

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

**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**

<b>Title - Sujet</b> Support analyses numérique	
<b>Solicitation No. - N° de l'invitation</b> W7701-125373/A	<b>Date</b> 2012-10-29
<b>Client Reference No. - N° de référence du client</b> W7701-125373	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-002-14959	
<b>File No. - N° de dossier</b> QCL-2-35242 (002)	<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 2012-11-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<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> Brisebois, Aline	<b>Buyer Id - Id de l'acheteur</b> qcl002
<b>Telephone No. - N° de téléphone</b> (418) 649-2883 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> R&D pour la défense nationale Canada-Valcartier 2459 boul. PIE-XI Nord Québec Québec G3J1X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

---

## **TABLE OF CONTENTS**

### **Task authorization contract - Technical services concerning numerical analyses in the field of external and terminal ballistics.**

#### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

#### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Basis for Canada's Ownership of Intellectual Property
6. Maximum Funding

#### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions:
  - Section I : Technical Bid
  - Section II : Financial Bid
  - Section III : Certifications

#### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

#### **PART 5 - CERTIFICATIONS**

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

#### **PART 6 - SECURITY AND FINANCIAL REQUIREMENTS**

1. Security
2. Financial Capability

#### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Requirement security
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications

9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. Foreign Nationals (Canadian Contractor)
13. Insurance
14. Progress Reports

**List of Attachments:**

- Attachment 1 Financial Bid Presentation Sheet
- Attachment 2 Mandatory and Point Rated Technical Criteria
- Attachment 3 Evaluation of Price

**List of Annexes:**

- Annex **A** Statement of Work or Requirement
- Annex **B** Basis of Payment
- Annex **C** Contractor Disclosure of Foreground Information
- Annex **D** Security Requirements check list
- Annex **E** DND 626, Task Authorization Form

---

## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security requirements and Financial Requirements;

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

#### List of Attachments:

Attachment 1 Financial Bid Presentation Sheet

Attachment 2 Mandatory and Point Rated Technical Criteria

Attachment 3 Evaluation of Price

#### List of Annexes:

Annex A Statement of Work or Requirement

Annex B Basis of Payment

Annex C Contractor Disclosure of Foreground Information

Annex D Security Requirements check list

Annex E DND 626, Task Authorization Form

### 2. Summary

The Statement of Work (SOW) describe the services required by Defence R&D Canada - Valcartier (DRDC Valcartier) aimed at carrying out the following objectives :

#### Objectives

The objectives of the work are to provide DRDC Valcartier, Precision Weapons and Weapons Effects and Protection sections with specialized technical services concerning numerical analyses in the field of external and terminal ballistics. The work to be performed will involve the following:

- literature reviews;
- analytical development;
- hydrodynamics finite element modelling;

- CAD meshing;
- molecular dynamics modeling; and
- Computational fluid dynamics calculations for external ballistics analysis.

## **Background**

DRDC Valcartier, Precision Weapons (WP) and Weapons Effects and Protection (WEP) sections plan and execute applied R&D programs and direct support to CF projects in the field of external and terminal ballistics. The sections have formed programs on vehicle and personnel protection as well as on small arms and flight mechanics. These programs, including their numerical simulation components are extensively sought out and more since future small arms research program (FSAR) and mild-traumatic brain injury projects were approved. External support is required mainly for converting CT-Scans images, RMI or X-ray images to CAD format, meshing of different threats and targets including the human body and performing Finite-Element (FE) studies using hydrocodes. Running of molecular dynamics simulations as well as Computational Fluid Dynamics (CFD) calculations for flight mechanics are also required. Support may also be required to model new threats and protection systems for personnel and vehicles, supersonic external aerodynamics, supersonic intakes, projectile impact probability and aeroheating of hypersonic projectiles.

## **Client department**

The services will be rendered to Defence Research and Development Canada (DRDC-Valcartier).

## **Period of the contract :**

The period of the Contract is from **April 1, 2013 to March 31, 2017 inclusively.**

## **Estimated funding available**

The maximum funding available for the contract resulting from the bid solicitation is **\$950,000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

## **Ownership of Intellectual Property :**

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

## **Code of Conduct**

**IMPORTANT NOTICE:** New measures related to Code of Conduct and certifications included in the solicitation documents requires attention.

---

**Security requirements :**

There is a security requirement associated with this requirement.

For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents Web site.

**Other information :**

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian services.

This PWGSC office provides procurement services to the public in both official languages.

**Site of Work:**

Works will be carried out at DRDC Valcartier site.

**3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

**The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:**

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

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

**The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:**

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

#### 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.

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 to the following email : Aline.Brisebois@tpsgc-pwgsc.gc.ca, **no later than five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## 4. Applicable Laws

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

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

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

The Treasury Board, granted Defence Research and Development Canada exemption from the Treasury Board Policy on "Title to Intellectual Property Arising Under Crown Procurement Contracts"

## 6. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$950 000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I : **Technical Bid (4 hard copies) and 3 soft copies on CD or DVD**

Section II : **Financial Bid (2 hard copies) and 1 soft copy on CD or DVD**

Section III : **Certifications ( 1 hard copy)**

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use 30% recycled paper;
- (c) print double sided (duplex printing);
- (d) use a numbering system that corresponds to the bid solicitation; and
- (e) submit bound bids using cerlox, staples, etc., but no binders.

#### Section I : Technical Bid

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

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

#### Section II : Financial Bid

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

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

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

---

No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.

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

### **Section III : Certifications**

Bidders must submit the certifications required under **Part 5**.

---

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1 Point Rated Technical Criteria

Refer to **Attachment 3, Point Rated Technical Criteria.**

#### 1.2 Financial Evaluation

##### 1.2.1 Evaluation of Price

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

For evaluation purposes only, the price of the bid will be determined as detailed in **Attachment 3, Evaluation of Price.**

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price Per Point

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory technical evaluation criteria;
  - (c) obtain the required minimum points for each group of criteria with a pass mark; and
  - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

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

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

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

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

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

### 2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 2.1 Federal Contractors Program for Employment Equity - Certification

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

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the

reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ☐ is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ☐ is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

## 2.2 Former Public Servant Certification

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

### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

#### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

#### Certification

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

### **2.3 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

Solicitation No. - N° de l'invitation

W7701-125373/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35242

Buyer ID - Id de l'acheteur

qc1002

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

W7701-125373

CCC No./N° CCC - FMS No/ N° VME

---

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

## **2.4 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. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.5 Education and Experience**

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

## **2.6 Language Capability**

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



---

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security requirement for Canadian Supplier

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontract which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D.
  - (b) Industrial Security Manual (Latest Edition).

