

**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**

Title: Engineering and Technical Support Services for the Mercury Global Satellite Communications Project

<b>Title - Sujet</b> Engineering and Technical Support S	
<b>Solicitation No. - N° de l'invitation</b> W8474-12MG01/A	<b>Date</b> 2012-07-11
<b>Client Reference No. - N° de référence du client</b> W8474-12MG01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ST-003-24638	
<b>File No. - N° de dossier</b> 003st.W8474-12MG01	<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 2012-08-01</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Crncan, Adriana	<b>Buyer Id - Id de l'acheteur</b> 003st
<b>Telephone No. - N° de téléphone</b> (819) 956-1353 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<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**

**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  
11 Laurier St. / 11, rue Laurier  
11C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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This requirement contains a security requirement - See Part 6.

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Attachments include the List of Suppliers, Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, DND 626, Task Authorization Form, Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs.

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

### **2. Summary**

- 2.1 The Mercury Global (MG) project will provide the Department of National Defence (DND) with assured access to robust global satellite communications to meet the Information Exchange Requirement (IER) needs of the Canadian Forces (CF) in the present and future.
- 2.2 Mercury Global will provide a secure, reliable and high availability wideband communications space segment that meets the following high level mandatory capabilities:
  - 2.2.1 Governance: Ability to assert and maintain control over military strategic communication links with operational forces deployed domestically or internationally;

- 2.2.2 Capacity: Ability to provide operational commanders with a solution to the IER essential to the successful prosecution of their mission;
  - 2.2.3 Cost: Be affordable, sustainable and maintainable for extended periods of time; and
  - 2.2.4 Integrated Effect: Provide interoperability with other strategic Satellite Communications (SATCOM) programmes in the CF, Other Government Departments (OGDs) and Allied nations.
- 2.3 The period of the Contract is from date of Contract Award for a period of one (1) year, with an irrevocable option to extend the terms of the Contract by up to two (2) additional periods of one (1) year each under the same conditions.

### 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.

### 4. Conflict of Interest - Future Requirements

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject future bids on any Mercury Global contract(s) for the final solution of the anchor stations, terminals and in-service support, in the following circumstances:
  - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

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## ATTACHMENT 1 to PART 1

### LIST OF SUPPLIERS

#### 1. List of Suppliers

This Bid Solicitation is issued against the Technical Engineering and Maintenance Services Supply Arrangement (TEMS SA), PWGSC File No.E60ZH-070002. All terms and conditions of the TEMS SA apply and shall be incorporated into any resulting contract.

The requirement described herein is open only to PWGSC Technical Engineering and Maintenance Services (TEMS) Suppliers who are compliant in all of the following TEMS SA streams:

- Stream 2 - General Engineering and Related Services
- Stream 5 - Technical Support Services

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## 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 (2012-03-02), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1. Canada may reject a bid where any of the following circumstances is present:
  - (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
  - (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) calendar days.

#### 1.1 SACC Manual Clauses

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

### 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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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. Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: statutes, regulations or previous obligations of Canada to a third party or parties preclude contractor ownership of the Intellectual Property Rights in Foreground Information.

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## 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 4 soft copies on CD ) ;  
Section II: Financial Bid ( 1 hard copy and 1 soft copy on CD ) ; and  
Section III: Certifications ( 2 hard copies).

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 are encouraged to :

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

#### 1.1 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.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## 1.2 Section II: Financial Bid

- a. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- b. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.
- c. When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.
- d. The rates and prices included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The 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/acts/N-4 /"](http://laws.justice.gc.ca/eng/acts/N-4/)
- e. Bidders should include the following information in their financial bid:
  1. Their legal name;
  2. Their Procurement Business Number (PBN); and
  3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
    - a. their bid; and
    - b. any contract that may result from their bid.

## 1.3 Section III: Certifications

In Section III, Bidders should include the certifications required under Part 5.

## ATTACHMENT 1 to PART 3

### PRICING SCHEDULE

Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Cdn \$) for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The 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/acts/N-4/> ;
  - travel between the successful bidder's place of business and the NCR; and
  - the relocation of resources
- to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	PERIOD	QUOTED ALL-INCLUSIVE FIXED DAILY RATE (in Cdn \$)	Volumetric Data (estimated)	Total (in Cdn \$)
		A	B	C= A x B
<b>1</b>	<b>Initial Contract Period - One year after Contract Award (Estimated August 2012 to July 2013)</b>			
	<b>Stream 2 - General Engineering and Related Services</b>			
1a	Senior Systems Engineer	\$ _____	240 days	\$ _____
1b	Senior Test Engineer	\$ _____	240 days	\$ _____
1c	Senior ILS Engineer	\$ _____	240 days	\$ _____
	<b>Stream 5 - Technical Support Services</b>			
1d	Senior ILS Technician	\$ _____	240 days	\$ _____
	Total Initial Contract Period:			\$ _____
<b>2</b>	<b>Optional Period 1 - Estimated August 2013 to July 2014</b>			
	<b>Stream 2 - General Engineering and Related Services</b>			
2a	Senior Systems Engineer	\$ _____	240 days	\$ _____
2b	Senior Test Engineer	\$ _____	240 days	\$ _____
2c	Senior ILS Engineer	\$ _____	240 days	\$ _____
	<b>Stream 5 - Technical Support Services</b>			

