

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

There is a security requirement associated with this requirement

Title - Sujet Project management of Medical Conso	
Solicitation No. - N° de l'invitation W7714-135835/A	Date 2013-05-01
Client Reference No. - N° de référence du client W7714-135835	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$V-035-26019	
File No. - N° de dossier 035sv.W7714-135835	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-11	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hulse, Joseph	Buyer Id - Id de l'acheteur 035sv
Telephone No. - N° de téléphone (819) 956-3356 ()	FAX No. - N° de FAX (819) 997-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

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

Science Procurement Directorate/Direction de l'acquisition
de travaux scientifiques
11C1, Phase III
Place du Portage
11 Laurier St. / 11, rue Laurier
Gatineau, Québec K1A 0S5

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

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List of Attachments:

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- Annex D DND 626, Task Authorization Form

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation document 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: 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, and the DND 626, Task Authorization Form.

2. Summary

The Department of National Defence (DND) and the Canadian Forces (CF) conduct a variety of Research and Development (R&D) activities to develop and improve specific capabilities that are required to support its unique operational mandate

DRDC conducts research related to its military and civilian personnel within five research domains. One of these five domains, Medical Interventions, devotes part of its activities toward Medical Countermeasures (MedCM) research. MedCMs are defined as the drugs and biologics for the purposes of diagnostics (detection), prophylaxis (vaccines/prevention) and therapeutics (treatment) that are being developed to address chemical, biological and radiological (CBR) hazards and threats to human beings, as well as diseases endemic to operational theatres for national and public security.

The MedCM Consortium initiative was established within Canada between DRDC and the Public Health Agency of Canada (PHAC) - represented by its National Microbiology Laboratory (NML). Having recently completed its conceptual framework, the MedCM Consortium concept is predicated on partnerships, stakeholder inclusion and on the critical capability of stakeholders to set priorities and govern the acceptance and progress of candidates. This Business Model is well-advanced.

There are also a gradually increasing number of stakeholders with whom the Canadian MedCM Consortium consults and collaborates, including:

- The Department of National Defence (DND) writ large;
- The Canadian Forces Surgeon General;
- Health Canada;
- The Royal Canadian Mounted Police (RCMP);

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- Public Safety Canada;
- The National Research Council (NRC);
- The Canadian Institute of Health Research (CIHR);
- Industry Canada; and
- Private sector companies in the Life Sciences industry.

The MedCM Consortium is also the sole overarching coordinating body for Canada devoted toward all development/co-development (within the country or abroad), research, validation (pre-clinical/clinical trials), procurement, stockpiling and employment of MedCMs.

DRDC requires project management services (3 senior and 1 junior) to advance these initiatives is a requirement for complementary and coordinated interaction between national and international shareholders and stakeholders to ensure alignment with both the overarching strategic direction and the public interest.

The scope of work is based on the core activities required to properly promote and facilitate Government of Canadian support to the initiatives of both the domestic and international Medical Countermeasures (MedCM) Consortia. To successfully carry out this mandate it is essential for the Contractor to work cooperatively and collaboratively with all MedCM members, partners and stakeholders to ensure mutual objectives and priorities are realized.

Services are to be provided on an "as and when requested" basis upon receipt of a duly completed and approved DND 626 Task Authorization in accordance with the Task Authorization process detailed in Part 7, of the Resulting Contract.

It is Canada's intent to award one (1) contract to satisfy this requirement. The period of the Contract will be for a three (3) year period from the date of contract award, with the irrevocable option to extend the term of the contract by up to two (2) additional one (1) year period(s) under the same conditions.

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" document on the Departmental Standard Procurement Documents Web site.

This procurement is subject to the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 Ontario.

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 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (4 hard copies and 1 soft copy on CD)

Section II : Financial Bid (1 hard copy)

Section III : Certifications (1 hard copy)

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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 should:

- (1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print 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 in a thorough, concise, and clear manner for carrying out the work.

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

Section II : Financial Bid

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1.1 Bidders must submit their financial bid in accordance with the following :

- (a) A firm all-inclusive hourly rate for each category of resources listed in Attachment 1 Financial Bid Presentation Sheet for each year of the contract period and for each option period.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

No travel and living expenses will be paid for services provided within the National Capital Region (NCR). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the NCR. All of these costs are to be included in the firm all inclusive labour rates requested above.

The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1.