### 2. Financial Capability

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_ (to be completed at the contract award), dated \_\_\_\_\_ (**to be completed at the contract award**).

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

### 1.2 Task Authorization

#### 1.2.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **The Procurement and Payment group at Defence Research and Development Canada - Valcartier, represented by the DND Procurement Authority**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### 1.2.2 Task Authorization Process

##### Task Authorization:

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

##### Task Authorization Process:

1. The DND Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the DND Procurement Authority, **within five (5) calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the DND Procurement Authority has been received by the Contractor. The Contractor

acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 1.2.3 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$80,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

### 1.3 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex C stating that all applicable disclosures were submitted.

## 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual* issued by Public Works and Government Services Canada.

### 2.1 General Conditions

#### 2.1 General Conditions

**2040 (2012-07-16)**, General Conditions - Research & Development, apply to and form part of the Contract.

The text under Subsection 4 of Section 52) - Code of Conduct and Certifications of 2040 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

### 2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

**4002 (2010-08-16)**, Software Development or Modification Services

### 2.3 SACC Manual Clauses

**K3410C** (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information

**K3305C** (2008-05-12), License to Intellectual Property Rights in Foreground Information

### 3. Term of Contract

#### 3.1 Period of Contract

The period of the Contract is **April 1st 2013 to March 31, 2017 inclusive.**

### 4. Authorities

#### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

**Aline Brisebois**

Public Works and Government Services Canada  
1550, D'Estimauville avenue  
Quebec city, Quebec  
G1J 0C7

Telephone: 418-649-2883

Facsimile: 418-648-2209

E-mail address: [Aline.Brisebois@tpsgc-pwgsc.gc.ca](mailto:Aline.Brisebois@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.

#### 4.2 Technical Authority *(to be completed by Canada at the contract award)*

The Technical Authority for the Contract is:

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

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

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.

#### 4.3 Contractor's Representative *(to be completed by the contractor)*

##### Administrative representative :

Name :

Telephone :

Facsimile :

Email :

##### Technical representative :

Name :

Telephone :

Facsimile :

Email : \_

#### 4.4 DND Procurement Authority *(to be completed by Canada at the contract award)*

The DND Procurement Authority for the Contract is:

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

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

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. The DND Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Task Authorizations. The Contractor may discuss administrative matters identified in Task Authorizations with the DND Procurement Authority however the DND Procurement Authority has no authority to authorize changes to the scope of the Work described in the Statement of Work at Annex A. Changes to the scope of Work described in the Statement of Work at Annex A can only be made through a contract amendment issued by the Contracting Authority.

## 5. Payment

### 5.1 Basis of Payment

One of the following types of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

#### (a) Firm Unit Price(s) or Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### (b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to

the ceiling price specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

**(c) TA subject to a Limitation of Expenditure**

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

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

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

**5.2 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

**"Minimum Contract Value" means 10%.**

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

#### **5.2.1 Title Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$950 000.00**. 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 in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **5.3 Method of Payment**

##### **5.3.1 Payments will be made not more frequently than once a month.**

- 5.3.2** Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

##### **5.3.2.1 Single Payment**

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

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

Solicitation No. - N° de l'invitation

W7701-125373/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35242

Buyer ID - Id de l'acheteur

qc1002

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

W7701-125373

CCC No./N° CCC - FMS No/ N° VME

---



### 5.3.2.2 Milestone Payments (For a Firm Price TA)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete invoice, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 5.3.2.3 Progress Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

## 5.4 SACC Manual Clauses

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

**C0305C** (2008-05-12), Cost Submission

---

## 5.5 Discretionary Audit

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

## 6. Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the Task Authorization (TA) number;
- (d) the description of the milestone invoiced, as applicable.

2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:

- (a) a list of all expenses, in accordance with the TA;
- (b) a copy of time sheets to support the time claimed;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (d) a copy of the monthly progress report.

3. Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

**ATTN : Mrs Suzanne Larrivée**

Supply Support Clerk

Public Works and Government Services Canada

601-1550 Avenue D'Estimauville

Québec, Québec

G1J 0C7

**E-mail address :** Suzanne.Larrivee@tpsgc-pwgsc.gc.ca

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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

## 7. Certifications

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

## 7.2 SACC Manual Clauses

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

## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions **4002** (2010-08-16), Software Development or Modification Services;
- (c) the general conditions **2040** (2012-07-16), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, DND 626, Task Authorization;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_ (**to be completed at Contract award**).

## 10. Defence Contract

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

## 11. Foreign Nationals (Canadian Contractor)

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

## 12. Insurance

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

---

### 13. Progress Reports

1. When a task is authorised, the Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two parts:
  - (a) PART 1: The Contractor must answer the following three questions:
    - (i) Is the project on schedule?
    - (ii) Is the project within budget?
    - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
  - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
  - (ii) An explanation of any variation from the work plan.
    - (iii) A description of trips or conferences connected with the Contract during the period of the report.
    - (iv) A description of any major equipment purchased or constructed during the period of the report.

**ATTACHMENT 1****FINANCIAL BID PRESENTATION SHEET**

1. Firm all-inclusive rates (GST/HST extra, including profit and overhead) as follows :

***Note to bidders:***

- Bidders must enter a rate for each proposed resource and for each year of the contrat.
- If the resource works for a subcontractor, the bidder must also include the name of the subcontractor.
- The rates must included the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, boul. Pie-XI Nord, Québec, Québec, G3J 1X5 or the work performed in Quebec city region.
- Bidders may propose a number of employees greater or smaller than the number of lines available in the following table.
- The estimated percentage of effort per labour category specified in the following table are only estimates of the requirements provided in good faith for the purpose of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada.

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Senior engineer in mechanical, physics engineering or other science areas Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Senior engineer in mechanical, physics engineering or other science areas Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Junior engineer in mechanical, physics engineering or other science areas Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	50%
Junior engineer in mechanical, physics engineering or other science areas Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Technician in mechanical, physics electrical engineering or computer science Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Technician in mechanical, physics, electrical engineering or computer science Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

2. **EQUIPMENT:** at laid down cost without markup
3. **RENTALS:** at actual cost without markup
4. **MATERIALS AND SUPPLIES:** at laid down cost without markup
5. **SUBCONTRACTS:** at actual cost without markup

Support for the proposed subcontractor's price is required in the same details as that required for the Bidder's price. The estimated price for subcontracts should include all direct charges and travel & living expenses which would be to the account of the subcontractor.