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2d	Senior ILS Technician	\$ _____	240 days	\$ _____
			Total Optional Period	\$ _____
1:				
3	<b>Optional Period 2 - Estimated August 2014 to July 2015</b>			
	<b>Stream 2 - General Engineering and Related Services</b>			
3a	Senior Systems Engineer	\$ _____	240 days	\$ _____
3b	Senior Test Engineer	\$ _____	240 days	\$ _____
3c	Senior ILS Engineer	\$ _____	240 days	\$ _____
	<b>Stream 5 - Technical Support Services</b>			
3d	Senior ILS Technician	\$ _____	240 days	\$ _____
			Total Optional Period	\$ _____
2:				
4	<b>Evaluated Price (GST/HST excluded):</b>			\$ _____
	(i.e., sum of: Total Initial Contract Period + Total Optional Period 1 + Total Optional Period 2)			
5	<b>GST or HST</b>			GST:
	applicable: Insert GST or HST amount, as			HST:

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## **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **1.1 Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

### **1.2 Financial Evaluation**

- 1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- 1.2.2 For bid evaluation and contractors selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

## **2. Basis of Selection**

### **2.1 Basis of Selection - Lowest Evaluated Price**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price, the responsive bid that obtained the highest overall score for all the point rated technical criteria subject to point rating detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

## ATTACHMENT 1 to PART 4

### TECHNICAL CRITERIA

#### 1. General Evaluation

##### 1.1 Resources

- a. The Bidder cannot propose the same resource for more than one resource category. A resource can only be proposed once.
- b. The Bidder must clearly indicate which Resource Category the resources are being proposed under.
- c. The Bidder must propose resources for all resource categories.

#### 2. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Mandatory Technical Criteria (MT)</b>	
<b>Stream 2 – General Engineering and Related Services:</b>	
<b>Senior Systems Engineer</b>	
<b>MT1</b>	<p>Must have a minimum a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program <b>(Copy of certificate to be provided with the Bidder's proposal);</b></p> <p><b>OR</b></p> <p>Alternatively, should the candidate's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), <b>(Copy of the official CCPE judgement to be included);</b></p> <p><b>OR</b></p> <p>Finally, as a third alternative, the candidate's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body <b>(proof of which is to be provided with the Bidder's proposal).</b></p>
<b>MT2</b>	<p>The proposed resource must have a University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study from a Canadian Council of Professional Engineers (CCPE) accredited engineering program.</p>

	<p><b>OR</b></p> <p>Alternately, should the candidate's University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study be from a non-CCPE accredited engineering program, engineering credentials must be deemed "substantially equivalent" by the CCPE via an application to the Engineering International – Education Assessment program (EI-EAP)</p> <p>A copy of the resource's degree or diploma in Electrical, Communications or related IM/IT field of study must be submitted with the Bidder's proposal.</p>
<b>MT3</b>	Must have a minimum of eight (8) years of experience as an Engineer.
<b>MT4</b>	Must have a minimum of eight (8) years of experience within the last ten (10) years in satellite communications.
<b>Senior Test Engineer</b>	
<b>MT5</b>	<p>Must have a minimum a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program <b>(Copy of certificate to be provided with the Bidder's proposal);</b></p> <p><b>OR</b></p> <p>Alternatively, should the candidate's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), <b>(Copy of the official CCPE judgement to be included);</b></p> <p><b>OR</b></p> <p>Finally, as a third alternative, the candidate's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body <b>(proof of which is to be provided with the Bidder's proposal).</b></p>
<b>MT6</b>	<p>The proposed resource must have a University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study from a Canadian Council of Professional Engineers (CCPE) accredited engineering program.</p> <p><b>OR</b></p> <p>Alternately, should the candidate's University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study be from a non-CCPE accredited engineering program, engineering credentials must be deemed "substantially equivalent" by the CCPE via an application to the Engineering International – Education Assessment program (EI-EAP)</p> <p>A copy of the resource's degree or diploma in Electrical, Communications or related IM/IT field of study must be submitted with the Bidder's proposal.</p>
<b>MT7</b>	Must have a minimum of eight (8) years of experience as an Engineer.
<b>MT8</b>	Must have a minimum of eight (8) years of experience within the last ten (10) years in the development and implementation of Test and Evaluation plans for the delivery of new IT products or services.
<b>MT9</b>	The proposed resource must have a minimum of two (2) years of experience within the

	last five (5) years in testing and evaluating of IT/Communications systems that include the testing of Satellite ground stations or terminals.
<b>Senior Integrated Logistics Support (ILS) Engineer</b>	
<b>MT10</b>	<p>Must have a minimum a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program <b>(Copy of certificate to be provided with the Bidder's proposal);</b></p> <p><b>OR</b></p> <p>Alternatively, should the candidate's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), <b>(Copy of the official CCPE judgement to be included);</b></p> <p><b>OR</b></p> <p>Finally, as a third alternative, the candidate's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body <b>(proof of which is to be provided with the Bidder's proposal).</b></p>
<b>MT11</b>	<p>The proposed resource must have a University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study from a Canadian Council of Professional Engineers (CCPE) accredited engineering program.</p> <p><b>OR</b></p> <p>Alternately, should the candidate's University degree in Engineering majoring in Electrical, Communications or related Information Management/Information Technology (IM/IT) field of study be from a non-CCPE accredited engineering program, engineering credentials must be deemed "substantially equivalent" by the CCPE via an application to the Engineering International – Education Assessment program (EI-EAP)</p> <p>A copy of the resource's degree or diploma in Electrical, Communications or related IM/IT field of study must be submitted with the Bidder's proposal.</p>
<b>MT12</b>	Must have a minimum of eight (8) years of experience as an Engineer.
<b>MT13</b>	Must have a minimum of eight (8) years of experience within the last ten (10) years providing ILS engineering services.
<b>Stream 5 – Technical Support Services:</b>	
<b>Senior Integrated Logistics Support (ILS) Technician</b>	
<b>MT14</b>	Must have a minimum of a secondary school graduate diploma/certificate. A copy of the resource's diploma/certificate must be submitted with the Bidders proposal.
<b>MT15</b>	<p>The proposed resource must have a College diploma/certificate in Electrical/ Communications or related IM/IT field of study.</p> <p>A copy of the resource's degree or diploma must be submitted with the Bidder's proposal.</p>
<b>MT16</b>	Must have a minimum of eight (8) years of experience as an Integrated Logistics Support (ILS) Specialist.
<b>MT17</b>	<p>Must have a minimum of eight (8) years of experience within the last twelve (12) years working as an ILS Technician including experience in one (1) of the following areas:</p> <ul style="list-style-type: none"> <li>-Life Cycle Material Management (LCMM) for IM/IT or communications systems or</li> <li>-ILS technician for IM/IT communications project.</li> </ul>

### 1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

One (1) year is defined as twelve (12) months.

