activities related to any of the services in this Contract;

3.3.6.4. Maintain currency requirements in engineering specialty, as necessary; and

3.3.6.5. Maintain flying and proficiency in accordance with current AETE Orders and Instructions (O&I) Vol 2, B-GA-100, and 1 Canadian Air Division (1 Cdn Air Div) Orders), as necessary.

3.3.7 Task 7. General Purpose Tasks. The following activities are possible miscellaneous activities that could be tasked to support Flight Test projects:

3.3.7.1. Prepare and review business cases and other options analyses;

3.3.7.2. Prepare and review implementation plans, certification plans, and other airworthiness plans required by the TAM or AETE O&I procedures;

3.3.7.3. Prepare and organize progress review meetings, as requested by the Technical Authority; and

3.3.7.4. Other miscellaneous tasks related to Flight Test projects.

3.4 General Information.

3.4.1 Documentation. Preparation and review of all documentation will be performed in accordance with Applicable Documents identified in paragraph 2.1.

3.4.2 Government Furnished Equipment/Support:

3.4.2.1. When working on-site at AETE, the Contractor will be provided with suitable office facilities, computer equipment and materials. This includes the use of common equipment such as fax machines, photocopiers, printers, telephones, etc. The Contractor will also be provided with all required Personal Protective Equipment (PPE), tools and equipment required to perform subject duties; and

3.4.3 All personnel identified by the Contractor to support this Contract will be required to obtain Special Area Passes to access the AETE hangar within the 4 Wing General Restricted Area. Special Area Passes will be coordinated through the Technical Authority.

3.5 Qualifications. The Contractor must provide support to AETE with Flight Test Pilots, Flight Test Engineers, and/or Technical Writers with the following qualifications and experience:

3.5.1 Flight Test Pilot (FTP):

3.5.1.1. As a minimum, graduate with a bachelor degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET);

3.5.1.2. As a minimum, graduate of one of the following recognized Flight Test Pilot Schools:

- 3.5.1.2.1. Empire Test Pilot School, Wiltshire, England;
- 3.5.1.2.2. United States Air Force (USAF) Test Pilot School, Edwards Air Force Base, California;
- 3.5.1.2.3. United States Navy (USN) Test Pilot School, Patuxant River, Maryland; and
- 3.5.1.2.4. École du Personnel Navigant d'Essais et de Réception (EPNER) Test Pilot School, Istres, France;
- 3.5.1.2.5. United States National Test Pilot School (NTPS), Mojave, California.

3.5.1.3. A minimum of 4 years of comprehensive technical and practical experience evaluating, testing, and operating fixed wing or rotary wing aircraft; and

3.5.1.4. Comprehensive experience conducting test programs as a flight test pilot involving activities such as, but not limited to: the preparation of flight test cards, co-ordination project mission requirements, execution of flight evaluations, analysis of flight test data, preparation of Final Reports, acting in the role of project officer, test director, and / or Combined Test Force (CTF) commander.

3.5.1.5. The Contractor will be required to hold and maintain a Transport Canada issued Category 1 Medical. This will be at the Contractor's expense.

3.5.1.6. If possible, qualified C130J pilot.

3.5.2 Flight Test Engineer (FTE):

3.5.2.1. As a minimum, graduate with a bachelor degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET);

3.5.2.2. As a minimum, graduate of one of the following recognized Flight Test Pilot Schools:

- 3.5.2.2.1. Empire Test Pilot School, Wiltshire, England;
- 3.5.2.2.2. United States Air Force (USAF) Test Pilot School, Edwards Air Force Base, California;
- 3.5.2.2.3. United States Navy (USN) Test Pilot School, Patuxant River, Maryland; and
- 3.5.2.2.4. École du Personnel Navigant d'Essais et de Réception (EPNER) Test Pilot School, Istres, France;
- 3.5.2.2.5. United States National Test Pilot School (NTPS), Mojave, California.

3.5.2.3. A minimum of 4 years of comprehensive technical and practical experience evaluating, testing, and overseeing the maintenance of fixed wing or rotary wing aircraft; and

3.5.2.4. Comprehensive experience conducting test programs as a flight test pilot involving activities such as, but not limited to: the preparation of flight test cards, co-ordination project mission requirements, execution of flight evaluations, analysis of flight test data, preparation of Final Reports, acting in the role of project officer, test director, and / or combined test force (CTF) commander.