---

**The bidders must include the information about the labour, in the labour table (see section 1 of this attachment)**

**6. TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
  - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**7. OTHER DIRECT CHARGES:** at actual cost without markup

**TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE:**

**\$950,000.00**

**(GST / HST EXTRA)**

## **ATTACHMENT 2**

### **EVALUATION OF PRICE**

**NB:** (i) The estimated amounts of effort specified and various estimated quantities are only estimates of the requirements provided in good faith for the purposes of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada.

**For evaluation purposes only, the bid price will be determined as follows:**

#### **1- Calculation of bid price**

The bid price will be evaluated on the basis of the following approximate percentages of use :

- Senior engineer 25%
- Junior engineer 50%
- Technician 25%

#### **2 – Calculation of average hourly rate per human resource category**

The average hourly rate will be calculated as being the average of the hourly rates proposed for each human resource category. **The average hourly rate will not be used in the contract; instead, it will be used for evaluation purposes only.**

#### **3 - Cost of labour :**

To establish labour costs, the effort available in terms of hours must be determined. The effort available for each resource category will be calculated as follows:

Effort available =	[ Total funding ] X [Approximate percentage use]
	[Average hourly rate for the resource category]

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category (for a given bid).

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid..

For example:

- Anticipated funding, = \$950 000.00
- Percentage of use for Senior engineer = 25%
- If the average hourly rate for bid A = \$90, for bid B = \$100 and for bid C = 95\$ then the average hourly rate for the resource category = \$95.00.

Therefore,



Effort available  $\$950\,000.00 \times 0.25 / \$95 = 2\,500$  hours

and

- Labour costs for Senior Engineer for Bid A  
= 2 500 hours X \$90 = \$225 000
- Labour costs for Senior Engineer for Bid B  
= 2 500 hours X \$100.00 = \$250 000
- Labour costs for Senior Engineer for Bid C  
= 2 500 hours X \$95.00 = \$237 500

#### 4 - Sample calculations for the price of the three bids

950 000.00 \$									
Personnel Category	Estimated L E vel of Effort in Person-Year		Rate A	Total Cost for A	Rate B	Total cost for B	Rate C	Total Cost for C	Estimate d Qty.
	% d'utilisation								
Senior engineer in mechanical, physics engineering or other science areas	25%	237 500.00 \$	90.00 \$	225 000.00 \$	100.00 \$	250 000.00 \$	95.00 \$	237 500.00 \$	2 500.00
Junior engineer in mechanical, physics engineering or other science areas	50%	475 000.00 \$	85.00 \$	448 611.11 \$	95.00 \$	501 388.89 \$	90.00 \$	475 000.00 \$	5 277.77
Technical in mechanical, phusics, electrical engineering or computer science	25%	237 500.00 \$	65.00 \$	220 535.71 \$	70.00 \$	237 500.00 \$	75.00 \$	254 464.29 \$	3 392.85
	100%								
				894 146.83 \$		988 888.89 \$		966 964.29 \$	

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

#### EXAMPLE OF LOWEST EVALUATED PRICE PER POINT

OFFERORS	TOTAL POINTS	EVALUATION PRICE	COMPUTATION	RATIO	\$/POINTS
A	85	894 146.83 \$	894146.85/85	10 519.37	Winner
B	75	988 888.89 \$	988888.89/75	13 185.19	
C	90	966 964.29 \$	966964.29/90	10 744.05	

**ATTACHMENT 3****POINT RATED TECHNICAL CRITERIA****Point Rated Technical Criteria**

DESCRIPTION	MINIMUM SCORE	MAXIMUM SCORE	THE ELEMENTS BEING EVALUATED
<b>1– TECHNICAL PROPOSAL</b>	<b>13</b>	<b>25</b>	
<b>1.1 – Understanding the objectives of the tasks</b>  The Bidder should demonstrate their understanding of the objectives of the tasks to be carry out and propose innovative and realistic technical solutions.	N/A	10	<b>10 points:</b> The bidder has an excellent and clear understanding of the objectives of the different tasks. The bidder has clearly described all the tasks to be carried out and proposed innovative and realistic technical solutions. <b>7 points:</b> The bidder has a good understanding of the objectives of the different tasks. The bidder has clearly described some of the tasks to be carried out and proposed innovative and realistic technical solutions. <b>4 points:</b> The bidder has a limited understanding of the objectives of the different tasks. The bidder has described some of the tasks to be carried out and proposed feasible technical solutions. <b>1 point:</b> The bidder has a poor understanding of the objectives of the different tasks. The bidder did not describe all the tasks to be carried out and proposed poor and non-realistic technical solutions.
<b>1.2 – Identifying the risk elements.</b>  The Bidder should clearly describe the elements that it deems at risk and propose a mitigation plan that allows attaining the performance objectives. The elements described should be relevant and the mitigation plan should be realistic.	N/A	5	<b>5 points:</b> The bidder gives an excellent description of the elements of the project that it deems at risk and proposes a mitigation plan that allows attaining the performance objectives of the project while complying with the budget and duration of the contract. The elements described are relevant and the mitigation plan is realistic. <b>3 points:</b> The bidder has described some of the elements of the project that it deems at risk and proposes a mitigation plan that allows attaining the performance objectives of the project. The elements described are limited and not wide and the mitigation plan is limited. <b>1 point:</b> The bidder has poorly describe the elements of the project that it deems at risk and did not propose a mitigation plan that allows attaining the performance objectives of the project. The elements