Point Rated Technical Criteria and Scores	Score Guidelines	Max Points	Bidder Self-Score	Justification (Cross-reference to resource resume as applicable)
<b>Stream 2 - General Engineering and Related Services</b>				
<b>Senior Systems Engineer - SATCOM Systems Architecture Services</b>				
R1	Demonstrated experience within the last 8 years from the date of bid closing working on satellite communications engineering including experience in either of the following areas:  (a) Satellite ground station or SATCOM terminal development; and  (b) Integrated SATCOM system design and transition to operations.	2 points per year of experience for a maximum of 10 points	10	
R2	Demonstrated experience working with Domestic and Foreign SATCOM partners/providers.	1 point domestic 1 point foreign 3 points for both	3	
R3	Demonstrated experience in writing technical SATCOM specifications for terminal design.	1 point per technical specification for a maximum of 5 points	5	
R4	Demonstrated experience in creation of the following documents:	2 points per type of document for a	12	

	<p>(a) In - service technical specifications for SATCOM terminals;</p> <p>(b) Cost/Benefit Analysis</p> <p>(c) Feasibility studies of technical options with recommended technical solutions;</p> <p>(d) Technical Statement of Requirements/ Statements of Work</p> <p>(e) Communication architecture design documents</p> <p>(f) Infrastructure design documents defining the integration between terrestrial networks and the ground station entry points</p>	maximum of 12 points			
	<b>Total Points Rated. Minimum of 21 pts for a 70% pass mark.</b>		<b>30</b>		
<b>Senior Test Engineer</b>					
R5	Demonstrated experience within the last 10 years from the date of bid closing in testing and evaluating of Satellite ground stations or terminals	Less than 2 years = 0 points. Above 2 years = 2 points per year for a maximum of 10 points	10		
R6	Demonstrated experience within the last 10 years from the date of bid closing in communication network integration testing.	1 point per year for a maximum of 7 points	7		
R7	Demonstrated experience with creating requirements to Test Traceability Matrix using IBM Rational DOORS (Dynamic Object Oriented Requirements Systems).	0 points - less than 2 years of DOORS experience 3 points – more than 2 years of DOORS experience	3		

R8	<p>Demonstrated experience in the preparation of the following engineering test and evaluation documents and procedures:</p> <p>(a) Test Strategies;  (b) Test Plans;  (c) Test Procedures;  (d) Formal Test Reports;  (e) Certification Reports;  and  (f) Technical Trial plans</p>	2 points for each type of document prepared up to a maximum of 12 points	12		
	<b>Total Points Rated. Minimum of 22 pts for a 69% pass mark.</b>		<b>32</b>		
<b>Senior Integrated Logistics Support (ILS) Engineer</b>					
R9	<p>Demonstrated experience within the last 10 years from the date of bid closing in providing the following ILS engineering services:</p> <p>(a) Reliability planning for technical design;  (b) ILS Maintenance Planning;  (c) ILS Support Planning  (d) ILS Technical Data Management Plan;  (e) Materiel Handling and Transportation Plan; and  (f) Full life cycle costing.</p>	2 points for each type of plan up to a maximum of 10 points	10		
R10	Demonstrated experience within the last 5 years from the date of bid closing in providing ILS engineering services.	1 point per year of experience for a maximum of 3 points	3		
R11	Demonstrated experience within the last 10 years from the date of bid closing managing the planning; and engineering efforts connected with the ongoing maintenance and configuration management of complex IT systems.	1 point per year of experience for a maximum of 5 points	5		

	Note: Complex IT systems is defined as a multi-component interconnected information technology system.				
R12	Demonstrated experience within the last 10 years from the date of bid closing performing the life cycle cost analysis on complex IT systems. Note: Complex IT systems is defined as a multi-component interconnected information technology system.	2 points per year of experience for a maximum of 10 points	10		
	<b>Total Points Rated. Minimum of 19 pts for a 68% pass mark.</b>		<b>28</b>		
<b>Senior Integrated Logistics Support (ILS) Technician</b>					
R13	Demonstrated experience within the last 10 years from the date of bid closing in providing the following ILS technical services: (a) Implementing an ILS Maintenance Plan; (b) Implementing an ILS Supply Support Plan; (c) Implementing an ILS Technical data management plan; and (d) Implementing a Materiel Handling and Transportation plan.	3 points per ILS technical service up to a maximum of 12 points	12		
R14	Demonstrated experience working with the SAP systems or the following DND specific SAP systems for ILS purposes: DRMIS/MASIS; Omega PS	Less than 2 years = 0 points More than 2 years of SAP experience = 2 points More than 2 years of DND specific SAP experience = 3 points	3		
R15	Demonstrated experience with the following ILS data management tasks: (a) preparing and inputting ILS data for initial	2 points for each type of task performed up to a maximum of 6 points	6		

	provisioning of spares or repair parts; (b) tracking, correcting and recording system and equipment configuration status; and (c) tracking and recording system and equipment configuration conformance				
R16	Demonstrated experience in preparing or updating the following documents:  (a) Technical Instructions and Orders for IT/Communications systems;  (b) IT/Communications technical specifications and drawings  (c) Reports resulting from the analysis of maintenance, repair and overhaul data	3 points for each type of document up to a maximum of 9 points	9		
	<b>Total Points Rated. Minimum of 21 pts for a 70% pass mark.</b>		<b>30</b>		

<b>Total Points Summary Score:</b>	_____/120
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## 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. Bidders should provide the required certifications in Section III of their bid.