3.5.2.5. If possible, C130J engineering experience.

3.5.3 Technical Writer:

3.5.3.1. As a minimum, graduate with a bachelor degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET);

3.5.3.2. Comprehensive experience in Technical Writing with the ability to understand and articulate complex concepts;

3.5.3.3. Experience in providing technical support to the aerospace engineering industry; and

3.5.3.4. Ability to provide concise feedback and recommendations as required.

3.6 Engineering Authorization. Notwithstanding the qualification requirements for the engineering personnel, the Contractor will be required to comply with the Personnel Authorization - Project Management, Engineering and Project Aircrew Quality Procedure (AF9000 4.18.11.001). This Quality Procedure was implemented to maintain due diligence in the conduct of responsible flight test and in supporting the Canadian Forces Technical Airworthiness Policy and Flight Test Orders. Prior to performing engineering work, an individual must be qualified and competent, as defined in the procedure, and authorized by the AETE Senior Test Engineer.

4.0 **DELIVERABLES**

4.1 The subsequent additional SOWs for each tasking will specify that the Contractor provide a work schedule and will detail the required deliverables, including whether there will be a requirement for progress reports.

4.2 Progress Review Meetings.

4.2.1 Contract Review Meetings: The Contractor shall prepare and organize meetings to review progress of the Contract with DND on a frequency of at least once per year at the Contractor's or DND's facilities.

4.2.2 Task Authorization Review Meetings: A meeting schedule will be identified in each Task Authorization.

BASIS OF PAYMENT..... ANNEX "B"

Payment will be paid for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

		Contract Period: _____ to _____	Option Period 1: _____ to _____	Option Period 2: _____ to _____
1.	Labour at firm hourly or daily rates: one day consists of 7.5 hours; the rates will be prorated for any period of more or less than one day.			
	Name	Title	\$	\$
a)			\$	\$
b)			\$	\$
c)			\$	\$
d)			\$	\$
e)			\$	\$

2. Material and supplies billed at actual cost incurred without a mark-up, as supported by invoices.
3. Purchased and/or rented equipment billed at actual cost incurred without a mark-up, as supported by invoices.
4. Subcontracting billed at actual cost incurred without a mark-up, as supported by invoices. List subcontractors individually including labour rates.
5. Authorized travel and living: expenses will be reimbursed at actual cost incurred, except for meals and private vehicle mileage which are not to exceed Treasury Board Travel and Living Guidelines (Appendix B and C) in effect at the time of travel. Travel costs are not to include a markup. A copy of the current rates is available at: <http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng>

TOTAL LIMITATION OF EXPENDITURE:

GST/HST:

GOODS AND SERVICES AND TAX: The Total Estimated Goods and Services Tax (GST) is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

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SECURITY REQUIREMENTS CHECK LIST ANNEX "C"

(please see the attached document)

INSURANCE REQUIREMENTS ANNEX "D"**1. Commercial General Liability Insurance**

- 1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2. The Commercial General Liability policy must include the following:
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

-
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

2. Errors and Omissions Liability Insurance

- 2.1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2.2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 2.3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. Automobile Liability Insurance

- 3.1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
- 3.2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - l) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

4. Aviation Liability Insurance

- 4.1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
- 4.2. The Aviation Liability policy must include the following:

-
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - (b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (c) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (e) Employees and, where applicable, Volunteers must be included as Additional Insured.
 - (f) Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - (g) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (h) Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - (i) Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
 - (l) Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.

5. All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$5,000,000.00. The Government's Property must be insured on Actual Cash Value (depreciated cost) basis.

- 5.1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- 5.2. The All Risks Property insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - (b) Loss Payee: Canada as its interest may appear or as it may direct.

-
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

6. Aircraft Hull Insurance

The Contractor must obtain Aircraft Hull Insurance including All Risks Flight and Ground coverage, and maintain it in force throughout the duration of the contract, in an amount of not less than \$10,000,000.00. The Aircraft must be insured on Actual Cash Value (depreciated cost) basis.

The Aircraft Hull insurance policy must include the following:

- (a) Waiver of Subrogation: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the aircraft however caused.
- (b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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edm607

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DND 626 TASK AUTHORIZATION FORM ANNEX "E"

(please see the attached document)

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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TASK AUTHORIZATION USAGE REPORT..... ANNEX "F"

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

WST-PA-EDM@pwgsc-tpsgc.gc.ca

OR Facsimile: (780) 497-3510

EVALUATION CRITERIA..... ANNEX "G"**PART I. TECHNICAL EVALUATION:**

A.	MANDATORY TECHNICAL CRITERIA: Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.	MET	NOT MET
A.1	All individuals proposed in the bid must be fluent (i.e. read, write and speak) in English.		
A.2	The Bidder must provide individuals that are graduates from one of the following: Empire Test Pilot School, United States Air Force (USAF) Test Pilot School, United States Navy (USN) Test Pilot School, Patuxant River, Maryland, or École du Personnel Navigant d'Essais et de Réception (EPNER) Test Pilot School.		
A.3	The Bidder must demonstrate how each individual proposed in its bid complies with all the minimum qualification and experience requirements of the field for which they are being proposed, as detailed in the Statement of Work (SOW) section 3.5 (Flight Test Pilot – sections 3.5.1.1, 3.5.1.2, and 3.5.1.3; Flight Test Engineer - sections 3.5.2.1, 3.5.2.2, and 3.5.2.3, and Technical Writer – section 3.5.3.1). Paperwork demonstrating this compliance must be submitted for each individual proposed by the Bidder.		
A.4	Bidders must submit one (1) sample documents of technical writing in the aerospace engineering industry for each individual proposed. It is requested that documents be submitted on CD with files in either PDF or DOC format and be read-only. It is the responsibility of the Bidder to ensure that the correct information is included on the CD and that the CD works.		