- (b) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

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.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Refer to Attachment 1 Financial Bid Presentation Sheet

2. Basis of Selection

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria; and

- (c) obtain the required minimum for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a 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	\$55,000.00	\$50,000.00	\$45,000.00
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 and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 the 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 to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. **Mandatory** Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. **Additional Certifications Precedent to Contract Award**

The certifications in Attachment 3, Certifications Precedent to Contract Award, 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.

PART 6 - SECURITY

1. Security Requirement

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.
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.
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.
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.

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, titled 'Project Management Support for the Medical Countermeasures (MedCM) Consortium Initiative'.

1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A titled "Project Management Support for the Medical Countermeasures (MedCM) Consortium Initiative" the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

1.2 Task Authorization

1.2.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by _____ (to be entered at contract award) This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

1.2.2 Task Authorization Process

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.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
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.
3. The Contractor must provide the Technical Authority, within 5 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.

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.

1.2.3 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 Contracting Authority before issuance.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2040 (2013-03-21), General Conditions - Research and Development, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by the CISD, PWGSC.
3. Processing of PROTECTED/CLASSIFIED information electronically at the Contractor site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror 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).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

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4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract award for a period of 3 years.

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 2 additional 1 year period(s) 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 1 calendar day prior to the Contract expiry date. 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:

Joseph Hulse
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Telephone: (819) 956-3356
Facsimile: (819) 997-2229
E-mail address: Joseph.Hulse@pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

(To be entered at contract award)

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

5.3 Contractor's Representative

(To be entered at contract award)

5.4 Procurement Authority

The Procurement Authority for the Contract is:

(To be entered at contract award)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6. Payment

6.1 Basis of Payment - individual Task Authorizations - limitation of expenditures

1. 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.
2. 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.
3. 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 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
 - i. "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - ii. "Minimum Contract Value" means 5%
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.

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

6.3 Limitation of Expenditure - All the Work - Task Authorizations

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.
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.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - i. when it is 75 percent committed, or
 - ii. four (4) months before the contract expiry date, or
 - iii. 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.
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

6.4 Method of Payment - Task Authorizations

6.4.1 SACC Manual Clause H1008C (2008-05-12), Monthly Payment

6.5 SACC Manual Clauses

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

C0305C (2008-05-12), Cost Submission

6.6 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Technical Authority under the section entitled "Authorities" 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.

8. Certifications

8.1 Compliance

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

8.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

9. Applicable Laws

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

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 general conditions 2040 (2013-03-21), General Conditions - Research and Development;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List;
- f. the signed Task Authorizations (including all of its annexes, if any);
- g. the Contractor's bid dated _____.

11. Defence Contract

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

12. Insurance

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

13. Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

14. 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. 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 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

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.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract, 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 TAs.

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ATTACHMENT 1**FINANCIAL BID PREPARATION INSTRUCTIONS**

The Bidder must complete the following table identifying costing information for years one (1) through year three (3) + the two (2) one (1) year options. Rate shall indicate service rate per hour. Total shall identify Rate multiplied by Hours. The hours are estimates are for evaluation purposes only. Actual hours may vary.

Labour Category	Initial Contract Period								
	Year 1			Year 2			Year 3		
	Rate*	Hours	Total	Rate*	Hours	Total	Rate*	Hours	Total
Project Management									
Lead Senior		250			250			250	
Senior # 1		250			250			250	
Senior # 2		250			250			250	
Junior		250			250			250	
Sub-total				Sub-total			Sub-total		

*Rate is the all-inclusive hourly rate

Price (Initial Contract) = Sub-Total (Year 1)\$ _____ + Sub-Total (Year 2)\$ _____ + Sub-Total (Year 3)\$ _____ = \$ _____

Labour Category	Option Year					
	Option Year 1			Option Year 2		
	Rate*	Hours	Total	Rate*	Hours	Total
Project Management						
Lead Senior # 1		250			250	
Senior # 1		250			250	
Senior # 2		250			250	
Junior		250			250	
Sub-total				Sub-total		

*Rate is the all-inclusive hourly rate

Price (Option Years) = Sub-Total (Option Year 1)\$ _____ + Sub-Total (Option Year 2)\$ _____ = \$ _____

Price (Total) = Price (Initial Contract Years)\$ _____ + Price (Option Years)\$ _____ = \$ _____

ATTACHMENT 2 MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Technical Proposals that meet all the mandatory requirements set out in the evaluation criteria will be evaluated and scored in accordance with specific point-rated evaluation criteria. The degree that the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to the total possible point allotment, with 0 meaning the proposal completely fails to satisfy the requirements, and the total possible allotment meaning the proposal fully meets the outlined criterion.