			described are not relevant and the mitigation plan is not realistic.
<b>1.3 – Quality of the method proposed to carry out the tasks.</b>  The Bidder should propose a realistic and efficient method that will lead to the completion of each of the tasks.	N/A	5	<b>5 points:</b> The bidder proposes a realistic and efficient method that leads to the completion of each of the tasks. <b>3 points:</b> The bidder proposes a feasible method that leads to the completion of some tasks. <b>1 point:</b> The bidder proposes a non-realistic method and few tasks are treated.
<b>1.4 – Allocation of resources.</b>  The Bidder should clearly present how it intends to allocate resources to the various tasks, and identify the role of each resource for the tasks. The allocation of the resources should offer a level of realism, be relevant, and appropriate for the successful conduct of the project.	N/A	5	<b>5 points:</b> The bidder clearly and efficiently presents how it intends to allocate resources to the various tasks, and identifies the role of each resource for the tasks. The allocation of the resources offers an excellent level of realism and it is appropriate for the projects. <b>3 points:</b> The bidder presents how it intends to allocate resources to the various tasks, and identifies the role of each resource for the tasks. The allocation of the resources offers a level of realism and it is appropriate for the projects. <b>1 point:</b> The bidder did not present clearly how it intends to allocate resources to the various tasks, and did not identify the role of each resource for the tasks. The allocation of the resources is not realistic and not appropriate for the projects.
<b>2- MANAGEMENT PROPOSAL</b>	<b>10</b>	<b>18</b>	
<b>2.1 – Experience in managing projects pertaining to modeling support</b>	N/A	10	<b>10 points:</b> The bidder has more than 36 months of experience in managing projects pertaining to software development and modeling support as well as engineering and technical support for experiments, <b>5 points:</b> The bidder has between 12 and 36 months of experience in managing projects pertaining to software development and modeling support as well as engineering and technical support for experiments, <b>0 point:</b> The bidder has less than 12 months of experience in managing projects pertaining to software development and

			modeling support as well as engineering and technical support for experiments.
<b>2.2 - Experience in managing projects in engineering and technical support for experiments</b>	N/A	4	<p><b>4 points:</b> The bidder has more than 36 months of experience in managing projects pertaining to engineering and technical support for experiments,</p> <p><b>2 points:</b> The bidder has between 12 and 36 months of experience in managing projects pertaining to engineering and technical support for experiments,</p> <p><b>0 point:</b> The bidder has less than 12 months of experience in managing projects pertaining to engineering and technical support for experiments.</p>
<b>2.3 – Methods/tools to plan the work</b>  The bidder should present its method to plan the tasks of the project. The bidder should present the tools and/or the methods he proposes to use.	N/A	2	
<b>2.4 – Methods/tools to track and control the tasks and activities.</b>  The bidder should present its progress tracking and control methods. The bidder should present the tools and/or the methods it proposes to use.	N/A	2	
<b>3- QUALIFICATIONS OF THE PROPOSED RESOURCES ASSIGNED TO THE PROJECT (EXPERIENCE AND ACADEMIC TRAINING).</b>	<b>20</b>	<b>42</b>	
<b>3.1 – Education and experience for the team assigned to Task 1 and Task 2</b>	17	27	The total score given to the team for Software development and modeling support (i.e. Tasks 1 and 2) will be obtained by calculating an average of the global scores for the proposed resources. The minimum score indicated must be obtained by the team and not by each proposed resource.
<b>3.1.a - Academic training (area of study and degree) for each of the proposed resources providing support to Tasks 1 and 2</b>	3	5	<p><b>5 points:</b> Master's degree (or higher level) in mechanical or physics engineering</p> <p><b>3 points:</b> Master's degree (or higher level) in any other engineering or science area</p> <p><b>0 point:</b> Master's degree (or higher level) in any other area</p>

			<b>4 points:</b> Bachelor's degree in mechanical or aeronautical or physics engineering <b>3 points:</b> Bachelor's degree in any other engineering or science area <b>0 point:</b> Bachelor's degree in any other area
<b>3.1.b – Work experience for each of the proposed resources providing support to Tasks 1 and 2</b>	6	10	<b>10 points:</b> More than 48 months of experience in the specified field, <b>6 points:</b> From 12 to 48 months of experience in the specified field, <b>3 points:</b> Experience in the specified field, but with less than 12 months, <b>0 point:</b> No experience in the specified field.
<b>3.1.c – Team experience with the software used at DRDC for modeling.</b>	8	12	Points will be granted if at least one team member has working experience (supported by reports) with the following software : a) computer aided design with AUTOCAD, SOLID EDGE or equivalent: <u>1 point</u> b) dynamic modeling and simulation with Matlab/Simulink, DRDC-MSTARS, MSC ADAMS or equivalent: <u>2 points</u> c) complete grid generation with GAMBIT, GRIDGEN or equivalent: <u>2 points</u> d) CFD with ANSYS FLUENT, Chinook, IMPNS or equivalent: <u>2 points</u> e) semi-empirical aerodynamic prediction with Missile DATCOM, PRODAS, AP95 or equivalent: <u>1 point</u> f) structural finite element simulation with LS DYNA, ANSYS, ABAQUS, or equivalent: <u>2 points</u> g) fluid-structure interactions and multi-physics modelling with OpenFoam or equivalent: <u>2 points</u>
<b>3.2 – Education and experience for the team assigned to Task 3 - Engineering and technical support for experiments</b>	14	20	The total score given to the team for Engineering and technical support for experiments (i.e. Task 3) will be obtained by calculating an average of the global scores for the proposed resources. The minimum score indicated must be obtained by the team and not by each proposed resource.
<b>3.2.a - Academic training (area of study and degree) for the engineering team proposed to provide support for Task 3</b>	N/A	5	<b>5 points:</b> Bachelor's degree or higher in mechanical or aeronautical or physics engineering <b>3 points:</b> Bachelor's degree or higher in any other engineering or science area