B. POINT RATED CRITERIA:

i) Each evaluation criterion has a number allotment ("weight") that reflects its importance within the bid. The degree to which the bid satisfies the requirement of each criterion will be assessed and a rating will be assigned, as described below. A score will be assessed by multiplying the weight by the rating.

ii) Each bid must achieve a minimum score of 70% in EACH category subject to point rating. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

B.1	TECHNICAL STRATEGY (Rating: 5=excellent, 4=very good, 3=average, 2=marginal, 1=poor, 0=non-compliant)	WEIGHT	RATING	SCORE
B.1.1	Demonstrate understanding of scope for SOW Task 1 and how Contractor would meet task requirements.	10.0		
B.1.2	Demonstrate understanding of scope for SOW Task 2 and how Contractor would meet task requirements.	6.0		
B.1.3	Demonstrate understanding of scope for SOW Task 3 and how Contractor would meet task requirements.	5.0		
B.1.4	Demonstrate understanding of scope for SOW Task 4 and how Contractor would meet task requirements.	3.0		

B.1.5	Demonstrate understanding of scope for SOW Task 5 and how Contractor would meet task requirements.	2.0		
B.1.6	Demonstrate understanding of scope for SOW Task 6 and how Contractor would meet task requirements.	2.0		
B.1.7	Demonstrate understanding of scope for SOW Task 7 and how Contractor would meet task requirements.	2.0		
B.1: Maximum Points Available:			150.0	
B.1: Minimum Points Acceptable (70%):				
B.1: Points Awarded:				

B.2	EDUCATION and EXPERIENCE QUALIFICATIONS	WEIGHT	RATING	SCORE
B.2.1	Flight Test Pilot			
a)	Education: graduate degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET).	4.0	Doctorate (5 pts) Master (4 pts) Bachelor (2 pts)	
b)	Experience: numbers of years working in the flight testing field where the member gained comprehensive technical and practical experience evaluating and/or designing equipment, and gaining comprehensive experience conducting test programs as a test pilot.	5.0	10+ years (5 pts) 8-9 years (4 pts) 6-7 years (3 pts) 5-6 years (2 pts) 4-5 years (1 pt)	
c)	Experience: demonstrated experience as a project officer.	2.0	5+ years (3 pts) 3-4 years (2 pts) 1-2 years (1 pt)	
d)	Experience: qualified C130J pilot	5.0	yes (5 pts) no (0 pts)	
B.2.2	Flight Test Engineer			
a)	Education: graduate degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET).	4.0	Doctorate (5 pts) Master (4 pts) Bachelor (2 pts)	
b)	Experience: numbers of years working in the flight testing field where the member gained comprehensive technical and practical experience evaluating and/or designing equipment, and gaining comprehensive experience conducting test programs as a test pilot.	5.0	10+ years (5 pts) 8-9 years (4 pts) 6-7 years (3 pts) 5-6 years (2 pts) 4-5 years (1 pt)	

c)	Experience: demonstrated experience as a project officer.	2.0	5+ years (3 pts) 3-4 years (2 pts) 1-2 years (1 pt)	
d)	Experience: C130J engineering experience	5.0	yes (5 pts) no (0 pts)	
B.2.3 Technical Writer				
a)	Education: graduate degree in applied science, engineering or engineering science in Mathematics, Physics or Computer Science from a school of engineering accredited by the Canadian Engineering Accreditation Board (CEAB) or the United States Accreditation Board for Engineering and Technology (ABET)	6.0	yes (5 pts) no (0 pts)	
b)	Experience: number of years working as a technical writer where the member gained ability to articulate complex concepts.	6.0	10+ years (5 pts) 8-9 years (4 pts) 6-7 years (3 pts) 5-6 years (2 pts) 4-5 years (1 pt)	
c)	Experience: demonstrated experience in projects in the aerospace engineering industry.	5.0	4+ years (5 pts) 1-3 years (3 pts) less than 1 year (1 pt)	
B.2: Maximum Points Available:				237.0
B.2 : Minimum Points Acceptable (70%) :				165.9
B.2 Points Awarded:				
Maximum Total Points possible (Part I: B.1 & B.2) :				387.0
Total Points Score (Part I: B.1 & B.2):				

PART II. CALCULATION OF TOTAL BID PRICE

The Total Bid Price will be calculated based on the total estimated cost of the Sample Task Authorizations in Annex "H".