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

### 1. Certifications Precedent to Contract Award

The certifications included in Attachment 1 to Part 5, 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.

## ATTACHMENT 1 to PART 5

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1.1 Federal Contractors Program

##### 1.1.1 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 is subject to the FCP or, if the Bidder is a joint venture and if any of the members of the joint venture is subject to the FCP, evidence of the commitment made by the Bidder or by each member of the joint venture who is subject to the FCP must be provided by the Bidder before the award of any contract resulting from the bid solicitation.

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. The Bidder or, if the Bidder is a joint venture, any of the members of the joint venture who 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 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 permanent full-time, permanent part-time 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 permanent full-time, permanent part-time 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;

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

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

## 1.2 Former Public Servants Certification

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above ? YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

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## 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; and
- 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 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.

### 1.3 Status and Availability of Resources

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

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

### 1.4 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.

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## PART 6 - SECURITY AND OTHER REQUIREMENTS

### 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; and
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
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 Website.

### 2. Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

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## 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 in Annex A.

#### 1.1 Task Authorization

- a. Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".
- b. With respect to the Work mentioned under paragraph 1.1.a. of this clause,
  - 1) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
  - 2) the TA Authority and limit will be determined in accordance with paragraph 1.1.2 of this clause;
  - 3) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
  - 4) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A, and
  - 5) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E, DND 626, Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

#### 1.1.2 TA Authority and Limit

- a. The DND Procurement Authority may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, GST or HST extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- b. The authority specified under paragraph 1.1.2.a. of this clause is granted subject to the sum specified in the Contract under clause Limitation of Expenditure - Cumulative Total of all authorized TAs not being exceeded.

### 1.1.3 Administration of the TA Process - Department of National Defence

The administration of the TA process will be carried out by DES Proc 2-5-5. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

#### 1.1.4 TA Process

a. For each task or revision of a previously authorized task, the Technical Authority will provide the Contractor with a request to perform a task prepared using Annex E, DND 626, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
  - i. the details of the activities or revised activities to be performed;
  - ii. a description of the deliverables or revised deliverables to be submitted; and
  - iii. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task

b. Within 10 working days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the TA form received from the Technical Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person(s) clause of the Contract :
  - i) the name of the proposed resource;
  - ii) the resume of the proposed resource; and
  - iii) a demonstration that the proposed resource meets the Contract security requirements.

#### 1.1.5 TA Authorization

a. The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.1.4.a. above;
2. the Contractor's response received, submitted pursuant to paragraph 1.1.4.b. above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

b. The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 1.1.4.b. above.

- c. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

#### 1.1.6 Minimum Work Guarantee - All the Work - Authorized TAs

- a. "Maximum Contract Value" means the sum specified in Contract clause 6.1.2, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
- b. "Minimum Contract Value" means 5% of the Maximum Contract Value.
- c. 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 d. of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- d. 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- e. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 1.1.7 Periodic Usage Reports - Contracts with TAs

- a. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- b. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs c. and d. below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting 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.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs c. and d. is provided in Annex F.

c. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (GST/HST extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (GST/HST extra);
  - the total estimated cost of the task (GST/HST extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), GST/HST extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), GST/HST extra;
- the GST/HST total amount invoiced;
- the total amount paid, GST/HST included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

d. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (GST/HST extra) specified in clause 6.1.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended) ;
- the total cost incurred for all authorized tasks inclusive of any revisions, GST/HST extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, GST/HST extra;
- the GST/HST total amount invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, GST/HST extra.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ .

### 2.4 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### 3. Security Requirement

- a. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must be citizens of Canada, United States, Denmark, Luxemburg, Netherlands or New Zealand and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
- c. The Contractor personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive work site(s) must be citizens of Canada, United States, Denmark, Luxemburg, Netherlands or New Zealand and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
- d. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- e. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- f. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) Industrial Security Manual (Latest Edition).

### 4. Term of Contract

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#### 4.1 Period of the Contract

The period of the Contract is from Contract Award to \_\_\_\_ (one year from contract award) inclusive.

#### 4.2 Option to Extend the Contract

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

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

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Adriana Crncan  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
11 Laurier St.  
Gatineau, QC  
K1A 0S5

Telephone: 819-956-1353  
Facsimile: 819-997-2229  
E-mail address: adriana.crncan@tpsgc-pwgsc.gc.ca

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

#### 5.2 DND Procurement Authority (TO BE IDENTIFIED AT CONTRACT AWARD)

The DND Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Solicitation No. - N° de l'invitation

W8474-12MG01/A

Amd. No. - N° de la modif.

File No. - N° du dossier

003stW8474-12MG01

Buyer ID - Id de l'acheteur

003st

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

W8474-12MG01

CCC No./N° CCC - FMS No/ N° VME

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_- \_\_\_- \_\_\_\_

Facsimile: \_\_\_- \_\_\_- \_\_\_\_

E-mail address: \_\_\_\_\_

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. Any proposed changes to the scope of the Work are to be discussed with the DND Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority. The DND Procurement Authority is also responsible for the issuance and management of Task Authorization requests and for all payment of invoices as specified in this Contract.