			<b>0 point:</b> Bachelor's degree or higher in any other area
<b>3.2.b - Academic training (area of study and degree) for the technician team proposed to provide support for Task 3</b>	N/A	5	<b>5 points:</b> Technical diploma in mechanical, physics or electrical engineering <b>3 points:</b> Technical diploma in computer science <b>0 point:</b> Technical diploma in any other area
<b>3.2.c – Work experience for each of the proposed resources providing engineering and technical support for experiments</b>	N/A	10	<b>10 points:</b> More than 48 months of experience in the specified field, <b>6 points:</b> From 12 to 48 months of experience in the specified field, <b>3 points:</b> Experience in the specified field, but with less than 12 months, <b>0 point:</b> No experience in the specified field.
<b>4- BIDDER'S QUALIFICATIONS</b>	<b>10</b>	<b>20</b>	
<b>4.1 – Experience of the bidder in conducting research and development projects in the last 5 years</b>	N/A	10	<b>10 points:</b> The bidder has more than 24 months of experience in the conduct of projects in research and development, <b>7 points:</b> The bidder has between 12 and 24 months of experience in the conduct of projects in research and development, <b>1 point:</b> The bidder has less than 12 months experience in the conduct of projects in research and development.
<b>4.2– Experience of the bidder in the achievement of similar projects in external and terminal ballistics fields.</b>  <b>NOTE: ONLY THOSE COMPLETED PROJECTS AT THE TIME THE PROPOSAL IS SUBMITTED BY THE BIDDER WILL BE CONSIDERED.</b>	N/A	10	<b>10 points:</b> The bidder has conducted at least 3 projects, in the last 5 years, with each having a high level of complexity (i.e. project having a bound form as one or more of its immediate constituents such as R&D, literature review, modelling or experiments) and requiring a significant effort in the area of modeling support and engineering & technical support for experiments. <b>7 points:</b> The bidder has conducted at least 2 projects, in the last 5 years, with each having a high level of complexity (i.e. project having a bound form as one or more of its immediate constituents such as R&D, literature review, modelling or experiments) and requiring a significant effort in the area of modeling support and engineering & technical support for experiments. <b>5 points:</b> The has conducted 1 project, in the last 5 years, with each having a high

		<p>level of complexity (i.e. project having a bound form as one or more of its immediate constituents such as R&amp;D, literature review, modelling or experiments) and requiring a significant effort in the area of modeling support and engineering &amp; technical support for experiments.</p> <p><b>2 points:</b> The bidder has conducted at least one project, in the last 5 years, involving <u>at least two</u> of the following elements: modeling support and engineering &amp; technical support for experiments.</p> <p><b>1 points:</b> The bidder has conducted at least one project, in the last 5 years, involving <u>at least one</u> of the following elements: modeling support or engineering &amp; technical support for experiments.</p> <p><b>0 point:</b> The bidder has not conducted any project, in the last 5 years, involving at least one of the following elements: modeling support or engineering &amp; technical support for experiments.</p>
<b>TOTAL</b>	<b>53</b>	<b>105</b>

**ANNEX A****STATEMENT OF WORK****1. GENERAL****1.1 Title**

Task Authorization Contract - Technical services concerning numerical analyses in the field of external and terminal ballistics.

**1.2 Objective**

The objectives of the work are to provide DRDC Valcartier, Precision Weapons and Weapons Effects and Protection sections with specialized technical services concerning numerical analyses in the field of external and terminal ballistics. The work to be performed will involve the following:

- literature reviews;
- analytical development;
- hydrodynamics finite element modelling;
- CAD meshing;
- molecular dynamics modeling; and
- Computational fluid dynamics calculations for external ballistics analysis.

The work to be performed will be on a needed basis. The nature of the services required will cover applied research program tasks and direct Canadian Forces support tasks.

**1.3 Background**

DRDC Valcartier, Precision Weapons (WP) and Weapons Effects and Protection (WEP) sections plan and execute applied R&D programs and direct support to CF projects in the field of external and terminal ballistics. The sections have formed programs on vehicle and personnel protection as well as on small arms and flight mechanics. These programs, including their numerical simulation components are extensively sought out and more since future small arms research program (FSAR) and mild-traumatic brain injury projects were approved. External support is required mainly for converting CT-Scans images, RMI or X-ray images to CAD format, meshing of different threats and targets including the human body and performing Finite-Element (FE) studies using hydrocodes. Running of molecular dynamics simulations as well as Computational Fluid Dynamics (CFD) calculations for flight mechanics are also required. Support may also be required to model new threats and protection systems for personnel and vehicles, supersonic external aerodynamics, supersonic intakes, projectile impact probability and aeroheating of hypersonic projectiles.

**1.4 Acronyms**

CAD	Computer-Assisted Design
CF	Canadian Forces
CFD	Computational Fluid Dynamics
DND	Department of National Defence
DRDC	Defence R&D Canada
ERA	Explosive Reactive Armor
FE	Finite Elements



---

FSAR	Future small arms research program
MRI	Magnetic Resonance Imagery
PWGSC	Public Works and Government Services Canada
R&D	Research and Development
TA	Technical Authority
SOW	Statement of Work
WEP	Weapons Effects and Protection (section, DRDC Valcartier)

## 2. SCOPE OF THE WORK

Three (3) types of tasks are described in the following paragraphs. To complete each task authorization, it may be required, depending on the nature of the work, to combine one of the three tasks mentioned below.

### 2.1 Tasks

#### 2.1.1 Task 1: Provide CAD and meshed models from CT-Scan, MRI and X-Ray Images

##### 2.1.1.1 General

This task is to provide two-dimensional and/or three-dimensional CAD models from digitizing pictures and using these CAD models to create their associated mesh.

##### 2.1.1.2 Services to be provided

Provide CAD models from CT-Scan, MRI or X-Ray images for Finite Element models to be used in Computational Fluid Dynamics, Structural Finite Element analysis, and engineering-type modeling of internal, external and terminal ballistics, the areas of interest include (example ):

- Small arms: the projectile and the weapon,
- Blast loading on structures and personnel,
- Aerodynamics of projectiles and missiles,
- Weapons effects.

Software packages provided by the government that will be used to accomplish the task include, but are not be exclusively limited to:

- MIMICS for image converting;
- FEMAP, GAMBIT and GRIDGEN for mesh generation;
- AUTOCAD, SOLID EDGE and SOLID WORKS for CAD models.

#### 3.1.1 Task 2: Multi-physics based numerical modeling using Hydrocodes and CFD codes

##### 3.1.2.1 General

This task is to provide modeling special situations featuring, Computational Fluid Dynamics (CFD), structural effects of high dynamic loadings from blast, projectile or kinetic energy on different materials and/or components such as personnel protection equipment or parts of vehicles or ships and engineering-type modeling of external and terminal flows.

### 3.1.2.2 Services to be provided

Examples of work that could be required under this task may include (example):

- Structural reaction of materials to air-blast and high velocity impact including modeling of delamination, perforation and other failure mechanisms.
- Collateral effects of Explosive Reactive Armor (ERA) on thin metallic shells corresponding to Light Armored Vehicles,
- Collateral damage due to Active Armor Systems and modeling projectile impact on ballistic gelatin and barriers.
- Effect of blast or high velocity impact on personnel protection equipment (material or components), based on FE models and appropriate material properties and constitutive laws found in the open literature.
- Modifications of existing FE targets (e.g. refinement of the mesh) to accommodate studies such as those listed above.
- Computational Fluid Dynamics calculations for external flight mechanics
- Interactions between fluid and structures.