PART III. BASIS OF SELECTION

		SCORE
MERIT:	Proponent's Overall Total Point Score/Total Points Available X 65	
COST :	Lowest Total Bid Price/ Bidder's Total Bid Price X 35	
TOTAL:	ASSESSED BEST VALUE (MERIT + COST)	

SAMPLE TASK AUTHORIZATION ANNEX "H"

Basis of Payment for Sample Task Authorization

Bidders are required to submit a cost estimate for Project 1 and 2 in accordance with the Estimated Project Costs table included in each project description.

Labour rates provided in the Sample Task Authorizations must be firm and the same as the rates provided in Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of each Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.

For the labour rates that apply specifically to each Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for the Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person.

Total Sample Task Authorization cost:

- a) The total cost of items 1 - 4 for Sample Task Authorization Project 1 will be summed to calculate a Total Estimated Project cost.
- b) The total cost of items 1 - 4 for Sample Task Authorization Project 2 will be summed to calculate a Total Estimated Project cost.
- c) The total estimated costs of Project 1 and 2 will be summed to reach a Total Sample Task Authorization cost.
- d) The Total Sample Task Authorization cost will be used for the Total Bid Price. This value will then be used for evaluation purposes only.

$$\text{Total Bid Price} = \text{Project 1: Total Estimated Project Cost} + \text{Project 2: Total Estimated Project Cost}$$

[NOTE: The sample task authorizations are in English only as this is the working language when conducting these projects.]

SAMPLE TASK AUTHORIZATION: PROJECT 1 (FIXED WING)**CF-18 RPYC Version 10.7 Upgrade****SITUATION**

1. The Canadian Forces currently operates the CF-18 aircraft with Flight Control Computer (FCC) software version 10.5.1. This software version has been in use with the United States Navy (USN) for many years on their F/A-18 aircraft, however, the USN has experienced a high number of F/A-18 aircraft losses as a result of departures from controlled flight and the subsequent crash of the aircraft. These departures were primarily attributed to un-commanded roll/pitch/yaw, which resulted in unrecoverable out-of-control falling leaf and spin conditions. The aircraft, when loaded with FCC software version 10.5.1, is most susceptible to these departure modes when flying maneuvers at a high angle of attack (AOA) and/or roll and yaw rates with excessive sideslip angle.
2. In 2xxx, Boeing produced a new FCC software version which was released as Roll-Pitch-Yaw Computer (RPYC) Version 10.7 to the USN for fleet use in June 2xxx for use with Software Configuration Set (SCS) 10A+, 13C+, 15C+, and 17C. Since FCC 10.7 was recommended to the CF in January 2xxx, DND has had limited success gaining access to critical documentation required to clear FCC 10.7 for use in the CF-18. Consequently, CF-18 flight test is required to complete the remaining flight clearance objectives for fleet release.

AIM

3. The aim of this project is make a recommendation for release of RPYC version 10.7 with software load 17C-213C/214C MC OFF.

OBJECTIVES

4. The objective of this project is to verify the functional performance of FCC software version 10.7.

CONSTRAINTS AND LIMITATIONS

5. Constraint. There are no identified constraints for this project.
6. Limitation. This project has been given the highest precedence by 1 Can Air Div for AETE FTr Eval execution in 2xxx. FTr Eval personnel are scheduled for multiple hard-blocked training events prior to test execution starting in July 2xxx. Activities surrounding this tasking may be delayed accordingly.

TEST CONCEPT

7. A minimum of two test flights will be conducted within the current flight envelope limitations of FCC software version 10.5.1. Project test points will not expand the flight envelope of the CF-18 based upon the new capabilities offered by FCC 10.7. Flight test will include a general safety-of-flight (SOF) evaluation using reference C, Part 5, procedures and configuration as a basis and a validation of the flight control system design changes. If the same aircraft is not used for both sorties, some test points will need to be repeated.
8. FCC 10.7 design validation testing will consist of high angle-of-attack (AOA) and high sideslip manoeuvres designed to activate the nine software. A centreline fuel tank will be added to the SOF mission configuration. Software features will not be isolated individually; rather the manoeuvres will be designed to ensure all software features are activated at some point in the

flight with simultaneous activation permitted. It is expected that the FCC 10.7 data will be bounded as follows:

- a. AOA: 19 to 55 deg (Pirouettes); otherwise 35 to 55 deg;
- b. Mach: 0.3 to 0.6;
- c. Altitude: 27,000 to 42,000 ft MSL;
- d. Yaw rate: 0 to 25 deg/sec; and
- e. G: 0.3 to 3.2.