### 5.3 Technical Authority (TO BE IDENTIFIED AT CONTRACT AWARD)

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_- \_\_\_- \_\_\_\_

Facsimile: \_\_\_- \_\_\_- \_\_\_\_

E-mail address: \_\_\_\_\_

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

### 5.4 Contractor's Representative (TO BE IDENTIFIED AT CONTRACT AWARD)

## 6. Payment

### 6.1 Basis of Payment

#### 6.1.1 Authorized TA

One of the following bases of payment options will form all or part of each TA:

##### 1) Firm Lot Price TA

When the applicable basis of payment specified in a TA authorized and issued under the Contract is firm lot price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price stipulated in the authorized TA, as determined in accordance with the basis of payment cost elements in Annex

B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

**2) Limitation of Expenditures- Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only**

For the requirements relative to travel described in section 4.3 of the Statement of Work in Annex A :

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 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, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure of \$\_\_\_\_\_. Customs duty are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The 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/acts/N-4/> ;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources required to satisfy the terms of the Contract.

**3) TA subject to a Limitation of Expenditure**

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their

incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
  - (b) four (4) months before the final delivery date specified in the authorized TA, or
  - (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,
- whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.1.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs**

1. Canada's total liability to the Contractor under the Contract for all authorized 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:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the Contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.1.1.(3), TA subject to a Limitation of Expenditure),

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.

### **6.3 Method of Payment - Authorized TA**

One, several or all of the following methods of payment will form part of the authorized TA:

SACC Manual clause H1000C (2008-05-12), Single Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payments

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SACC Manual clause H3010C (2010-01-11), Milestone Payments

#### **6.4 SACC Manual Clauses**

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

C0305C (2008-05-12), Cost Submission

#### **6.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

### **7. Invoicing Instructions**

- a. 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:

- 1) a copy of time sheets to support the time claimed;
- 2) a copy of the release document and any other documents as specified in the Contract;
- 3) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- 4) a copy of the monthly progress report.

- b. Invoices must be distributed as follows:

- 1) The original and one (1) copy must be forwarded to the DND Procurement Authority for certification and payment; and
- 2) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **8. Certifications**

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

### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated \_\_\_\_\_

## 11. Defence Contract

SACC Manual clause A9006C (2008-05-12), Defence Contract

## 12. Foreign Nationals

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

## 13. Insurance

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

## 14. Controlled Goods

SACC Manual Clause A9131C (2011-05-16), Controlled Goods Program

SACC Manual Clause B4060C (2011-05-16), Controlled Goods

## 15. Site Regulations

A9062C (2010-01-11), Canadian Forces Site Regulations

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# **ANNEX A**

## **STATEMENT OF WORK**

### **FOR THE PROVISION OF**

### **ENGINEERING AND TECHNICAL SUPPORT SERVICES**

### **MERCURY GLOBAL SATELLITE COMMUNICATIONS PROJECT**

## **1 BACKGROUND**

- 1.1 The Mercury Global (MG) project will provide the Department of National Defence (DND) with assured access to robust global satellite communications to meet the Information Exchange Requirement (IER) needs of the Canadian Forces (CF) in the present and future.
- 1.2 Mercury Global will provide a secure, reliable and high availability wideband communications space segment that meets the following high level mandatory capabilities:
  - 1.2.1 Governance: Ability to assert and maintain control over military strategic communication links with operational forces deployed domestically or internationally;
  - 1.2.2 Capacity: Ability to provide operational commanders with a solution to the IER essential to the successful prosecution of their mission;
  - 1.2.3 Cost: Be affordable, sustainable and maintainable for extended periods of time; and
  - 1.2.4 Integrated Effect: Provide interoperability with other strategic Satellite Communications (SATCOM) programs in the CF, Other Government Departments (OGDs) and Allied nations.

## **2 PROJECT OBJECTIVES**

- 2.1 The objectives of the Mercury Global project are:
  - 2.1.1 Deliver strategic X-band and Ka-band SATCOM ground entry sites that are interoperable with deployed terminals fielded by all environmental force generators (see Section 9). These ground entry sites will enable connectivity to global theatres and must be located within Canadian territory where feasible; and
  - 2.1.2 Deliver CF SATCOM Control Centre(s) (CFSCC) required to manage and to control satellite access, and link circuit and network operation for the DND ground terminal population as fielded to meet the current and forecasted IERs to FY 24/25. The CFSCC must support identified critical services under conditions of system stress caused by partial failure or electronic warfare.

### 3 SCOPE OF WORK

- 3.1 The Contractor must provide professional services on an "as and when requested" basis to support the systems and equipment as described in Section 2.1 of this Statement of Work (SOW).
- 3.2 The Contractor's resources will be required to work with technical material provided by the United States Department of Defence (US DoD); therefore International Traffic in Arms Regulations (ITAR) is applicable.
- 3.3 Professional services are required to provide inputs into varying tasks associated with the options analysis, definition phase, and implementation phase of the project in order to define the project deliverables. This will include the creation of a set of technical documents and SOWs.
- 3.4 DND has a requirement to acquire the services of the following resources:

**Stream 2 – General Engineering and Related Services:**

- 3.4.1 One (1) Senior Systems Engineer to provide SATCOM Systems Architecture Services; and
- 3.4.2 One (1) Senior Test Engineer to provide SATCOM Test and Evaluation Services; and
- 3.4.3 One (1) Senior Integrated Logistics Support (ILS) Engineer to provide ILS management services.

**Stream 5 – Technical Support Services:**

- 3.4.4 One (1) Senior Integrated Logistics Support (ILS) Technician to provide ILS related services for the project.