If more than one Contractor meets all mandatory requirements then the resulting contract will be awarded based on: the Highest combined rating of price and technical score (40/60). Only in the event of a tie would the resulting contract be awarded to the bidder with the lowest rates.

To demonstrate experience, the bidder must provide the following:

- The project name, duration in months, and name of the client department.
- Client contact info (reference if available)
- Description of the project, what the resources role was in the project and what the resources contributed to the project.
- Explain how this experience meets the specific criteria of this solicitation.

DEFINITION OF AND RELEVANCY TO MEDICAL COUNTERMEASURES (MedCM)

Several evaluation criteria will be scored based on relevancy to MedCMs. Where applicable, the following definition and relevancy statements are to be utilized:

Definition - MedCMs are defined as the drugs and biologics for the purposes of diagnostics (detection), prophylaxis (vaccines/prevention) and therapeutics (treatment). Sometimes, medical devices (detection and monitoring) and protection (prevention) are also considered in the definition. MedCMs address chemical, biological and radiological (CBR) hazards and threats to human beings, as well as diseases endemic to operational theatres for national and public security. Those MedCMs under development are called "candidates".

Relevancy - Relevant projects, knowledge or experience could therefore be defined as those pertaining to MedCMs (as defined above) with respect to:

- Policy;
- Research and development; or
- Emergency preparedness and response within or between Government Departments and/or International Partners.

2.0 Lead Senior Project Manager

Mandatory Requirements	YES	NO
2.2 The lead senior project manager must demonstrate 3 years experience, within the last 5 years, working as project lead in the management of medical research and development.		
2.3 The lead senior project manager must demonstrate 1 year experience, within the last 5 years, working as project lead, on a project(s) with multiple stakeholders (more than three) across different levels of any of the following nationally or internationally sectors: <ul style="list-style-type: none"> • Government (federal to municipal) • Academia • Industry 		

3.0 Senior Project Manager 1 and 2

Mandatory Requirements	YES	NO
3.1 The senior project manager(s) must demonstrate 3 years, within the last 5 years, of experience in Project or Program management including any one of the following: <ul style="list-style-type: none"> • Change management • Strategic planning • Business planning • Organizational development • Business development; or • Strategic partnerships. 		
3.2 The senior project manager(s) must demonstrate 3 years experience, within the last 5 years, working in the management of medical research and development.		
3.3 The senior project manager(s) must demonstrate 1 year experience, within the last 5 years, working on project(s) with multiple stakeholders (more than three) across any of the following national of international sectors: <ul style="list-style-type: none"> • Government (federal to municipal) • Academia • Industry 		

4.0 Junior Project Manager

Mandatory Requirements	YES	NO
4.1 The junior project manager must demonstrate a minimum of 1 year, within the last 3 years, of experience in Project or Program management including either one of the following: <ul style="list-style-type: none"> • Change management; • Strategic planning; • Business planning; • Organizational development; • Business development; or, • Strategic partnerships. 		

5.0 Lead Senior Project Manager

Point Rated Requirements	Max Points	Score
<p>5.1 Demonstrate that the lead senior project manager has relative experience in the planning and delivery of medical countermeasures in any of the following areas;</p> <ul style="list-style-type: none"> • Defence; • Public Security; or • Emergency Preparedness. <p>.5 to <1 year = 20 1 to <2 years = 40 2 to <3 years = 60 3+ years = 80</p> <p><i>Relevancy will be assessed in accordance with the "Definition of and Relevancy to Medical Countermeasures (MedCM)" statement given.</i></p>	80	
<p>5.2 Demonstrate that the lead senior project manager has experience working on projects regarding the defence and security of public health.</p> <p>.5 to <1 year = 10 1 to <2 years = 20 2 to <3 years = 30 3+ years = 40</p>	40	
<p>5.3 Demonstrate that lead senior project manager has experience working as project lead, on project with multiple stakeholders (more than three) across any of the following national or international sectors:</p> <ul style="list-style-type: none"> • government (federal to municipal) • Academia • industry <p>1 to <2 years = 20 2 to <3 years = 40 3 to <4 years = 60 4+ years = 80</p>	80	
<p>5.4 Demonstrate that the lead senior project manager has experience in the planning and delivery of disease control programs.</p> <p>.5 to <1 year = 10 1 to <2 years = 20 2 to <3 years = 30 3+ years = 40</p>	40	
<p>5.5 Demonstrate that the lead senior project manager has education in business any one of the following:</p> <ul style="list-style-type: none"> • Business Administration; • Commerce; • Project Management; or, • Organizational Development. <p>a) PHD = 40 b) Masters degree = 30</p>	40	

