

**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

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Land Projects and Communication System Support  
Division/Div des projets terrestres et support de systèmes  
de communication  
11 Laurier St. / 11, rue Laurier  
8C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> MUAV SYSTEMS	
<b>Solicitation No. - N° de l'invitation</b> W8476-133748/A	<b>Date</b> 2012-12-05
<b>Client Reference No. - N° de référence du client</b> W8476-133748	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$RA-053-23390
<b>File No. - N° de dossier</b> 053ra.W8476-133748	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-12-21</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Springs(ra div.), Brent	<b>Buyer Id - Id de l'acheteur</b> 053ra
<b>Telephone No. - N° de téléphone</b> (819) 956-7889 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W8476-133748/A

Amd. No. - N° de la modif.

File No. - N° du dossier

053raW8476-133748

Buyer ID - Id de l'acheteur

053ra

CCC No./N° CCC - FMS No/ N° VME

W8476-133748

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**REQUEST FOR PROPOSAL**  
**FOR MINIATURE UNMANNED AIRCRAFT SYSTEMS**  
**VOLUME 1**  
**INSTRUCTIONS TO BIDDERS**

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## PART 1 - GENERAL INFORMATION

### 1.1. Introduction

The bid solicitation and resulting contracts document is divided into three (3) sections plus attachments and annexes, as follows:

#### INSTRUCTIONS TO BIDDERS

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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

### **Section 2 - RESULTING CONTRACT (Miniature Unmanned Aircraft Systems Acquisition (MUAS-A))**

Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract for the acquisition of the Miniature Unmanned Aircraft Systems; and annexes include the Statement of Work, Basis of Payment and System Performance Specifications

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### **Section 3 - RESULTING CONTRACT (Miniature Unmanned Aircraft Systems Support (MUAS-S))**

Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract for the Miniature Unmanned Aircraft Systems (MUAS); and annexes include the Statement of Work, the Basis of Payment, System Performance Specifications

#### 1.2. Miniature Unmanned Aircraft Systems (MUAS)

##### 1.2.1. Summary

This bid solicitation is being issued to satisfy the requirement of the Department of National Defence of Canada for Miniature Unmanned Aircraft Systems (MUAS). It is intended to result in the award of two (2) contracts to one successful Bidder.

The first contract, called the MUAS Acquisition Contract will be over an approximate period of three (3) years plus two (1) year options and will consist of a qualification of the MUAS and then, if successfully qualified, the purchase of a firm quantity of MUAS totaling fifteen (15) as complete system along with associated preliminary Integrated Logistics Support (ILS) such as technical documentation, training and initial provisioning of spares with the option to purchase an additional seventy - five (75) MUAS as complete system or component by component.

The second contract, called the Miniature Unmanned Aircraft Systems Support Contract (MUAS-S), will be for the ISS In-Service Support and Improvement Activities over a period of five (5) years plus five (5) one 1 year irrevocable options allowing Canada to extend the term of the Contract. The In-Service Support includes: Program Management Services, Supply Support Services, Technical Support Services and Engineering Support Services. The Improvement Activities will consist of incremental design and implementation of improvements to the initial ISS configuration and equipment disposal on an if, as, and when requested basis.

For the Acquisition Contract, Goods will be consigned to the destination specified in the Contract and delivered Delivered Duty Paid (DDP) Incoterms 2000.

##### 1.2.2. Additional details

- 1.2.2.1. The resulting MUAS-A Contract clauses are in the Request for Proposal (RFP) Volume 2.
2. The resulting MUAS-S Contract clauses are in the RFP Volume 3.

The MUAS-S Contract will be awarded at the same time as the MUAS-A Contract.

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In the Contract, a "year" is then a period from Contract Starting Date Anniversary to next Contract Starting Date Anniversary minus 1 day.