9. The following will be recorded throughout all test manoeuvres:

- a. AVMUX channels #1, 2, 5 and 6 using CBAS;
- b. HUD video with voice; and
- c. Video of one DDI with the FCS status page displayed.

REQUIREMENTS

10. The following is required for this project:

- a. Time and Space. The evaluation will take place at 4 Wing Cold Lake over approximately a one week period;
- b. Material. AETE requires a CF-18AM/BM aircraft with an operative cockpit video recorder (CVRS) and RPYC Version 10.7 FCC software. Data will be obtained by installation of a Canadian Bus Acquisition System (CBAS). FCC P/N 936E918G7 and OFP 17C(C) version 4.2.2 MCs and SMS will be required;
- c. Personnel. Test team members will be provided by AETE. Transfer of data from CBAS to a pre-processed format for EBOLA will be accomplished by AETE DAPS;
- d. Flying Hours. This project will require approximately 3 flight hours;
- e. External Support. None;
- f. Flight Test Exclusion. AETE will require an experimental flight permit for RPYC Version 10.7 FCC software in ECP-583 R1 AM/BM aircraft. The following are necessary to permit FCC 10.7 testing:
 - i. Yaw rates in excess of the current 25 deg/sec limit must be allowed because the tone (only indication of yaw rate magnitude to the aircrew) is changed to 40 deg/sec in FCC 10.7. The EFP limit should match FCC 10.7 mechanization. It should be noted, however, that 40 deg/sec yaw rates are not envisioned for this test effort;
 - ii. The reference C (para 4-1.9.h) prohibited maneuver of "Full-stick aileron roll over 360° bankangle change" should be changed to "Stick and/or rudder inputs over 360° in roll or yaw"; and
 - iii. If the airflow characteristics of the radome are unknown, all maneuvers exceeding 45 deg AOA will be performed above 25000 ft AGL.
- g. Effort. The sponsor will expend an estimated 50 workdays and the Eval Support Sqn an estimated 6 workdays to complete this project.

11. Cost. The sponsor is responsible for all project costs, which are estimated in Table 1.

Table 1 – Estimated Project Costs

	Description	Unit Cost	Number of People	Number of Days	Subtotal
1.	Labour				
	a) Name/Title				
	b) Name/Title				
	c) Name/Title				
	d) Name/Title				
	Total Estimated Labour:				
2	Travel Costs:				
	Meals				
	Incidentals				
	Accommodations				
	Airfare				
	Rental Car				
	Miscellaneous (e.g. Fuel, Parking, Taxi)				
3.	Subcontracting				
	Total Estimated Expenses:				
4.	Estimated Materials & Equipment Costs				
	Description	Unit Cost	Number of Units		Subtotal
	Total Materials & Equipment Costs				
	Project 1: Total Estimated Project Cost				

RISK

12. The estimated project risk levels are presented in Table 2. The overall project risk level is LOW. All risks are acceptable to CO AETE.

Table 2 - Risk Descriptions

Risk Area	Risk Level	Comments
Safety	Low	The RPYC Version 10.7 FCC software is designed to provide departure resistance greater than 10.5.1 currently in use. The test envelope will not include likely regions of departure.
Environmental	Low	No environmental risks are foreseen.
Technical	Low	All testing consists of techniques and procedures familiar to AETE.
Schedule	Low	No significant obstacles to flight test are projected.

MILESTONES

13. The project will be scheduled as follows:
- a. Test Preparation Phase: Estimate Acceptance –12 Apr 2xxx;
 - b. Test Phase: 18-21 Apr 2xxx; and
 - c. Report Phase: 24 Apr - 29 May 2xxx.

PROJECT DELIVERABLES

14. AETE will provide the sponsor with:
- a. AVMUX 1, 2, 5 and 6 recordings in pre-processed format for EBOLA;
 - b. HUD and DDI video on DVD media; and
 - c. Within 45 workdays of completion of testing, the sponsor will provide a Letter Report of the test program results, detailing all pertinent conclusions and recommendations. This report should contain a recommendation for release of RPYC V 10.7 to the CF-18AM/BM fleet and for operational evaluation.

SAMPLE TASK AUTHORIZATION: PROJECT 2 (ROTARY WING)**CH149 CORMORANT – IRIDIUM SATPHONE****SITUATION**

1. CH149 Cormorant operations require non line-of-sight communications. High frequency communication in the CH149 has been unreliable and has been documented as impacting the effectiveness of several search and rescue missions. An integrated satellite communication (SATCOM) system is being proposed; however, two years beyond funding date will be required prior to adopting this new capability. Until then, usage of a temporary and cost effective portable stand alone satellite phone can provide an urgent albeit limited satellite communications capability.
2. The system to be evaluated is made up of the Flightcell Pro V6-LCD with 9500/9505 series Motorola hand held satellite phone installed in accordance with the Concept of Operations and the supporting pictures in references A and B. The satellite phone will be used during all flight regimes excluding take-off and landing. It must be able to be operated by a cabin crewmember located in the CH149 cabin.