### 4 TECHNICAL ENVIRONMENT

- 4.1 Location of Work
- 4.1.1 The resources must be available to work within the NCR. Resources are expected to be co-located with the project that is currently located at 2 Constellation Crescent, Ottawa, Ontario, subject to change at any time. DND will provide sufficient office space, general purpose office furniture, and EDP equipment and services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements). Access to facilities, materials, and computer systems is available between the hours of 07:00 to 17:00, Monday to Friday excluding statutory holidays.
- 4.1.2 The provisions in section 4.1.1 will, in all cases, be subject to the availability of DND office facilities in the National Capital Region. Due to the uncertain future availability of DND office facilities in the National Capital Region, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of contracted service from its own offices or place of business and adequate work space and office equipment if, for any reason, DND office facilities become unavailable. The Contractor will be required to work only on unclassified work at their own offices or place of business, if requested.

## 4.2 Language

4.2.1 The Contractor's resources must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors. All deliverables must be produced in English.

## 4.3 Travel

4.3.1 Local, national and international travel may be required to various locations. The Contractor will not be reimbursed for travel costs incurred within the NCR;

4.3.2 All non-NCR travel must be approved in advance by the Procurement Authority. The Contractor must follow Treasury Board Travel Directive for reimbursement of travel expenses; and

4.3.3 The Contractor must ensure that their resources are equipped with all applicable Microsoft Office suite, Microsoft Project and Microsoft Visio software, computer and communication equipment, if any work is to be performed outside of DND offices. DND will provide project specific software on DND owned hardware as listed in sections 4.5.2 to 4.5.4 for the work to be performed at DND offices. Safety protection required to complete the assigned tasks will be supplied by the Contractor if and when required. Safety protection could include hard hats, steel-toed boots and safety glasses. The Contractor must ensure that the resources meet the health and safety requirements of the facilities visited if and when required.

4.4 Applicable Documents: To aid in the accomplishment of assigned tasks and deliverables, the resources will be provided access to the following documents:

4.4.1 Concept of Operations (CONOPS);

4.4.2 Project Statement of Requirements (SORs);

4.4.3 Project Schedule;

4.4.4 Technical documents relevant to implementation of Wideband Global Satellite (WGS) terminals and certification requirements;

4.4.5 Any existing DND Technical Instructions or Orders relevant to the operation of the Anchor Stations or Terminals; and

4.4.6 Templates, forms, and reports, as applicable.

4.5 Applicable Software:

4.5.1 Microsoft Office suite, Microsoft Project and Microsoft Visio (DND supplied at DND facilities and Contractor supplied at Contractor's facilities);

4.5.2 IBM Rational Dynamic Object Oriented Requirements Systems (DOORS) (DND supplied);

4.5.3 SAP Defense Resource Management Information System (DRMIS) (DND supplied); and

4.5.4 Omega PS (Module of SAP) (DND supplied).

4.6 Constraints

4.6.1 During the period of the contract, the Technical Authority reserves the right to add, delete or upgrade Microsoft software in support of DND Operations. Where DND adds

or upgrades these software programs in support of its operations, the Contractor must support the new versions.

## 5 TASKS AND DELIVERABLES

### 5.1 Senior Systems Engineer

- 5.1.1 The services of one (1) Senior Systems Engineer must be provided on an "as and when requested" basis to support the project personnel with the selection, and implementation of a preferred option for Mercury Global Anchor Stations and Ground Terminals to produce an effective wideband SATCOM System for the CF. This may include translating the system concept into a design, performing risk identification, analysis, mitigation, and requirements traceability.
- 5.1.2 Tasks will include but are not limited to the following:
- 5.1.2.1 Conduct engineering studies to assess the technical risks, evaluate location and determine design options of SATCOM ground stations and terminals to produce;
    - a. technical reports for each option including risk summary, pros and cons of option and recommendations as a result of these studies.
  - 5.1.2.2 Prepare Technical Statement of Requirement (TSOR);
  - 5.1.2.3 Participate in the review and provide technical interpretation of material provided as a result of Request For Information (RFI);
  - 5.1.2.4 Provide inputs to the project team in the preparation of cost/benefit analysis and budgetary estimates, for each SATCOM ground station or terminal option as input to the project business case;
  - 5.1.2.5 Participate in planning meetings and technical reviews relating to the design, application management and support of SATCOM terminals and ground stations;
  - 5.1.2.6 Review and contribute to the risk management, quality assurance and configuration management plans and practices;
  - 5.1.2.7 Provide engineering services related to SATCOM communications infrastructure including the following areas:
    - a. Creation of communications architectures design documents; and
    - b. Creation of infrastructure design documents defining the integration between terrestrial networks and the ground station entry points.
  - 5.1.2.8 Create and update project documentations:
    - a. System Engineering Management Plan (SEMP);
    - b. technical drawings, data packages and systems manuals for transition to operations; and
    - c. requirements to functional component traceability matrix.
  - 5.1.2.9 Provide inputs to the project team in the development of the following documents:
    - a. specifications of SATCOM ground stations and terminals, sub-systems, equipment, interfaces or ancillaries; applying military or commercial standards, specifications or practices for incorporation into the systems;

- b. specifications for and carrying out the integration of systems and equipment for the utilization of current and new SATCOM systems/equipment;
- c. SOR inputs including Data Item Definitions (DIDs) and Contract Data Requirement List (CDRLs); and
- d. Statements of Work.

## 5.2 Senior Test Engineer

5.2.1 The services of one (1) Senior Test Engineer must be provided on an "as and when requested" basis to support in the creation and implementation of test and evaluation plans to help select and implement an effective wideband SATCOM System for the CF.