Software packages provided by the government that will be used to accomplish the task include, example:

- FEMAP, GAMBIT and GRIDGEN for mesh generation
- LS-DYNA, ANSYS and ABAQUS for structural finite element simulation
- Materials Studio (MS) for molecular dynamics
- OpenFoam for fluid-structure interactions and multi-physics modeling
- FLUENT, Chinook and IMPNS for CFD
- Missile DATCOM, PRODAS, and AP95 for semi-empirical aerodynamic prediction
- Matlab/Simulink, DRDC-MSTARS, MSC ADAMS for dynamic modeling.

### **3.1.1 Task 3: Engineering and technical support for experiments**

#### 3.1.3.1 General

This task is to provide services related to conducting engineering studies, prototype development, testing in and Split Hopkinson pressure bars apparatus laboratory and data analysis.

#### 3.1.3.2 Services to be provided

Technical support for Split Hopkinson pressure bars apparatus laboratory in the form of advice and technologists and engineers assisting in carrying out the high strain rate material characterization.

- Feasibility and engineering studies for specific bar testing (compression, tension and torsion).
- Tests in the laboratory including measurement of parameters such as strain-stress curves at different strain rates.

- Design, fabrication, and installation of mechanical and electronic test apparatuses, including but not restricted to strain gauges and instrumentation.
- Development of instrumentation and control software
- Analysis and presentation of experimental data collected in the laboratory.
- Validation of system integrity and performance

Purchase of commercial-of-the-shelf components such as sensors, electronic parts and experimental components may be required to accomplish the desired tasks.

### 3.2 Relative frequency of each Task

Throughout the duration of the Task Authorization Contract, the frequency of occurrence of each Task is expected to be as follows for the WEP Section:

Activity	Description	Frequency
1	Provide CAD and meshed models from CT-Scan, RMI and X-Ray Images	30%
2	Multi-physics based numerical modeling	50%
3	Engineering and technical support for experiments	20%
		100%

## 4. **REPORTS AND OTHER DELIVERABLES**

### 4.1 Reports and other deliverables

Depending on the nature of the task described in the Task Authorization (DND626), the deliverable(s) could consist of a combination of any of the following:

- a technical report,
- numerical and simulation models and their results,
- developed software,
- technical data packages and
- CAD prototypes.

For each task authorization, the contractor must deliver a technical report describing in detail:

- The objectives of the task
- The background to the task authorization
- A description of the work performed
- Conclusions and recommendations
- Depending on the task authorization, a report will also include at least one of the following items:
  - Mathematical formulation of numerical models, how they were implemented and results of validation
  - Documented source code (in a CD or DVD)
  - Software users guide for developed software
  - Input and mesh files for numerical simulations (in a CD or DVD)
  - Raw and analyzed results from numerical and analytical simulations
  - Technical and design drawings and calculations for components
  - Expert advice related to the task authorization

The DRDC publication format, provided by the Technical Authority, must be used for the title page, signature page, abstract, and executive summary. The abstract and executive summaries will be provided in English and French. The contractor must deliver 10 hard copies of the report printed on 8 ½ in x 11 in paper and 2 electronic copies of the report on a CD or DVD one in each of the following formats: MS Word 2007 and Adobe Acrobat PDF.

All drawings and solid models provided as deliverables must be in Solid Edge compatible formats (i.e. either in the .asm, or .pat format for Solid Edge, or Autocad .dwg).

#### 4.2 Publications

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

### 5. MEETINGS

At a minimum, there will be one meeting at the beginning and the end of each task. Other meetings will be held as needed. Meetings will normally be held at DRDC site and will be organized by the technical authority.

### 6. GOVERNMENT SUPPLIED MATERIAL (GSM)

Although each task request will contain detailed definitions of government supplied material, the following paragraphs provides a non-exhaustive list of material that can be possibly provided.

#### 6.1 List of material

The material list is based on commercially unavailable material or material that is difficult to fabricate in a timely or cost effective manner to execute activities in response to urgent requirements of the CF. The list includes:

- Material available only in the Canadian Force inventory (Task 1 & 2) such as CAD models for bullets, vehicles and targets.
- Software developed by DRDC (Task 1 & 2) such as MinePre and SALT
- Raw experimental data (Task 1, 2 & 3)

### 7. GOVERNMENT FURNISHED EQUIPMENT

Although each task authorization will contain detailed definitions of government provided equipment, the following paragraphs provides a non-exhaustive list of equipment that could be provided.

#### 7.1 List of equipment

The equipment list is based on commercially unavailable equipment or equipment that is difficult to fabricate in a timely or cost effective manner to execute activities in response to urgent requirements of the CF. The list includes:

- Drawings and CAD solid models (Task 1, 2 & 3)

## 7.2 Drawings and solid models data format

All drawings and solid models provided by DRDC Valcartier will be in Solid Edge compatible formats (i.e. either in the .asm, or .pat format for Solid Edge or Autocad .dwg.

## 8. WORK LOCATION

All work must be performed on site at Defence Research and Development Canada – Valcartier, located at 2459 Pie-XI Blvd. North, Quebec City, Quebec. Such on-site work is essential to support DRDC laboratory.

## DELIVERABLES

In addition to the disclosure obligation under Section 28 of the general conditions 2040, any Foreground Information must be fully disclosed and documented by the Contractor in the technical reports delivered by the Contractor to the Technical Authority under this Contract.

**ANNEX B****BASIS OF PAYMENT***(To be completed by Canada at Contract award)*

1. **LABOUR:** at the following firm rates (including profit, overhead and travel and living fees for the work performed in quebec city region - including at DRDC Valcartier facilities), GST/HST extra

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Senior engineer in mechanical, physics engineering or other science areas Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Senior engineer in mechanical, physics engineering or other science areas Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Junior engineer in mechanical, physics engineering or other science areas Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	50%
Junior engineer in mechanical, physics engineering or other science areas Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Technician in mechanical, physics, electrical engineering or computer science. Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Technician in mechanical, physics, electrical engineering or computer science Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

2. **EQUIPMENT:** at laid down cost without markup

3. **RENTALS:** at actual cost without markup

4. **MATERIALS AND SUPPLIES:** at laid down cost without markup

5. **TRAVEL AND LIVING EXPENSES:**

(a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:

(i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and

(ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).

(b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

- 
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.
6. **SUBCONTRACTS:** at actual cost without markup
7. **OTHER DIRECT CHARGES:** at actual cost without markup

**Estimated Cost to a Limitation of Expenditure : \$950,000.00**  
**(GST/HST extra)**

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



## ANNEX C CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please see reference applicable in your contract to look into Article 1 - Interpretation of 2040 General Conditions to obtain the complete definition of the term Foreground Information and thus to help you to determine the information which must be revealed. <http://sacc.pwgsc.gc.ca/sacc/query-e.jsp>.

The Contractor shall respond to the following questions:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

-----  
(Internal DRDC Valcartier)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (Technical authority)

Solicitation No. - N° de l'invitation

W7701-125373/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qc1002

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

W7701-125373

File No. - N° du dossier

QCL-2-35242

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

The form appended to the Solicitation file is to be inserted at this point and forms part of this document.

Solicitation No. - N° de l'invitation

W7701-125373/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qc1002

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7701-125373

QCL-2-35242

---

## **ANNEX E**

### **FORM DND 626, *TASK AUTHORIZATION***

The *Form DND 626, Task Authorization* appended to the Solicitation file is to be inserted at this point and forms part of this document.



Government of Canada  
Gouvernement du Canada

ANNEXE D

Contract Number / Numéro du contrat  
W7701-125373

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		2. Branch or Directorate / Direction générale ou Direction
DND		DRDC
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
SM		
4. Brief Description of Work / Brève description du travail		
Task Authorization Contract - Technical services concerning numerical analyses in the field of external and terminal ballistics.		
Contrat à autorisation de tâches - Support technique en analyses numériques dans le domaine de la balistique interne et externe.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" 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"/> SM	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/> All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/> No release restrictions Aucune restriction relative à la diffusion
Not releasable À ne pas diffuser	<input type="checkbox"/>	<input type="checkbox"/>
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/> Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/> Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	PROTECTED A PROTÉGÉ A
PROTECTED B PROTÉGÉ B	NATO RESTRICTED NATO DIFFUSION RESTREINTE	PROTECTED B PROTÉGÉ B
PROTECTED C PROTÉGÉ C	NATO CONFIDENTIAL NATO CONFIDENTIEL	PROTECTED C PROTÉGÉ C
CONFIDENTIAL CONFIDENTIEL	NATO SECRET	CONFIDENTIAL CONFIDENTIEL
SECRET	COSMIC TOP SECRET	SECRET
TOP SECRET	COSMIC TRÈS SECRET	TOP SECRET
TRÈS SECRET		TRÈS SECRET
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)		TRÈS SECRET (SIGINT)



Government  
of Canada

Gouvernement  
du Canada

Document identifier / Numéro de document

W7701-125373

Security Classification / Classification de sécurité  
Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No  
Non ☐ Yes  
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No  
Non ☐ Yes  
Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No  
Non ☐ Yes  
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No  
Non ☐ Yes  
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui



Gouvernement  
du Canada

Gouvernement  
du Canada

W7701-125373

Security Classification / Classification de sécurité  
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					COSMIC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
W7701-125373

Security Classification / Classification de sécurité  
Unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)  
Amal Bouamoul

Title - Titre  
Defence Scientist

Signature

Telephone No. - N° de téléphone  
418-844-4000 x4588

Facsimile No. - N° de télécopieur  
418-844-4876

E-mail address - Adresse courriel  
amal.bouamoul@drdc-  
rddc.gc.ca

Date  
22 mars 2012

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

Name (print) - Nom (en lettres moulées)

Sasha Medjovic - CFMP GRHQ - Industrial Security  
Senior Security Analyst  
Tel: 613-949-1066 / Fax: 613-949-1069  
E-mail: sasha.medjovic@drdc-rddc.gc.ca

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2012-04-25

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non ☒ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Maria Mendoza

Contract Security Officer, Contract Security Division

Telephone No. - N° de téléphone  
Tel/Tél: 613-943-1618 / Fax/Télec: 613-954-4171

E-mail address - Adresse courriel

Date

May 3, 2012

UNCLASSIFIED

**NOTE: THIS IS A GUIDE ONLY. ONLY PWGSC/CISD SECURITY CLAUSES INCORPORATED INTO THE CONTRACT ARE CONSIDERED LEGALLY BINDING. THIS GUIDE IS FOR THE USE OF THE DND PROJECT/TECHNICAL/SCIENTIFIC AUTHORITY AND PWGSC/CISD. IT SHOULD NOT FORM PART OF THE CONTRACTUAL DOCUMENTATION TO BE DELIVERED TO THE CONTRACTOR.**

**Security Guide To W7701125373**

- PROTECTED information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures which, for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing any access to PROTECTED information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- Contractor personnel requiring access to the National Defence Wide Area Network (DWAN) must be registered and cleared to the requisite level with the Canadian International Industrial Security Directorate – Controlled Goods Program (CGP), prior to being given a network account.
- At no time will Contractor personnel be allowed to remove any PROTECTED information/data and/or assets from DND premises (including such information processed on Contractor's own laptops Information Technology [IT] systems). At no time will the Contractor be allowed external IT connections to DND LAN systems.
- Prior to leaving the (DND) premises, Contractors who have used their own IT systems to process PROTECTED information, shall have the system hard disk drives (HDD) retained by DND authorities.
- All PROTECTED documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.
- Subcontracts containing security requirements are prohibited without the prior written authority of the Canadian Industrial Security Division of the Department Public Works Government Services Canada (CISD/PWGSC).

**DND Personnel:**

The DND Contract Security Officer, DPM Secur 3-4 is the contact person for information pertaining to security concerns identified in this procurement.

**Industrial Personnel:**

The Company Security Officer (CSO) or alternate may contact CISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED





To  
À

Amal Bouamoul  
DRDC/DND

Security Classification - Classification de sécurité

Our File - Notre référence

Your File - Votre référence

Date 7-May-12

From  
De

Maria Estela Mendoza  
Contract Security Division  
Contract Security Officer  
CISD, 2934 Baseline Road/ 2934 rue Baseline, 5th  
Floor, Ottawa, On K1A 0S5

Subject  
Objet

Contract: **W7701-125373**

The attached Security Requirements Check List (SRCL) is approved by CISD for use with the pre-contractual/contractual documents.

Should you wish to ensure that bidders direct all enquiries to you, page 4 of the SRCL which contains the authorization signatures may be removed from the bidding document. Should the lower portion of page 4 contain additional instructions, the signatures may be blanked out.

The complete SRCL (including page 4) shall be used in the contract document.

CISD is obliged under various international security agreements, arrangements and protocols to insert special security clauses into contracts for award outside of Canada. The appropriate clauses vary from country to country, and therefore must be provided by CISD on a case-by-case basis.

Should foreign suppliers be bidding on this procurement please contact me for an international security clause.

A "Security Requirement clause" is attached. Should the client department raise any objections to the wording of the clause, kindly contact the undersigned **PRIOR TO** finalizing the contractual documentation. **No changes** to the clause wording is permitted without prior consultation with CISD/PWGSC. A copy of this memo and attachments has been forwarded to the client department's Security Office.

Is this a renewal of a current contract? If so, please provide the current PWGSC file number.

Information on the security status of prospective suppliers may be obtained from the Contract Section of CISD.

Should it be necessary to initiate security screening action on the chosen supplier, the CISD will require written notification from your Directorate's Sponsorship Coordinator. The request shall include the name of the supplier, complete address, the name and telephone number of the President and the level of Facility Security Clearance required (see your Security Coordinator for details).

Please advise the CISD if you are aware of any work to be assigned to a third party in relation to this requirement under a subcontract or service agreement arrangement or any other business arrangement that will entail the release and/or access to the government's sensitive information and/or assets.

Kindly ensure that:

1. the cover page of the contractual documents include the following statement in bold/block type:  
**"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**
2. the document index shall identify the block statement entitled "Security Requirements".
3. the block statement entitled "Security Requirements" shall appear very early in the line up of contractual conditions.
4. **IT IS MANDATORY THAT A COMPLETE COPY OF THE CONTRACTUAL DOCUMENTATION (LOI, RFP, CONTRACT, RFSo or SO) SHALL BE PROVIDED TO CISD UPON RELEASE. (THREE COPIES FOR INTERNATIONAL CONTRACTS).**

Maria Estela Mendoza  
Contract Security Officer  
613-948-1618

Attachments

c.c.: Sasha Medjovic

**NOTES:**

- 1. A CONTRACT/SUB-CONTRACT/STANDING OFFER/SUPPLY ARRANGEMENT CONTAINING A SECURITY REQUIREMENT CLAUSE WHEREBY VENDOR PERSONNEL MUST BE RELIABILITY SCREENED/SECURITY CLEARED, MUST NOT BE AWARDED WITHOUT FIRST VERIFYING THROUGH THE CANADIAN INDUSTRIAL SECURITY DIRECTORATE (CISD) THAT THE VENDOR HOLDS THE APPROPRIATE LEVEL OF FACILITY SECURITY CLEARANCE AND (IF REQUIRED) DOCUMENT SAFEGUARDING CAPABILITY.**
- 2. A COPY OF THE CONTRACTUAL DOCUMENTATION MUST BE PROVIDED TO THE COMPANY SECURITY OFFICER AND THE CISD. CISD WILL REQUIRE THREE COPIES IF THE CONTRACT IS AWARDED TO A FOREIGN SUPPLIER.**
- 3. BEFORE FORWARDING ANY PROTECTED OR CLASSIFIED INFORMATION/ASSETS TO AN ORGANIZATION, GOVERNMENT OFFICIALS SHALL FIRST ENSURE THROUGH THE CANADIAN INDUSTRIAL SECURITY DIRECTORATE THAT THE INTENDED SUPPLIER AND SELECTED SITE HOLDS THE APPROPRIATE LEVEL OF DOCUMENT SAFEGUARDING CAPABILITY.**
- 4. WITHIN CANADA, ALL PROTECTED AND CLASSIFIED INFORMATION/ASSETS MUST BE FORWARDED TO THE COMPANY SECURITY OFFICER (CSO). HOWEVER, THE CSO MUST FORWARD A COPY OF THE DOCUMENT TRANSMITTAL FORM TO INTERNATIONAL INDUSTRIAL SECURITY DIRECTORATE (IISD)/DOCUMENT CONTROL UNIT.**
- 5. PROTECTED AND CLASSIFIED INFORMATION/ASSETS INTENDED FOR FOREIGN SUPPLIERS MUST BE TRANSMITTED ON A GOVERNMENT-TO-GOVERNMENT BASIS VIA INTERNATIONAL INDUSTRIAL SECURITY DIRECTORATE (IISD).**

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE #: W7701-125373**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  - (b) Industrial Security Manual (Latest Edition).

---

**EXIGENCE EN MATIÈRE DE SÉCURITÉ POUR ENTREPRENEUR CANADIEN:  
DOSSIER TPSGC N°: W7701-125373**

1. L'entrepreneur ou l'offrant doit détenir en permanence, pendant l'exécution du contrat ou de l'offre à commandes, une attestation de vérification d'organisation désignée (VOD) en vigueur, délivrée par la Direction de la sécurité industrielle canadienne (DSIC) de Travaux publics et Services gouvernementaux Canada (TPSGC).
2. Les membres du personnel de l'entrepreneur ou de l'offrant devant avoir accès à des renseignements ou à des biens PROTÉGÉS, ou à des établissements de travail dont l'accès est réglementé, doivent TOUS détenir une cote de FIABILITÉ en vigueur, délivrée ou approuvée par la DSIC de TPSGC.
3. L'entrepreneur ou l'offrant NE DOIT PAS emporter de renseignements ou de biens PROTÉGÉS hors des établissements de travail visés; et l'entrepreneur ou l'offrant doit s'assurer que son personnel est au courant de cette restriction et qu'il la respecte.
4. Les contrats de sous-traitance comportant des exigences relatives à la sécurité NE DOIVENT PAS être attribués sans l'autorisation écrite préalable de la DSIC de TPSGC.
5. L'entrepreneur ou l'offrant doit respecter les dispositions :
  - a) de la Liste de vérification des exigences relatives à la sécurité et directive de sécurité (s'il y a lieu), reproduite ci-joint à l'Annexe \_\_\_\_\_;
  - b) du *Manuel de la sécurité industrielle* (dernière édition).