AIM

3. The aim of this project is to support the issuance of a Technical Airworthiness Clearance (TAC) for the Flightcell ProV6-LCD with 9500/9505 series Motorola hand held satellite phone, inclusive of an internally mounted antenna, for use on the CH149 Cormorant.

OBJECTIVES

4. In accordance with the Request for Estimate (RFE) in reference C, the objectives of this project are as follows:
 - a. Assess the electromagnetic compatibility (EMC) of the Flightcell ProV6-LCD with 9500/9505 series Motorola hand-held satellite phone with CH149 aircraft systems; and
 - b. Assess the effects of the installed equipment on emergency egress of crew and passengers, and access to emergency equipment.

Note: The underlined action-words used to define the objectives of this project were determined in accordance with the AFTEC Directive in reference D.

SCOPE

5. The scope of this project includes the testing required to recommend an EMC SOF clearance IAW C-05-005-044/AG-001 Annex A for the Flightcell ProV6-LCD with 9500/9505 series Motorola hand held satellite phone on the CH149 and for use IAW with the Concept of Operations in reference A.

CONSTRAINTS AND LIMITATIONS

6. Constraints. The following are the external constraints on this project:
 - a. The availability of an aircraft for testing is dependant on serviceability and operational requirements;

- b. The satellite phone installation may have a small link margin (a measure of the signal to noise ratio in excess of the threshold required to connect), resulting in frequently dropped calls, thus making interaction tests difficult to complete; and
- c. The specific transmit channel used by the Iridium satellite phone within its licensed 5 MHz uplink band (1621.35 - 1626.5 MHz) varies and cannot be controlled.

7. Limitations. The following are internal limitations on this project:

- a. There is only one EMC test engineer currently employed at AETE, who is unavailable due to higher priority taskings. The second EMC test engineer will not be available until after 1 April 2008;
- b. There are no EMC technologists currently employed at AETE. An EMC test engineer may be able to function as an EMC technologist, depending on availability; and
- c. The availability of AETE personnel may be limited due to higher priority taskings.

TEST CONCEPT

- 8. There are two areas of specialty to test. The first area is the EMC, which concerns the effects of electromagnetic emissions from the satellite phone. The second area is the effect of the installed equipment on emergency egress and availability of emergency equipment.

EMC - General

- 9. The EMC tests will consist predominantly of on-aircraft interaction tests that will assess CH149 subsystems as potential victims to the electromagnetic emissions from the Iridium satellite phone and the Flightcell Intercom Integration Module. The Iridium satellite phone and Flightcell Intercom Integration Module will not be evaluated as potential victims to EMI from CH149 subsystems.
- 10. The Iridium satellite phone and Flightcell Intercom Integration Module mission kit emits both intentionally and unintentionally. Both categories of electromagnetic emissions will be tested separately.
- 11. As many test points as possible will be completed concurrently on the aircraft while using external ground power. An engines or rotors turning ground run and a test flight will be required to complete the remaining test points.

EMC - Intentional Emissions

- 12. General. The intentional emitter is an L-band transmitter, operating from 1616 MHz to 1626.5 MHz with a reported average power output of 0.6 watts, as specified in reference E. As detailed in references A and B, the transmitting antenna will be mounted inside the cockpit.
- 13. Broadband Interaction. The set of CH149 subsystems that will be tested as potential broadband victims to L-band transmissions will be those that are deemed to include:
 - a. Low-level analog or discrete circuits that could have a response to the RF energy radiated from within the cockpit;

-
- b. RF transceivers with receiver sections that could be degraded by the Iridium satellite phone's transmitted power; and
 - c. Audio circuits that could inadvertently detect and couple an Iridium satellite phone transmission's modulation envelope (2200-3800 baud).
 14. Broadband victim-testing of CH149 subsystems will be completed as follows:
 - a. Power on the Flightcell Pro and the Iridium 9505A satellite phone;
 - b. Set the victim subsystem(s) to a flight/mission representative state(s); and
 - c. Place a call on the Iridium 9505A satellite phone and observe the victim subsystem(s) for degradation.
 15. Narrowband Interaction. The CH149 subsystems that will be tested as potential narrowband victims to L-band transmissions will be those that include tuneable and non-tuneable RF receivers whose architectures present instances of low-order image or harmonic coincidences with the satellite phone's L-band transmissions.
 16. Narrowband victim-testing against intentional emissions will be completed as follows:
 - a. Power on the Flightcell Pro and the Iridium 9505A satellite phone;
 - b. Set the victim receiver to a channel predetermined to be image or harmonically related to the L-band transmission (Note that the specific transmit channel used by the Iridium satellite phone within its licensed 5 MHz, 1621.35 - 1626.5 MHz, uplink band can not be selected by the tester);
 - c. With the applicable test set, generate the minimum discernable signal required by the CH149 victim receiver to produce a valid output;
 - d. Place a call on the Iridium satellite phone and establish that the desired channel has been allotted for the uplink (Several separate calls may have to be tried before the desired transmit channel, identified with a spectrum analyzer, is used by the Iridium satellite phone);
 - e. Observe the victim receiver for degradation; and
 - f. Increase the test set output until the degradation is eliminated and record the increase required (as a measure of degradation).