5.2.2 Tasks will include but are not limited to the following:

5.2.2.1 Work with the US DoD to determine the WGS certification requirements for the proposed or selected SATCOM ground stations and terminals.

5.2.2.2 Create and implement WGS Terminal Certification plans;

5.2.2.3 Develop, plan, and implement Ground Station and Terminal Test and Evaluation documents and procedures, which must include but not limited to the following:

- a. Requirements to Test Traceability Matrix within DOORS software;
- b. Test Strategy;
- c. Technical Evaluation Plans and Evaluation Standards;
- d. Test Plans;
- e. Trial Plans; and
- f. Acceptance criteria, checklists and reports.

5.2.2.4 Conduct satellite communications integration testing and evaluations and present the results.

## 5.3 Senior Integrated Logistics Support (ILS) Engineer

5.3.1 The services of one (1) Senior ILS Engineer must be provided on an "as and when requested" basis to support with the creation and planning of ILS plans to implement and sustain an effective wideband SATCOM System for the CF.

5.3.2 Tasks will include but are not limited to the following:

5.3.2.1 Create and manage the Configuration Management Plan and processes for the SATCOM terminals and ground stations;

5.3.2.2 Develop, conduct and document engineering studies, perform analysis and recommend technical solutions to stated technical , logistic or operational requirements or problems;

5.3.2.3 Prepare a transition to operations plan and schedule;

5.3.2.4 Prepare a support plan for the provision of ongoing maintenance of the proposed SATCOM ground station and terminals;

- 5.3.2.5 Define and document standards and criteria related to SATCOM equipment and systems maintenance for inclusion in the plans;
  - 5.3.2.6 Provide ongoing risk analysis related to ILS and LCMM activities and provide input to the risk management and mitigation plans;
  - 5.3.2.7 Develop Supportability Assessments and system support plans for SATCOM systems and terminals and planning for the ongoing support to those systems including:
    - a. develop and assess maintenance strategies, providing a plan that outlines and supports requirements;
    - b. evaluating existing systems;
    - c. mission and support system definition;
    - d. examination of alternatives; and
    - e. identify logistics support resource requirements.
  - 5.3.2.8 Determine the full life-cycle cost of the proposed anchor stations and ground terminals including operational resource requirements/offsets as inputs to:
    - a. determine alternatives for LCMM support; and
    - b. options analysis and business case development.
- 5.4 Senior Integrated Logistics Support (ILS) Technician
- 5.4.1 The services of one (1) Senior ILS Technician must be provided on an "as and when requested" basis to support in the implementation of ILS plans in order to implement and sustain an effective wideband SATCOM System for the CF.
  - 5.4.2 Tasks will include but are not limited to the following:
    - 5.4.2.1 Prepare, modify and update Technical Instructions and Orders for the SATCOM system selected for delivery to system operators;
    - 5.4.2.2 Prepare and provide data for initial provisioning and repair parts scaling;
    - 5.4.2.3 Prepare and provide repair procedures, maintenance schedules and technical data;
    - 5.4.2.4 Track, correct and record system and equipment configuration status and conformance; perform analysis of maintenance, repair and overhaul data in the DND ILS tracking tools;
    - 5.4.2.5 Prepare the ILS data related to the Anchor Stations and Ground Terminals for input into DND's ILS data management database; and
    - 5.4.2.6 Review disposal certificates, make appropriate recommendations, and update maintenance handbooks, parts list and operating manuals.

## 6 **FORMAT OF DELIVERABLES**

All deliverables specified in each approved Task Authorization must be submitted to the Technical Authority in one (1) hard copy and one (1) electronic copy on CD, compatible with Microsoft Office 2000 or 2003 format. Non-classified files may be e-mailed or presented on appropriate storage media. Classified material must be handled in accordance with DND regulations for classified information. DND format for reports is required and templates will be provided to the resource.

## 7 ACCEPTANCE

- 7.1 All tasks and deliverables are to be completed in accordance with individual task authorizations. The Technical Authority will verify the completed work to ensure that the tasking has been fulfilled. The Technical Authority reserves the right to reject incomplete or substandard work.
- 7.2 Each draft document or part thereof will be submitted to the Technical Authority for review. The Technical Authority will return draft documentation to the resource for revision, which must be completed within the schedule of each task authorization. The resource will return the revised document to the Technical Authority as a final submission for approval.

## 8 REPORTING AND MEETING REQUIREMENTS

- 8.1 The Contractor must provide an account manager who will:
- 8.1.1 Participate in quarterly meetings with the Technical Authority, within the National Capital Region (NCR) or via teleconference, to review:
- 8.1.1.1 Monthly progress reports on current tasking;
  - 8.1.1.2 Monthly financial reports;
  - 8.1.1.3 Discuss problems and issues relating to the tasking(s); and
  - 8.1.1.4 Other issues, as deemed necessary by either party.
- 8.1.2 Ensure that the resource(s) are available to commence work within ten (10) calendar days from the date the Contractor receives an approved Task Authorization.
- 8.2 Monthly Progress Reports: The Contractor must prepare monthly Progress Reports identifying and outlining the work performed during the previous month. The Monthly Progress Report is to be submitted using Microsoft office suite of tools, and is to be attached to each Progress Claim. As a minimum, each monthly progress report must document the following information:
- 8.2.1 All significant activities performed in the period covered that may impact the ability to perform tasks;
  - 8.2.2 Status of all action and decision items as well as a list of outstanding activities that may extend beyond identified timelines;
  - 8.2.3 Any recommendations relating to the work described in the task authorization;
  - 8.2.4 Total number of days charged for each occupational category during the covered period;
  - 8.2.5 Cumulative number of days charged for each occupational category; and
  - 8.2.6 Travel costs incurred including all applicable documentation.
- 8.3 NIL reports are required for the months in which services were not provided.

## 9 LIST OF ACRONYMS AND DEFINITIONS

### 9.1 List of Acronyms and definitions

CF	Canadian Forces
CPU	Central Processing Unit
DND	Department of National Defence
DOORS	IBM Rational Dynamic Object Oriented Requirements Systems
DRMIS	Defense Resource Management Information System (customized SAP software system for DND)
DSP	Defence Services Program
EDP	Electronic Data Processing
Environmental Force Generators	Canadian Forces Units who will be procuring satellite terminals for the environments. (ie Navy, Air Force, Army). These terminals are not procured by the project but the project terminals need to be interoperable (work) with the terminals bought by these units.
ILS	Integrated Logistics Support
LAN	Local Area Network
LCMM	Life Cycle Material Management
MG	Mercury Global
MILSATCOM	Military Satellite Communications
NCR	National Capital Region
NDHQ	National Defence Headquarters
PMESS	Project Management and Engineering Support Services
PM	Project Manager
PMO	Project Management Office
SAP	Systeme, Anwendungen, Produkte which is German for System Applications and Products - the name of Treasury Board mandated software for use by all government departments.
SATCOM	Satellite Communications
SEMP	System Engineering Management Plan
SOW	Statement of Work
SRCL	Security Requirements Check List
IER	Information Exchange Requirements
TCP/IP	Internet Protocols
WGS	Wideband Global Satellite (US DoD)

## ANNEX B

### BASIS OF PAYMENT

#### A- Contract Period (From \_\_\_\_\_ to \_\_\_\_\_ )

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	All Inclusive Fixed Daily Rate
_____	_____	\$ _____
_____	_____	\$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_**

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in section 4.3 of the Statement of Work in Annex A :

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 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, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

Solicitation No. - N° de l'invitation

W8474-12MG01/A

Amd. No. - N° de la modif.

File No. - N° du dossier

003stW8474-12MG01

Buyer ID - Id de l'acheteur

003st

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

W8474-12MG01

CCC No./N° CCC - FMS No/ N° VME

- 
- a. Work performed within the National Capital Region (NCR). The 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/acts/N-4/> ;
  - b. Any travel between the Contractor's place of business and the NCR; and
  - c. Any relocation of resources

required to satisfy the terms of the Contract. These expenses are included in the all inclusive fixed time rates specified in subsection A-1.0 above.

**Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_**

**Total Estimated Cost - Contract Period: \$ \_\_\_\_\_**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.1.2 of the Contract.

## B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

### B-1 Extended Contract Period (From \_\_\_\_\_ to \_\_\_\_\_)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	All Inclusive Fixed Daily Rate
_____	_____	\$ _____
_____	_____	\$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_**

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in section 4.3 of the Statement of Work in Annex A :

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 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, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The 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/acts/N-4/> ;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources

required to satisfy the terms of the Contract. These expenses are included in the all inclusive fixed time rates specified in subsection A-1.0 above.

**Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_**

**Total Estimated Cost - Extended Contract Period: \$ \_\_\_\_\_**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.1.2 of the Contract.

**B-2 Extended Contract Period (From \_\_\_\_\_ to \_\_\_\_\_)**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

**1.0 Professional Fees**

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	All Inclusive Fixed Daily Rate
_____	_____	\$ _____
_____	_____	\$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_**

**2.0 Cost Reimbursable Expenses**

**2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only**

For the requirements relative to travel described in section 4.3 of the Statement of Work in Annex A :

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 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, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The 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/acts/N-4/> ;
- b. Any travel between the Contractor's place of business and the NCR; and
- c. Any relocation of resources

required to satisfy the terms of the Contract. These expenses are included in the all inclusive fixed time rates specified in subsection A-1.0 above.

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**Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_**

**Total Estimated Cost - Extended Contract Period: \$ \_\_\_\_\_**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.1.2 of the Contract.

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

**See Attached SRCL**

Solicitation No. - N° de l'invitation

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## ANNEX D

### Non-Disclosure Agreement

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **ANNEX E**

### **DND 626, Task Authorization Form**

***See Attached DND 626, Task Authorization Form***

Solicitation No. - N° de l'invitation

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## **ANNEX F**

### **Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs**

***See Attached MS Office Excel Spreadsheet***

ANNEX C



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W8474-12-MG01
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Department of National Defence	2. Branch or Directorate / Direction générale ou Direction DGIMPD
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 This is a contract for engineering and project management support services required, by the and Mercury Global (MG) projects, to assist in satisfying military satellite requirements and capabilities within DND		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
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 checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: <i>USA, CAN, DNK, LUX, NLD, NZL</i>	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: <i>USA, CAN, DNK, LUX, NLD, NZL</i>
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 checked="" 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 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 checked="" type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input checked="" type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquez le niveau de sensibilité: Medium-High

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

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

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

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

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

Special comments:

Commentaires spéciaux:

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Government of Canada

Gouvernement du Canada

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UNCLASSIFIED

**PART C (Continued) / PARTIE C (Suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				CONFIDENTIAL
Information / Avoirs 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

# ANNEX E



## TASK AUTHORIZATION AUTORISATION DES TÂCHES

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



**Summary of All Authorized TAs**

Canada's Total Liability All TAs	Total Estimated Cost Authorized in all TAs, GST/HST extra	Total Cost Incurred, GST/HST extra, All TAs	Total Cost Invoiced, GST/HST extra, All TAs	Cumulative GST/HST invoiced, All TAs	Total Amount Paid, GST/HST included - All TAs
\$700,000.00	\$42,000.00	\$16,695.60	\$15,395.60	\$769.78	\$11,540.20