### 1.3. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

### 1.4. 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.

### 1.5. MUAS Procurement Process Overview

1.5.1. Following the bid solicitation closing date, Canada will proceed with a pre-screening of the bids. It will consist of reviewing the compliances of bidders on a pre-selected number of mandatory requirements. Bids not meeting the pre-selected mandatory requirements will be declared non-responsive. A regret letter will be sent to the unsuccessful bidders. These bidders will not be invited to the physical Performance Evaluation (PE). Once the Bidders have received their invitation to the PE, the evaluation process will follow its course up to the end.

1.5.2. After completion of the bid evaluation, the Department of National Defence (DND), and Public Works and Government Services Canada (PWGSC) will consolidate their evaluation reports, identify the successful bidder and, PWGSC will award at the same time both the MUAS-A and MUAS-S Contracts. The process could take one (1) to two (2) months.

### 1.6. Delivery of MUAS Contract's

Completed delivery of the MUAS must be within \_\_\_\_\_ months from MUAS-A Contract award date, the best delivery period, if shorter than the above \_\_\_\_\_ months, that can be offered by the Bidder is \_\_\_\_\_ (NOTE: Bidders to insert final delivery in months from MUAS-A contract award date.)

### 1.7. Additional quantities

The purchases of optional quantities are on an if, as, and when requested basis and are not guaranteed. Canada reserves the right to purchase additional systems up to the end of the option.

## 1.8. Communications - Solicitation period

The distribution of amendments to MUAS solicitation documents, of responses to inquiries from the Bidders, and the advertising of the availability of the most recent version of an electronic file originally provided in the RFP Electronic Package will be issued through the Government Electronic Tendering Service (GETS).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 contracts.

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 2.1.1 SACC Manual Clause

B1006T (2007-11-30) Condition of Material

### 2.2. Submission of Bids

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

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

### 2.3. Enquiries - Bid Solicitation

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All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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.

#### 2.4. Applicable Laws

Any resulting contracts must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Québec.

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

#### 2.5. Performance Evaluation (PE)

2.5.1. This solicitation includes a requirement for Bidders to undergo a hands-on evaluation of their proposed MUAS. This overall activity is titled the Performance Evaluation (PE).

2.5.2. Bidders must provide three (3) MUAS which will be used for the DND PE activities. Bidders must be prepared to support them throughout the demonstration period. Bidders must provide their MUAS in accordance with paragraph 2.6.4 herein.

#### 2.5.3. Invitation to PE Activities

2.5.3.1. All Bidders must deliver their P(Bid) in lockable containers to \_\_\_\_\_ in advance of the scheduled Performance Evaluation. The MUAS will be received, inventoried, and stored in a quarantined area. The MUAS will be used for both parts of the PE activities: the initial MUAS Evaluation.

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2.5.3.2. Details regarding the dates, timings, locations, and contact information for the subsequent MUAS evaluations, will be provided no later than four weeks after bid closing. The invitation to PE Activities will be directed to the point of contact in your bid.

2.5.3.3. Canada reserves the right to amend the details of the PE activities, such as dates, times and locations, when applicable. Canada will provide notice of change no fewer than 10 working days before the scheduled date for the P(Bid) and MUAS evaluations.

2.5.3.4. The PE must be conducted at no cost to Canada. Canada will pay its own travel and salary costs associated with the P(Bid) and MUAS evaluations.

#### 2.5.4 Pre-Certified RF Equipment.

If the Bidder's RF equipment is already certified in Canada, Bidders must provide via email, a copy of their Industry Canada Technical Acceptance Certificate (TAC) to the Contracting Authority as early as possible, but no later than 02:00 PM Eastern Daylight Saving Time, on 13 December 2013. If the Bidder's RF equipment is in use by the United States military, Bidder's must provide a copy of US Department of Defence (DoD) Form 1494 within the same time frame as the TAC. If either of these conditions is applicable, Bidders are not required to provide the information required to complete form DND 552.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Structure

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

Section I: General Bid

MUAS-A

Section II: Technical Bid

Section II: Financial Bid

Section III Certification

MUAS-S:

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Section III: Technical Bid

Section VI: Financial Bid

Section VIII: Certification

### 3.2. Bid Format and Content

The Bid Set should be submitted at the solicitation closing date and time indicated on page 1 of the bid solicitation. If any of these required copies is not 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.