EMC - Unintentional Emissions

17. The unintentional radiated emissions from the Iridium 9500/9505 Series satellite phone and Flightcell Pro module have been sampled in AETE's EMC lab. The sampling revealed narrowband emissions in aircraft V/UHF communication and navigation bands that warrant a few, specific, narrowband, on-aircraft interaction test points with VOR/LOC navigation and V/UHF communication receivers.
18. Narrowband Interaction. Narrowband victim-testing against unintentional emissions will be completed as follows:

- a. Set the CH149 victim receiver to a channel predetermined to coincide with an Iridium satellite phone and Flightcell Pro radiated emission component;
- b. Using the applicable ramp test set, generate the minimum discernable signal required by the CH149 victim receiver to produce a valid output;
- c. Power on the Flightcell Pro and the Iridium satellite phone (for unintentional emissions, there is no need to place a call);
- d. Observe the victim receiver for degradation; and
- e. Increase the test set output until the degradation is eliminated and record the increase required (as a measure of degradation).

Emergency Egress and Equipment

19. The Iridium satellite phone and Flightcell Pro installation will be evaluated for its effect on emergency egress and access to emergency equipment. Evaluation will primarily consist of a visual inspection and measurement of clearances, but may include emergency egress drills.

REQUIREMENTS

20. The following are required for this project:
 - a. Time and Space. EMC testing will take place at AETE and at a deployed location, as follows:
 - (1) One day for measurements of the unintentional radiated emissions from the Iridium satellite phone and Flightcell Pro Module in the EMC lab (at AETE);
 - (2) Four days at a deployed location as follows:
 - (a) Two days for the on aircraft EMC interaction ground tests;
 - (b) One half day for project pilot proficiency flying;
 - (c) One half day for the EMC interaction test flight; and
 - (d) One day for emergency egress/crew functions testing.
 - b. Material. AETE requires the following articles, for both EMC lab testing and ground/flight on-aircraft testing:
 - (1) One Flightcell ProV6-LCD, and one 9500/9505 series Motorola hand held satellite phone including all wiring and the internally mounted antenna;
 - (2) Operating instructions for the Flightcell ProV6-LCD and for the 9500/9505 series Motorola hand held satellite phone;
 - (3) Hardware and instructions required to install the mission kit into the CH149; and
 - (4) Battery charger and any other support equipment required for the repeated use of the satellite phone and Flightcell throughout the test period.
 - c. Personnel. Test team members will consist of:

- (1) The PO, a Rotary Wing (RW) Qualified Test Pilot (QTP), to manage the project and be the project pilot for the ground and flight tests;
 - (2) A Flight Test Engineer (FTE) to perform the duties of Test Director (TD);
 - (3) An EMC test engineer and an EMC technologist to conduct EMC testing;
 - (4) A Crew Systems Subject Matter Expert (CS SME) to perform the emergency egress and crew function evaluation, if deemed necessary;
 - (5) One squadron pilot qualified as a CH149 SAR Aircraft Commander; and
 - (6) One squadron flight engineer (FE) qualified as a CH149 SAR FE.
- d. Flying Hours. 1 Cdn Air Div to provide 4.0 CH149 flight hours. This includes 2.0 hours of proficiency flying for the QTP, however proficiency flying may continue until the squadron pilot is satisfied with the QTPs proficiency for the manoeuvres to be performed.
- e. External Support. The following external support is required by AETE:
- (1) 1 Cdn Air Div will task the support wing to provide:
 - (a) A serviceable SAR configured CH149 aircraft;
 - (b) Ground crew to support the ground runs and flight tests;
 - (c) Equipment to support on-aircraft ground testing, including a ground power cart;
 - (d) One pilot and one FE, qualified as specified in paragraphs and to crew the aircraft during the test sortie; and
 - (e) Wing imaging technicians and equipment to take still digital photography of the installation, as required.
 - (2) The project sponsor will:
 - (a) Co-ordinate test requirements and availability of test aircraft;
 - (b) Co-ordinate the provision of the test articles and ensure the satellite phone is activated with a contract that will allow many calls to be made during the testing. Once test planning is complete, an estimate of the number of calls that need to be made may be available;
 - (c) Provide draft installation instructions for the kit;
 - (d) Arrange for an experimental flight permit (EFP) to be received by AETE prior to the AETE Technical Review Board; and
 - (e) Arrange for the National Research Council to provide analysis of FDR data, if the EMC engineer determines that the FDR may be susceptible to the electromagnetic emissions of the satellite phone and/or the Flightcell.
21. Experimental Flight Permit. The sponsor will coordinate the issue of an EFP, which will be required to perform flight tests under Visual Meteorological Conditions as required in reference F, and while using the Flightcell and or the satellite phone in accordance with reference A.
22. Effort. AETE will expend an estimated 65 person-days to complete this project.