<p>c) Bachelors degree = 20 d) College diploma = 10</p>		
<p>5.6 Demonstrate that the lead senior project manager has education in medicine or life sciences (with a major microbiology, biochemistry, human science, immunology or toxicology).</p> <p>a) PHD = 40 b) Masters degree = 30 c) Bachelors degree = 20 d) College diploma = 10</p>	40	
<p>5.7 Demonstrate that the lead senior project manager has a Certified Management Consultant (CMC) or Project Management Professional (PMP) designation.</p> <p>a) Both designations = 40 b) One of either designation = 30</p>	40	
<p>5.8 Demonstrate that the lead senior project manager has experience providing project management support, dealing with health issues at the international level, in any one of the following areas;</p> <ul style="list-style-type: none"> • Policy; • Strategic Planning; • Partnerships; or, • Organizational Structure to Government Departments. <p>1 to <2 years = 10 2 to <3 years = 20 3 to <4 years = 30 4+ years = 40</p>	40	
<p>5.9 Demonstrate that the lead senior project manager has experience providing project management support to international health protection organizations. , in any of the following areas;</p> <ul style="list-style-type: none"> • Policy; • Strategic Planning; • Partnerships; or, • Organizational Structure. <p>1 to <2 years = 10 2 to <3 years = 20 3 to <4 years = 30 4+ years = 40</p>	40	
Total	440	

6.0 Senior Project Manager 1 and 2 (complete one for each)

Point Rated Requirements	Max Points	Score
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<p>6.1 Demonstrate that the senior project manager(s) has relative experience in the planning and delivery of medical countermeasures in any of the following areas;</p> <ul style="list-style-type: none"> • Defence; • Public Security; or • Emergency Preparedness. <p>.5 to <1 year = 20 1 to <2 years = 40 2 to <3 years = 60 3+ years = 80</p> <p><i>Relevancy will be assessed in accordance with the "Definition of and Relevancy to Medical Countermeasures (MedCM)" statement given.</i></p>	80	
<p>6.2 Demonstrate that the senior project manager(s) has experience working on projects regarding the defence and security of public health needs.</p> <p>.5 to <1 year = 10 1 to <2 years = 20 2 to <3 years = 30 3+ years = 40</p>	40	
<p>6.3 Demonstrate that senior project manager(s) has experience working on project with multiple stakeholders (more than three) across any of the following national or international sectors:</p> <ul style="list-style-type: none"> • government (federal to municipal) • Academia • industry <p>1 to <2 years = 20 2 to <3 years = 40 3 to <4 years = 60 4+ years = 80</p>	80	
<p>6.4 Demonstrate that the senior project manager(s) has experience in the planning and delivery of disease control programs.</p> <p>.5 to <1 year = 10 1 to <2 years = 20 2 to <3 years = 30 3+ years = 40</p>	40	
<p>6.5 Demonstrate that the senior project manager(s) has education in business any one of the following:</p> <ul style="list-style-type: none"> • Business Administration; • Commerce; • Project Management; or, • Organizational Development. <p>a) PHD = 40 b) Masters degree = 30 c) Bachelors degree = 20</p>	40	

d) College diploma = 10		
6.6 Demonstrate that the senior project manager(s) has education in medicine or life sciences (with a major microbiology, biochemistry, human science, immunology or toxicology). a) PHD = 40 b) Masters degree = 30 c) Bachelors degree = 20 d) College diploma = 10	40	
6.7 Demonstrated that the senior project manager(s) has a Certified Management Consultant (CMC) or Project Management Professional (PMP) designation. a) Both designations = 40 b) One of either designation = 30	40	
Total	360	

7.0 Junior Project Manager

Point Rated Requirements	Max Points	Score
7.1 Demonstrated project management experience, within the last 3 years. 1 to <1.5 year = 20 1.5 to <2 years = 40 2 to <2.5 years = 60 2.5+ years = 80 <i>Relevancy will be assessed in accordance with the "Definition of and Relevancy to Medical Countermeasures (MedCM)" statement given.</i>	80	
7.2 Demonstrated that the junior project manager has education any of the following areas; <ul style="list-style-type: none"> • Business Administration; • Commerce; • Project Management; or, • Organizational Development. a. PHD = 40 b. Masters degree = 30 c. Bachelors degree = 20 d. College diploma = 10	40	
7.3 Demonstrated that each junior project manager has education in medicine or life sciences (with a major microbiology, biochemistry, human science, immunology or toxicology). a. PHD = 40 b. Masters degree = 30 c. Bachelors degree = 20 d. College diploma = 10	40	

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	Total	160

ATTACHMENT 3

CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND CERTIFICATIONS REQUIRED WITH THE BID

1.0 Certifications Required with the Bid

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

1.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

1.1.1 SACC Manual clause A3050T (2008-05-12), Canadian Content Definition

1.2 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2.0 Certifications Precedent to Contract Award

2.1 Federal Contractors Program for Employment Equity - Certification

2.1.1 Federal Contractors Program - \$200,000 or more

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.
2. 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.

3. 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, to the Labour Branch of HRSDC.
4. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), 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 - Competitive Requirements

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.3 Status and Availability of Resources

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

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

2.4 Education and Experience

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

2.5 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

ANNEX A

STATEMENT OF WORK

1. Title

Project Management Support for the Medical Countermeasures (MedCM) Consortium Initiative.

2. Background

Defence Research & Development Canada (DRDC)

Defence R&D Canada (DRDC) is an agency of the Canadian Department of National Defence responding to the scientific and technological needs of the Canadian Forces. Its mission is to ensure that the CF remains scientifically and operationally relevant.

The agency is made up of eight research centres located across Canada with a corporate office in Ottawa. DRDC has an annual budget of \$350 million and employs 1700 people. With a broad scientific program, DRDC actively collaborates with industry, international allies, academia, other government departments and the national security community across a broad spectrum of research subjects.

Medical Countermeasures (MedCM) Research

DRDC conducts research related to its military and civilian personnel within five research domains. One of these five domains, *Medical Interventions*, devotes part of its activities toward Medical Countermeasures (MedCM) research. MedCMs are defined as the drugs and biologics for the purposes of diagnostics (detection), prophylaxis (vaccines/prevention) and therapeutics (treatment) that are being developed to address chemical, biological and radiological (CBR) hazards and threats to human beings, as well as diseases endemic to operational theatres for national and public security. Those MedCMs under development are called "candidates".

DRDC operates in an environment characterized by change, complexity, and uncertainty. As the world evolves, so have the risks in the surrounding environment. The emergence of new technologies, the evolving threat landscape associated with novel scientific discoveries, coupled with increased bioterrorism risks related to the intentional or inadvertent release of biological, chemical or radiological threat agents are but a few challenges facing the Agency.

Medical Countermeasures (MedCM) Consortium

DRDC does not operate in isolation from collaborators such as public health, public security and the organizations that foster innovation (including granting bodies and academia), whether domestic or international.

Concurrently, there is not a large commercial market for public health emergency MedCMs and there are few incentives for the pharmaceutical sector to engage in developing them. Therefore, state-developed MedCMs are typically required for public health and security to protect civilian populations, as well as by DND to protect its personnel in the various missions that are expected in today's operational environment.

DRDC researchers traditionally have only conducted discovery research to advance MedCM candidates to the pre-clinical development stage. Within DRDC, there is no clear funding mechanism to go beyond this stage, such as supporting licensing procedures. This represents a strategic gap for onward development and licensure.

To address this strategy gap, the *MedCM Consortium* initiative was established within Canada between DRDC and the Public Health Agency of Canada (PHAC) in 2009 - represented by its National Microbiology Laboratory (NML). Having recently completed its conceptual framework, the MedCM Consortium concept is predicated on partnerships, stakeholder inclusion and on the critical capability of stakeholders to set priorities and govern the acceptance and progress of candidates. This Business Model is well-advanced.

There are also a gradually increasing number of stakeholders with whom the Canadian MedCM Consortium consults and collaborates, including:

- The Department of National Defence (DND) writ large;
- The Canadian Forces Surgeon General;
- Health Canada;
- The Royal Canadian Mounted Police (RCMP);
- Public Safety Canada;
- The National Research Council (NRC);
- The Canadian Institute of Health Research (CIHR);
- Industry Canada; and
- Private sector companies in the Life Sciences industry.

The MedCM Consortium is also the sole overarching coordinating body for Canada devoted toward all development/co-development (within the country or abroad), research, validation (pre-clinical/clinical trials), procurement, stockpiling and employment of MedCMs.

CA US UK AUS CBR Memorandum of Understanding (CBR MOU)

Notwithstanding Canada's domestic efforts just described, there exists specific MedCM target lists and priorities for our allies which may differ from DRDC in this particular research domain. However, there are still opportunities to leverage respective national and international proficiency and expertise to collectively address common shortfalls and challenges. To this end, the *CA US UK AUS CBR Memorandum of Understanding (CBR MOU) on Research, Development and Acquisition of Chemical, Biological and Radiological Defence Materiel* was developed over 20 years ago to establish cooperation between the four signatory nations to address the need, challenges, and opportunities for development of public health and security/defence MedCMs.

This Quadrilateral MedCM Consortium is comprised of representation from the following two government organizations of each member nation: their military (normally represented by both its Science & Technology and Surgeon General entities) and more recently added, each national civilian public health organization. More specifically, these organizations are:

- Canada - The Department of National Defence (DND);
- Canada - The Public Health Agency of Canada (PHAC);
- U.S. - The Department of Defence (DoD);
- U.S. – The Department of Health and Human Services (HHS);
- UK – The Ministry of Defence (MoD);
- UK - Department of Health (National Health Service);
- AUS - The Department of Defence (DoD); and
- AUS - Department of Health and Ageing.

As is the case in Canada, within each member nation there also exist a slowly increasing number of domestic stakeholders. Representatives from these stakeholders may also infrequently be invited, as required, to attend the international Quadrilateral MedCM Consortium events. Regardless, the representative government organizations for each member nation are responsible for their own domestic communications channels and efforts to keep their respective stakeholders informed of relevant international Quadrilateral MedCM Consortium discussions and decisions.

The CBR MOU Steering Committee (SC) identified a strategic goal for its members to better engage their respective national and international security counterparts recognizing that defence, security, and public safety are part of a continuum of activities necessary to protect national interests. These meetings of senior officials represent the convergence of a number of timely issues and responses to emerging national and international policy direction. The intent is to use the CBR MOU as the mechanism to undertake the Quadrilateral MedCM discussions, cooperation and exploration of appropriate business models for ongoing collaboration and partnership.

3. Objective

Underpinning the need for project management services to advance these initiatives is a requirement for complementary and coordinated interaction between national and international shareholders and stakeholders to ensure alignment with both the overarching strategic direction and the public interest.

A consistent source of externally-contracted support, provided as part of the Canadian Government's overall contribution to both MedCM Consortiums, has previously been critical to ensure that these activities have moved forward in a productive, timely and cost-effective fashion. As part of this support, a key success factor has proven to be DRDC's Contractors ability and experience to gain access, cooperation and support with both the domestic and international participants.

Up to the present time, these Canadian-based support services have been procured through a contract previously established by PHAC . The PHAC's Contract expired on 31 March 2013; however, the need remains to continue these external services to the Canadian MedCM Consortium, especially given the benefits that have been derived from the contracted deliverables received to date.

This new requirement is dedicated toward both the Canadian MedCM Consortium's internal domestic activities and to support the DND/PHAC contribution to the Quadrilateral MedCM Consortium, especially with respect to reinforcing Canadian interests within the latter group. This procurement will also now be led by, and administered through, DRDC on behalf of the Canadian MedCM Consortium. As such, all tasks will come from the DRDC Technical Authority listed below, but some could still be

made through this upcoming DRDC contracting vehicle by the other Canadian MedCM Consortium government members.

A 3 year contract is expected by DRDC to satisfy current support service needs, after which it is envisioned that the Canadian and or Quadrilateral MedCM Consortiums will have further evolved significantly enough to necessitate a re-evaluation of the nature and scope of these contracted support services going forward. Furthermore, DRDC's own transition of its business and operating model currently underway, as well as evolving Government fiscal realities, can also be expected to affect the changes to these future support service needs.

4. Scope

The scope of work is based on the core activities required to properly promote and facilitate Government of Canadian support to the initiatives of both the domestic and international Medical Countermeasures (MedCM) Consortiums. To successfully carry out this mandate it is essential for the Contractor to work cooperatively and collaboratively with all MedCM members, partners and stakeholders to ensure mutual objectives and priorities are realized.

Project management support services are therefore being sought to move forward those tasks intended to ensure that the domestic and international MedCM Consortiums and their various components are well-positioned to advance the development of MedCMs for public health and military personnel (both domestically and deployed). This requirement will cover the technical, analytical, administrative and logistical project support needed to meet the priorities of the Canadian MedCM Consortium initiative, and to facilitate Canada's support as part of the quadrilateral body; with the United States, the United Kingdom, and Australia.

Project management support service taskings of varying resource magnitudes are required on an "as and when requested" basis over the duration of this contract, subject to priority-setting. These taskings are envisioned to primarily involve objectives and deliverables that are events-driven: those associated with the preparations for, and or action items resulting from, a scheduled domestic and or international Consortium meeting or event.

A senior project manager position will provide the lead in the International and Domestic Support task. The work will require the ability to share information and build relationships within an international and domestic community of subject matter experts in the medical countermeasures domain as well as promote and facilitate participation of international and domestic stakeholders and shareholders at MedCM Consortium events.

Two (2) additional senior project manager positions will support the Technical and Domestic tasks. This would include the development of strategic and technical project direction, Consortium governance, workshop facilitation, and providing linkages between shareholders and stakeholders (Government, industry and academia). These positions would also provide the more routine interactions with the DND project manager and director.

A more junior project manager position could then assist with the more routine administrative support work such as writing draft reports (pending senior project manager approval), maintaining files, tracking deliverables, preparing for meetings and maintaining calendars. This position basically provides support to the senior project manager positions described above.

5. Tasks

Technical Project Support

- Assisting in developing and documenting strategic and technical project direction, project planning and framework development to ensure project alignment with the MedCM Consortium objectives, business plan and project agreements;
- Assisting in the identification and documentation of the MedCM Consortium key goals, visions, objectives, governance, terms of reference, roadmaps and strategic direction;
- Designing and facilitating shareholder/stakeholder consultation strategies, including workshops, using proven consultation and group-based planning methodologies, to maximize, capture and analyze shareholder/stakeholder input;
- Refining of operating, funding, governance and oversight models;
- Developing and coordinating core messaging on behalf all partners;
- Developing reporting mechanisms;
- Developing and updating process maps tracking the MedCM Consortium linkages; and
- Developing academia, industry and other government department (OGD) initiatives and partnerships to solidify strategic linkages between all shareholders and stakeholders to further advance the MedCM Consortium concept.

Domestic Support

- Providing support by continuing to refine the governance framework, to include roles, responsibilities and protocols to facilitate coordination between domestic and international shareholder and stakeholder partners; and
- Strengthening academia, industry and OGD partnerships with relevant partners to ensure alignment of objectives and resources to facilitate the most efficient and effective achievement of required MedCM Consortium activities:
 - Facilitating workshops of stakeholder groups, including mixed sector and sector specific workshops, and providing effective information capture and recording; and
 - Interacting with partners to assist in leveraging and facilitating exchange of knowledge and capabilities that will mutually promote the MedCM Consortium initiative both nationally and internationally.
- Engaging and assisting in the evaluation of prospective new relevant Canadian MedCM Consortium stakeholders, and where suitable indoctrinating and developing partnerships and linkages with them, including those in the private sector and academia.

International Support

- Strengthening academia, industry and OGD partnerships to ensure alignment of objectives and resources to facilitate the most efficient and effective achievement of required MedCM activities for both the Canadian MedCM Consortium and the Quadrilateral MedCM Consortium, especially with respect to supporting Canadian interests in the latter:
 - Facilitating MedCM Consortium concept development, information sharing, knowledge transfer, and relationship building within the international community;

- Promoting and facilitating the participation of international shareholders and stakeholders as featured experts in forums, including working to develop appropriate MedCM development governance mechanisms and funding opportunities;
- Researching and applying international lessons learned;
- Facilitating workshops of stakeholder groups, including mixed sector and sector specific workshops, and providing effective information capture and recording; and
- Interacting with partners to assist in leveraging and facilitating exchange of knowledge and capabilities that will mutually promote the MedCM Consortium initiative both nationally and internationally (as required by the Quadrilateral MedCM initiative).

Administrative Support

- Providing project/administrative/logistical support to core MedCM Consortium project team and working committees:
 - Maintaining and updating relevant project information in electronic files; project information might include such things as project activity schedule, status reports, correspondence;
 - Tracking of reports and deliverables;
 - Developing and maintaining project related documentation databases and archives for access by project team and working committees;
 - Facilitating progress meetings, including the logistics associated with invitations, accommodations, group meals and the venue, the preparation and circulation of meeting agendas and record of discussion/decisions;
 - Providing assistance in preparing high-level correspondence and reports; and
 - Developing and maintaining a calendar of events, meetings and workshops related to the MedCM Consortium.

6. Deliverables

Monthly progress reports, including a summary of activity and description of any issues encountered that are likely to require attention by the project management support team, must be attached to each progress claim.

Many of the tasks required for this project (see Scope) will not receive set delivery dates until they are assigned; the majority of the work will be on an “as required” basis:

- Provide written and oral, reports and presentations on key documents and/or tasks as requested:
 - Provide situation reports and vignettes to demonstrate clear progress on the MedCM Consortium file and showcase partner engagement in achieving critical milestones, and
 - Prepare executive decks as well as briefing notes to outline the MedCM Consortium initiative effort and outcomes.
- Draft and upon approval, finalize MedCM Consortium guidance documentation that encompasses aspects of the business model, governance and oversight, and all core messaging;

Acceptance of deliverables will be based on level of effort, and the work will be monitored regularly for adherence to the work plan and the prompt supply of information/advice when requested. The

contract will be completed upon the satisfactory completion and conveyance of all deliverables by the Contractor, together with the examination and acceptance of those deliverables by the Technical Authority.

7. Language of Work

All deliverables will be furnished by the Contractor in the English language. Where required, translation of deliverables will be the responsibility of Canada.

8. Location of Work

The majority of work will be carried out at the Contractor's facilities. When work involves the handling or storage of PROTECTED and CLASSIFIED information, it will only take place at those Contractor facilities that have received the appropriate Canadian Industrial Security Directorate (CISD) clearances and approvals.

The majority of meetings and events will take place in the NCR region.

Due to the infrequent instances anticipated for such visits, Contractor access to secure government, client and/or stakeholder facilities, both domestic and international, will be provided on an escorted basis "as and when required". When it is more practical to do so, some meetings and events will be held at the facilities of the Contractor.

9. Government Furnished Equipment (GFE)

Government work stations and/or support tools will not be provided to the Contractor.

10. Government Furnished Information (GFI)

All project details and documents necessary for the Contractor to complete each tasking will be provided by the Technical Authority or by other personnel directly involved.

11. Travel

The Contractor will not be compensated for any local travel within the National Capital Region (NCR). All payments are subject to Treasury Board guidelines and government audit. All compensated travel must have the prior authorization of the Technical Authority.

An estimated number of four (4) trips per fiscal year outside of the NCR, both domestically and internationally, for members of the Contractor's project management support team are described below:

Travel Per Year	Contractor Team of up to 2 Resources
----------------------------	---

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035sv

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International Trips	2
Domestic Trips	2

12. Meetings

The Contractor will be included in meetings and events with selected stakeholders, collaborators, and other contractors on an 'as and when required' basis. There may also be instances where the Contractor will be sent as the sole representative for the Consortium, such as to meetings with prospective stakeholders.

Regular progress meetings concerning deliverables will be promulgated, as required, as part of each call up tasking.

For reasons of economy, most meetings and events will be held by teleconference or by internet conference. The Contractor team members will also be required to attend occasional in-person meetings. Some meetings and events will be held at the Technical Authority's work locations, the facilities of domestic and international Consortium members and stakeholders, or when more practical, at the facilities of the Contractor.

ANNEX B**BASIS OF PAYMENT****1. LABOUR:** at the following firm rates

Labour Category	Contract Period		
	Year 1	Year 2	Year 3
	Rate*	Rate*	Rate*
Project Managers			
Lead Senior			
Senior # 1			
Senior # 2			
Junior			

Est.: \$ _____

Labour Category	Option Period	
	Year 1	Year 2
	Rate*	Rate*
Project Managers		
Lead Senior		
Senior # 1		
Senior # 2		
Junior		

2. TRAVEL AND LIVING EXPENSES:

Est.: \$ _____

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act*, R.S.C. 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/N-4/20100210/> and
 - (ii) any travel between the Contractor's place of business and the NCR.
- (b) For services to be provided outside the NCR, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

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- (d) All travel must have prior authorization of the Project Authority. All payments are subject to government audit.

**Estimated Cost to a Limitation of Expenditure: \$ _____
(GST/HST extra)**

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

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035sv

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ANNEX _C

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex **C**) appended to the bid solicitation package is to be inserted at this point and forms part of this document

Acrobat Document



Contract Number / Numéro du contrat Common PS SRCL#22
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	Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction	Acquisitions Branch	
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 Professional Services - Standing Offers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/> No / Non <input 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	
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	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" 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"/>



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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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non Yes / Oui

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

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

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

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input checked="" 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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 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?

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
 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?

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
 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	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	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).



Contract Number / Numéro du contrat Common PS SRCL#22
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS		Title - Titre Professional Services - Methods of Supply	Signature <i>Ruben Leman</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca	Date 2012/03/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Charron, Annick		Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date <i>March 20, 2012</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? No / Non 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)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>28-MARCH-2012</i>

Jacques Saumur
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