3.2.1. The Bidders must submit a hard master copy of their bid (Master Bid Set) at the solicitation closing date and time indicated on page 1 of the bid solicitation. Each separately bound section of the hard master copy should be submitted in ringed binders on white bond paper except for charts, drawings, tables and other pre-existing material of a different size. Each section within the hard master copy should be clearly identified. See examples below:

Examples:

Technical Bid Section

Financial Bid Section

Certification Bid Section

3.2.2 Once received the bid package is property of Canada and Canada and cannot be returned to the Bidders for the purpose of creating additional copies of the bid sections.

3.2.3 Prices must appear in section of the Financial Bid only. No prices must be indicated in any other sections of the bid.

3.2.4 A proposed delivery date in calendar days after receipt or order (ARO).

3.2.5 Bidders may submit one or more proposals. Each proposal shall stand on its own;

2.3.6 Canada requests that bidders follow the instruction format instruction below in the preparation of their bid

- (a) use 8.5 x 11 inch paper;
- (b) use numbering system that corresponds to the bid solicitation;
- (c) include a title page at the beginning of each volume of the bid that include the title, date, solicitation number, bidder's name and address and contact information of the representative;
- (d) include a table of contents; and
- (e) include a glossary of all abbreviations and acronyms used;

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In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content.

3.2.7. The Bidder should label their company's name on all pages and any other information delivered to Canada under this Request for Proposal (RFP).

3.2.8. All information regarding any aspects of the Bidder's proposal, which are of a proprietary nature, should be clearly marked "PROPRIETARY" at the relevant article or the page(s).

3.2.9. Wherever tables, charts, and graphs are used to depict organizations, systems, layout, implementation schedules, plans, etc., foldout pages are to fold entirely within the ringed binder.

3.2.10. Bidders are to assume that Canada has no prior knowledge of their facilities, capabilities and experience. Except as otherwise specifically provided in the bid solicitation, Canada will evaluate the bid only on the documentation provided as part of the bid. Canada will not take into consideration any references in a bid to additional information not submitted with the bid, such as, but not limited to:

3.2.10.1. Web-site addresses where additional information can be found;

3.2.10.2. Technical manuals or brochures not submitted with the bid; or

3.2.10.3. Past or existing standing offers, supply arrangements or contracts with the Government of Canada; or

3.2.10.4. Another bid submitted for MUAV;

### 3.3. Priority of Bid Sets

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.

### 3.4. Canada Reference Documents (Data)

3.4.1. Bidders will find a complete list of Canada Reference Documents for the MUAS-A at RFP Annex xxxx to Volume 2 and for the MUAS-S at RFP Annex xxx to Volume 3. The lists are broken down into three main sections: References, Acronyms and Glossary, are identical in each Volume.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the bid set, general, technical, management and financial.
- (b) An evaluation team composed of representatives of the Department of National Defence (DND) and Public Works and Government Services Canada (PWGSC) will evaluate the bids on behalf of Canada. .
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline may result in the bid being declared non-responsive.
  - (ii) Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1. 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 contracts.

#### 4.1.2. MUAS-A Technical Evaluation

4.1.2.1. The Technical Evaluation for the acquisition of the MUAVs is included in RFP Annex J to Volume 1. The RFP Annex K to Volume 1 is for the Technical Service Evaluation Criteria. While Annex I is the the Performance Evaluation (PE) criteria.

##### 4.1.2.1. PE (Bid) Evaluation:

Bidder must demonstrate some features of their proposed MUAS PE(Bid) during the PE Evaluation , Annex J. Despite the Technical evaluation, if Canada determines during the PE Evaluation that the Bidder's proposed solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive. Canada may, as a result of the PE

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Evaluation, reduce the score of the Bidder on any rated requirement, if the evaluation indicates that the score provided to the Bidder on the basis of the bid evaluation is not validated by the PE evaluation. The Bidder's score will not be increased as a result of the PE Evaluation.

#### 4.1.3. MUAS-A Financial Evaluation

The MUAS-A Financial Evaluation for the acquisition of the MUAS is included in RFP Annex A to Volume 1.

#### 4.1.4. MUAS-S Financial Evaluation

The MUAS-S Financial Evaluation for the MUAS is included in RFP Annex A to Volume 1.

#### 4.2. Definitions:

4.2.1. "Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

4.2.2. "Bidder" is the person or entity (or, in the case of a Joint Venture, the persons or entities (Parties)) submitting a bid for the provision of the work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors. When successful, the Bidder becomes the Contractor. The Contractor is the person or entity or entities named in the Contract that will perform a contract and that will be responsible for the successful execution of the entire work.

4.2.3. A "joint venture" is an association of two or more persons or entities (Parties) who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.

#### 4.3. Basis of Selection

4.3.1. To be considered, a bid must:

4.3.1.1. Meet all mandatory requirements of the RFP including, without limitation, the following:

4.3.1.1.1. 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 contracts.

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4.3.1.1.2. Bids must meet all Mandatory Technical Evaluation Criteria. The criteria are subdivided as follows:

- a) for the MUAS-A, the criteria are as per RFP Annex XXX to Volume 1; and
- b) for the MUAS-S, the criteria are as per RFP Annex XXX to Volume 1;

4.3.1.1.3. Bidders must be financially capable of performing the requirement and agree to the review of the Bidder's financial statements by a government cost analyst to confirm compliance with this mandatory criteria as per RFP Article XXX.3 to Volume 1;

**BIDS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

4.3.1.2. In addition to meeting all of the mandatory evaluation criteria, Bidders will be evaluated on a series of rated evaluation criteria as follows:

4.3.1.2.1. The following Technical rated evaluation criteria are subdivided as follows:

- a) For Technical Criteria requirements subject to rated point score:
  - i) for the MUAS-A, the rated criteria are as per RFP Annex XXX to Volume 1; and
  - ii) for the MUAV-S the rated criteria are as per RFP Annex XXX to Volume 1; and

4.3.2. To be considered, bids must meet all requirements in paragraph 4.3 above.

The value of each bid considered will be established using a rated scoring evaluation and grand total bid price methodology. The scoring methodology will be prorated will 70% for technical merit and 30% for price.

The overall score for each technically responsive bid will be prorated against the maximum number of available points for each merit and a ratio of 70% technical and 30% price

For each technically responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Bidders must submit firm prices for all items listed in the Pricing Table in Annex XXXX basis of Payment. Bidders will be assessed in accordance with the Grand total bid price quoted in the completed Pricing Table in Annex XXX Basis of Payment.

The price of the bid will be evaluated in US dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FCA destination, Canadian customs duties and excise taxes included.

Neither the responsive bid obtaining the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of the contract.

In the case of a tie, the bid with the highest rated point score will be recommended.

#### 4.3.3. Bids ranking example:

The following example, which assumes a scenario involving three (3) bids, demonstrates how the Technical merit of 70% and Price of 30%, referred to above, will be applied:

Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	1000/1240	900/1240	950/1240
Bid Evaluation Grand Total Price	\$60,000.00	\$55,000.00	\$50,000.00
Calculation	Bidder 1	Bidder 2	Bidder 3
Technical Merit Score	$1000/1240 \times 70 = 56.45$	$900/1240 \times 70 = 50.81$	$950/1240 \times 70 = 53.63$
Pricing Score	$50/60 \times 30 = 24.99$	$50/55 \times 30 = 27.2$	$50/50 \times 30 = 30$
Combined Score	81.44	78.01	83.63

## PART 5 - CERTIFICATIONS

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1. Certifications Precedent to Contract Award

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The certifications listed below should be completed and submitted with the bid. 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.

#### 5.1.1. Federal Contractors Program - \$200,000 or more

##### 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.

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

2. 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.

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

The Bidder or the member of the joint venture

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

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

(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.

**AUTHORIZED SIGNATURE** \_\_\_\_\_

5.1.2. Certification of Compliance

Bidders must sign a Certificate of Compliance to certify that the Bidder's equipment does meet all requirements in Volumes 1 and 2, regardless of whether they are evaluated as part of the bids evaluation or after Contract Award.

1. We \_\_\_\_\_  
(Insert company name and address)

have been given opportunity to provide feedback in the establishment of the technical and other work requirements for the Miniature Unmanned Aircraft Systems procurement.

2. We have also thoroughly reviewed and understood the requirements of the complete Request for Proposal (Volumes 1, 2 & 3) and if selected, agree to comply with all requirements detailed therein.

3. By signing this "Certification of Compliance", we certify that we will satisfy all Miniature Unmanned Aircraft Systems (MUAS-A) and Miniature Unmanned Aircraft Systems Support (MUAS-S) Contracts requirements, and our products to be delivered against the MUAS-A Contract will comply with all MUAS-A contract requirements and will be fit for use as defined in the Resulting MUAS-A Contract.

\_\_\_\_\_  
(Name of Bidders' Designated Authority in print)

\_\_\_\_\_  
(Date in print)

\_\_\_\_\_  
(Signature of Bidders' Designated Authority)

#### 5.1.4 Status and Availability of Resources

The Bidder must present and warrant, in their proposal " Financial Bid" that, should it be awarded a contract as a result of the bid solicitation, all of the labour categories in RFP Annex A to Volume1 will be available, at the time required by Canada, to perform the Work as required by Canada's representatives.

Status and Availability of Resources:

We, \_\_\_\_\_(Name of bidder), hereby present and warrant that should we be awarded the MUAS-S contract as a result of the bid solicitation, all of the labour categories in RFP Annex A to Volume 1 will be available, at the time required by Canada, to perform the Work as required by Canada's representatives.

Name of bidder:

Per: \_\_\_\_\_

(Name and Title)

ANNEX AB to Volume 1 (Cont'd)

#### 5.1.3 Code of Conduct Certifications - Consent to a Criminal Record Verification

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

- a) a complete list of names of all individuals who are currently directors of the Bidder;
- b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### PART 6 - FINANCIAL AND OTHER REQUIREMENTS

#### 6.1. Controlled Goods Requirement

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### 6.1.1. SACC Manual clause A9130T (2011-05-16) Controlled Goods Program

6.1.2. Canadian firms must meet the CGP requirements. US firms must meet the International Traffic in Arms Regulations (ITAR) requirements, and foreign firms, other than US firms, must request of the Contracting Authority a background check which will be conducted by the Canadian Industrial Security Directorate (CISD). Canadian Firms must provide the proof, with their bid, of meeting CGP. US Firms must provide the proof, with their bid, of meeting ITAR. Foreign firms must provide the proof, with their bid, of successful background check conducted by CISD.

6.1.3. The Bidders must meet the requirements as per paragraph 6.2.2 of this Part before receiving technical data packages or specifications related to the controlled goods as per RFP article 3.4 to Volume 1.

### 6.2. Financial Capability

SACC Manual clause A9033T (2011-05-16) Financial Capability

## **Annex A**

### **VOLUME 1**

#### **FINANCIAL BID - BASIS OF PAYMENT - MUAS-A and MUAS-S**

The bidder shall complete the pricing table below for MUAS-A and MUAS-S based on the work described in the tables in Annex "A".

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The pricing will be evaluated in US dollars. Should there be any discrepancy between the total price and the unit price quoted, the unit price shall prevail and be extrapolated for financial evaluation purposes.

The labour rates are to be all-inclusive. They are to include Canadian customs and duties and excise taxes, the cost of labour, general and administrative expenses, overhead, profit and the like, excepting only GST (5%) and HST (13%) if applicable. All payments are subject to government audit.

Bidders will be assessed on the GRAND TOTAL bid price.

In addition to completing both Pricing Tables below, bidders are to submit current Price List for all labour categories and parts applicable to the requirement. Bidders are responsible for calculating the grand total of the Pricing Tables.

Bidders should submit prices for each item in the MUVS-A and MUVS-S as per the instructions of this annex. If some items are not part of the proposal, bidders should insert "N/A" for "Not Applicable" in the item's price field. Bidders should insert "\$0.00" for any item for which it does not intend to charge because the items are already included in other prices set out in the proposal. If the Bidder leaves any price blank, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to confirm the field price status. Failure to comply with the request of the Contracting Authority and confirm the field price status within that time period will render the bid non-responsive. No bidders will be permitted to add or change a price as part of this confirmation.

1.8. During the bid solicitation stage, the RFP Annex A will be called MUVS-A and MUAV-S Financial Bid Presentation Sheet". Before contract award, the MUVS-A and MUAV-S Financial Bid Presentation Sheet will be reworked and renamed "Basis of Payment".

## 2. Evaluation of Price

2.1. The Bidders proposals "Annex A MUVS-A and MUVS-S Financial Bid" must submit prices in American currency.

2.2. The price of the bid will be evaluated in American dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Incoterm 2000 DDP Delivery Duty Paid, customs duties included..

2.3. Unless otherwise specified in the bid solicitation, bids must be in US currency.

## FINANCIAL PROPOSAL EVALUATION

The formulas used below to calculate the overall Bidder's price proposal in each category is based on an estimation of the work to be performed, as follows:

Item A - System And Spare Parts For 100 flights:

The Bidder shall propose a Firm Fixed Price of \$\_\_\_\_\_ per system for the delivery of the required documentation and the first fifteen (15) systems.

Suppliers are to provide a price breakdown based on the individual components within the System proposed. If the proposed MUAV comes with a turret consisting of an EO and IR camera Table A below is to be completed.

If your MUAV is **NOT** equipped with a turret comprised of an Electronic Optical (EO) and Infire Red (IR) camera then Table 2 -No Turret Individual EO and IR Payload Configuration is to be completed. Suppliers are only to complete one (1) Table below. Completing both Table 1 and 2 will result in bid disqualification. Suppliers that have both a Turret system and non Turret system are only to complete Table 1 -Turret EO / IR Payload System Parts Configuration.

The sum of the individual components must **EQUAL** the proposed Firm Fixed Price of the System.

**Table 1 - Turret EO / IR Payload System Parts Configuration**

Equipment List	Equipment Quantity	Equipment Price	Total Price
Ground Control Stations (GCS) primary operational display			



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Equipment List	Equipment Quantity	Equipment Price	Total Price
Ground Control Stations (GCS) primary operational display equipment and computer (if other than a ruggedized computer)			
Ruggedized Computer			
Batteries			
Fuselage			
Wings (one row for each wing component if it is not a one piece wing assembly)			
EO Payload			
IR Payload			
Propulsion assembly (if it is not an integral part of the fuselage)			
Tool set for Operator Maintenance (provide an itemized list)			
Backpack/Operational Transport System			
Shipping Case(s)			
Propellers			
Antennas			
Tape			
Fasteners			
If Applicable List Any Additional Components Below That Comprise Your System			

Total System Price	
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### Table 3 - Total System Price

The Bidder shall complete Table 3.1 below for fifteen (15) Systems based on the proposed System pricing in Table 1 or Table 2.

Table 3.1

Individual System Unit Price	System Quantities	System Price
	15	\$

The Bidder shall propose a Firm Unit Price for the additional option to procure seventy five (75) systems below:

Table 3.2

Individual System Unit Price	System Quantities	System Price
	75	\$

The Bidder shall complete Table 3.3 below based on the System Prices as identified in Table 3.1 and 3.2.

Table 3.3

System Quantities	System Price
15	\$
75	\$
<b>TOTAL SYSTEM PRICE</b>	\$

### Table 4: Additional Spare Parts Procurement Prices

The Bidder shall identify in Table 4 below a list of spares required for 1000 flights and the associated firm fixed price:

Spares List	Quantity	Unit Price	Total Item Price



The Bidder shall propose a Firm Fixed Price for Individual Instructor and Operator Training Proposed Price listed in Table 6

No	Labour Categories	Firm Fixed Price	Forecasted Hours	Total Price
1	Canadian Forces (CF) MUAS Instructor trainee. CFB Gagetown			
2	<b>Instructor Supervisor for each of two CF Operator training courses</b> <b>The estimated number of CF trainees per group will be 16 trainees in each course.</b>			

The Bidder shall propose a Firm Fixed Unit Price of \$ \_\_\_\_\_ per individual All training shall be completed during a single course conducted at in accordance with (IAW) Annex B (SOW).

The Bidder shall propose a Firm Fixed Unit Price of \$ \_\_\_\_\_ for providing one IAW Annex B (SOW). For evaluation purposes the total bidder's proposed price for ISR Individual Training shall be calculated as follows:

**For evaluation purposes the amount entered for part D in table 5 will be the sum of the following items: Bidder's proposed Firm Fixed Unit Price of \$ \_\_\_\_\_ per instructor trainee \* 12 CF Instructor trainees Bidder's proposed Firm Fixed Unit Price of \$ \_\_\_\_\_ for one (1) Instructor Supervisor for the required two (2) operator training courses.**

Item E - Recommended Training Materials List (RTML) Proposed Price:

The Bidder shall propose a Firm Fixed Unit Price of \$ \_\_\_\_\_ for the provision of training aids and materials IAW Annex B (SOW) and CDRL T002, DID Trg-002.

For evaluation purposes the total price estimated for the RTML items shall be inserted in part "E" of Table 5.

Item F - Individual Technician Training Proposed Price :

If applicable, the Bidder shall propose a Firm Fixed Unit Price of \$ \_\_\_\_\_ for each CF Technician to be trained to conduct repairs beyond the operator's required skill level.

For evaluation purposes the bidder proposed price based on a requirement to train and certify eight (8) technicians to perform second level equipment tests and repairs shall be inserted in part "F" of table 5.

Item G - Proposed Prices for Optional Trainee Pre-Course Aptitude Evaluation Services:

The Bidder shall propose a baseline Firm Fixed Unit Price of \$ \_\_\_\_\_ for the provision of a trainee assessment testing service capability to be administered by the CF instructors.

If used, the option shall be required to install the capability at for sites in Canada.

For evaluation purposes the bidder proposed price shall be based on a requirement to install an evaluation capability that enables two students and one instructor to conduct concurrent training/evaluation testing at two (2) geographically separate sites in Canada. The cost for establishing the training capability at two (2) sites shall be used in part "G" of table 5.

Item H - Proposed Prices for Attrition Replacements:

1. Air vehicle (AV):

Fixed baseline price of \$ \_\_\_\_\_ per AV during the first two years of the Contract.

2. Payloads:

a. Separate EO and IR Payload option:

Fixed baseline price of \$ \_\_\_\_\_ per EO Payload during the first two years of the Contract.

Fixed baseline price of \$ \_\_\_\_\_ per IR Payload during the first two years of the Contract.

b. Combined EO and IR Payload option (if available):

Fixed baseline price of \$ \_\_\_\_\_ per Payload during the first two years of the Contract.

3. Consumable items

Fixed baseline price of \$ \_\_\_\_\_ for consumable items required for 1,000 flights.

Note: Attrition loss replacement for part "H" of table 5 shall initially be calculated using the following: 1. AVs: Fixed baseline price of \$ \_\_\_\_\_ per AV \* {AV attrition rate per 20,000 flights } 2. Payloads: Use "b" price if a combined payload is available, otherwise use "a" price. a. Separate EO and IR payloads: Use the total for EO and IR payloads below: Fixed baseline price of \$ \_\_\_\_\_ per EO Payload \* attrition rate per 10,000 flights plus Fixed baseline price of \$ \_\_\_\_\_ per IR Payload \* attrition rate per 10,000 flights b. Combined EO and IR payloads in a common turret installation: Fixed baseline price of \$ \_\_\_\_\_ per Payload \* attrition rate per 20,000 flights 3. Consumable items: Fixed baseline price of { \$ \_\_\_\_\_ per 1,000 flights } \* 20 4. Add "1", "2" and "3" and insert the sum in Table 5.

Item I - Proposed Prices for Repair and Overhaul (R&O) Services:

The estimated R&O services under Annex C (Repair and Overhaul SOW) shall be based on a total of 20,000 flights over a five (5) year period. (Assuming that the attrition losses are replaced then as a result of the R&O services Canada would in theory at the end of the 20,000 flights possess the same quantity of serviceable equipment and spare parts as was originally delivered.) For evaluation purposes the cost used for part "I" of table 5 shall be calculated as follows: Fixed baseline price of \$ \_\_\_\_\_ per 1,000 flights \* 20,000 flights \* 1.0657. Note: The repair rate estimate will be increased by a 6.57 % total inflation factor to account for cost increases to the baseline rate during the life of the Systems. (The 6.57 % figure is derived from the cost factors analysis completed in Aug/Sep 2011.)

Item J - Bidder's overall Price proposal:

The Bidder's overall Price proposal shall be calculated with the sum of Total Bidder's Proposed Price per Category, as follows in Table 5.

Table 5: Bid cost evaluation estimate

Category	Total Price per Category
Item A - System And Spare Parts Deliveries	\$
Item B - Optional System And Spare Parts	\$
Item C - Services Proposed Labour Rates	\$
Item D - Instructor and Operator Training	\$
Item E - Recommended Training Materials List (RTML)	\$
Item F - Individual Technician Training Proposed Price	\$
Item G - Optional Trainee Aptitude Evaluation Services	\$
Item H - Proposed Prices for Attrition Replacements	\$

Item I - Repair and Overhaul Services           \$  
 Bidder's overall Price proposal calculation   \$

#### Item K - Optional Publication Management Services Proposed Price

If the Bidder is prepared to undertake the provision of bilingual Publication Management Services the Bidder shall provide a proposed price structure for this service.

The Publication Management Services work is an unfunded option which would only be used if Canada identified cost savings compared to internal publication management processes.

For evaluation purposes, any proposed Publication Management Services option shall not be used as part of the proposal price evaluation. However, it would form the basis for negotiating that additional service if it was deemed to be cost effective. If no proposal is provided, Canada will presume the Contractor does not wish to undertake the translation and management of bilingual publications, and the work will not be offered to the System Contractor at a later date.

Annex A - cont'd

#### FINANCIAL BID - PRICING TABLE - MUAS - Acquisition

#### FINANCIAL BID - PRICING TABLE - MUAS - In Service Support

Bidders must provide all the labour categories as identified.

Insert your quoted Firm Hourly Rates for Normal business hours into column B opposite to all (labour categories. Insert the "Extended Price" into column D opposite to labour categories. The column D is equal to column B multiplied by column C.

"In-Plant Repair":

The Bidders must quote a Firm Hourly Rate for the In-Plant Repair services during normal business hours (Monday to Friday).

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The values found in column C do not represent a commitment that Canada's future usage of these categories will be consistent with these values. It is provided only for the purpose of financial bid evaluation and project financial value estimation.

Annex -A cont'd

**MUVS-A and MUVS-S TOTAL BID PRICE:**

Insert the total sum of all the "Extended Price" in row A and B in Grand Total Price Line below. We now have the value of the Bidder's bid price for the eventual MUAV Acquisition and Service Contract. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Total Acquisition Price - Identified in Row A	\$
Total In - Service Support Price - Identified in Row B	\$
<b>GRAND TOTAL PRICE</b>	<b>\$</b>

Canada's commitment to purchase at least \$XXXXXXXXX CAN GSTI/HSTI of MUAV spares as per the Recommended Spare Parts List.

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Travel and living will be paid at cost with no mark-up as per Treasury Board Guidelines.