23. **Cost.** The sponsor is responsible for all project costs, which are estimated in Table 1. The cost of the satellite phone usage will also be the responsibility of the sponsor, but that cannot be determined at this time.

Table 1 – Estimated Project Costs

	Description	Unit Cost	Number of People	Number of Days	Subtotal
1.	Labour				
	a) Name/Title				
	b) Name/Title				
	c) Name/Title				
	d) Name/Title				
	Total Estimated Labour:				
2	Travel Costs:				
	Meals				
	Incidentals				
	Accommodations				
	Airfare				
	Rental Car				
	Miscellaneous (e.g. Fuel, Parking, Taxi)				
3.	Subcontracting				
	Total Estimated Expenses:				
4.	Estimated Materials & Equipment Costs				
	Description	Unit Cost	Number of Units		Subtotal
	Total Materials & Equipment Costs				
	Project 2: Total Estimated Project Cost				

RISK

24. The estimated project risk levels are presented in Table 2. The overall project risk level is MEDIUM. All risks are acceptable to CO AETE.

Table 2 - Risk Descriptions

Risk Area	Risk Level	Comments
Safety	Low	Standard ground/flight test techniques will be used.
Environmental	Low	No environmental risks are foreseen
Technical	Medium	Although all testing consists of techniques and procedures familiar to AETE, the EMC engineers have no previous CH149 test experience. The CH149 experienced QTP will work with the EMC engineer to determine a complete listing of systems that may be affected by the emissions of the satellite phone.
Schedule	Low	Availability of aircraft, test articles, EMC engineer and EMC technologist and higher priority taskings could interfere with the schedule. However, the effect of a delay should be negligible.

MILESTONES

25. The project will be scheduled as follows:
- a. Project Tasking: 7 March
 - b. Test Preparation Phase: 7 March – 16 May;
NOTE: EMC aspects of test preparation cannot commence until an EMC test engineer is available, estimated to occur on 7 April.
 - c. Technical Review Board: 7 May;
 - d. Safety Review Board: 14 May;
 - e. Test Execution Phase: 19 – 23 May; and
 - f. Report Phase: 26 May – 10 July.

PROJECT DELIVERABLES

26. AETE will provide a letter report within 45 calendar days of completion of testing.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W2671 11 F002
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Aerospace Engineering Test Establishment (AETE)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail AETE has a requirement for contracted flight test services to provide proficiency and expertise to the Canadian Forces. A requirement exists for industry to provide support for a variety of flight test services and deliverables, as and when requested.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <i>SM</i>		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <i>SM</i>		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: CAN, US, AUS, UK and NZ	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



W2671 11 E002

UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

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Contract Number / Numéro du contrat <i>W20711E002</i>
Security Classification / Classification de sécurité <i>UNCLASSIFIED</i>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Major Ryan Palmer A/C EVAL</i>	Title - Titre Officer Commanding Evaluation	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 780-840-8000 ext 6645	Facsimile No. - N° de télécopieur 780-840-7330	E-mail address - Adresse courriel ryan.palmer@forces.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Sasha Medovic</i>	Title - Titre DPM Secur 3 Senior Security Analyst	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur Tel: 613-940-1066 / Fax: 613-940-1069	E-mail address - Adresse courriel E-Mail: sasha.medovic@forces.gc.ca	Date <i>2012-01-10</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) <i>Maria Mendoza</i>	Title - Titre Contract Security Officer, Contract Security Division	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone Tel: 613-940-1618 / Fax: 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Maria.Mendoza@tpsgc-pwgsc.gc.ca	Date <i>February 1, 2012</i>

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. – N° du contrat</p> <hr/> <p>Task no. – N° de la tâche</p>
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)		Family Name at Birth - Nom de famille à la naissance	
Full Given Names (No initials) - Prénoms au complet (aucune initiale)			
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)			
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin		Date of Birth - Date de naissance (Y-A M D-J)	

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement		Street No. - N° civique		Street Name - Nom de la rue	
City - Ville		Province		Postal Code - Code postal	

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante	
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource