

**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

Title - Sujet Sensors		
Solicitation No. - N° de l'invitation W7701-135595/A	Date 2012-12-21	
Client Reference No. - N° de référence du client W7701-13-5595		
GETS Reference No. - N° de référence de SEAG PW-\$QCL-032-15112		
File No. - N° de dossier QCL-2-35509 (032)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-18		Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Boudrias, Marie-M.		Buyer Id - Id de l'acheteur qcl032
Telephone No. - N° de téléphone (418) 649-2806 ()		FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: R & D POUR LA DÉFENSE CANADA VALCARTIER BATIMENT 2459 BLVD PIE XI NORD QUEBEC Québec G3J1X5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

TABLE OF CONTENTS

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. Improvement of Requirement During Solicitation Period

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. Mandatory Certifications Required Precedent to Contract Award
2. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
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

Solicitation No. - N° de l'invitation

W7701-135595/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl032

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

W7701-13-5595

File No. - N° du dossier

QCL-2-35509

CCC No./N° CCC - FMS No/ N° VME

List of Attachments:

- Attachment 1 Financial Bid Presentation Sheet
- Attachment 2 Point Rated Technical Criteria
- Attachment 3 Evaluation grid for qualitative criteria

List of Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Contractor Disclosure of Foreground Information

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work (annex A), the Basis of Payment (annex B) and the Contractor Disclosure of Foreground Information form (annex C).

2. Summary

(a) **Title :** Omnidirectionnal sensors calibration and data fusion

(b) **Objectives:**

The aim of this contract is to exploit a vehicle-mounted omnidirectionnal sensor suite to support generic tactical surveillance and reconnaissance missions. The omnidirectionnal sensor suite comprises a 3D LIDAR and a spherical camera.

The objectives are:

1. To develop software to accurately determine the pose of the omnidirectionnal sensors with respect to the coordinate frame of the vehicle on which they are installed;
2. To exploit the data acquired with the omnidirectionnal sensors to generate different types of omnidirectionnal 3D models. On the one hand, the 3D LIDAR data will be used to georeferenced the spherical images acquired with the spherical camera to produce images where each pixel has a GPS coordinates. On the other hand, the images acquired with the spherical camera will be used to colorize the point cloud generated with the 3D LIDAR.

(c) Tasks:

The contract comprises three (3) separate tasks. Please note that each task can be performed simultaneously.

Task A - Calibration of the position and orientation of the sensors

Task B - Development of sensor data post-processing software

Task C - Data acquisition

(d) Work location :

The Work will be performed at the contractor's location.

(e) Canadian content:

This procurement is limited to Canadian services.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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 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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I : Technical Bid (4 hard copies)
 Section II : Financial Bid (1 hard copy)
 Section III : Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- (1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 (see attachment 2 - Point rated technical criteria). 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 lot price for the work of each task described in the Statement of Work (annex A). The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.
- (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 Mandatory Technical Criteria

There is no mandatory technical criterion.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 2, 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 follows:

+ The firm, all inclusive lot price for the work of task A
 The firm, all inclusive lot price for the work of task B
 The firm, all inclusive lot price for the work of task C

Price of the bid

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) obtain the required minimum points for each group of criteria with a pass mark; and
 - (c) 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) 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 which obtained the highest number of points overall for the point rated technical evaluation criteria 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. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have 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 comply will render the bid non-responsive. Providing the required names is a mandatory requirement for 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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided 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 - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

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 (annex A).

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2040 (2012-11-19), General Conditions - Research & Development, apply to and form part of the Contract.

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

3. Security Requirement

There is no security requirement.

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract to March 31, 2013 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Michèle Boudrias
Supply Agent
Public Works and Government Services Canada
Acquisitions and Compensation Directorate
601-1550 D'Estimauville Avenue
Quebec, Quebec
G1J 0C7

Telephone: 418-649-2806
Facsimile: 418-648-2209
E-mail address: marie-michele.boudrias@tpsgc-pwgsc.gc.ca

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

5.2 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.

5.3 Contractor's Representative

Administrative representative :

Name :
Telephone :
Facsimile :
Email :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices as specified in Annex B - Basis of payment. 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

6.3 Method of Payment

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

6.4 SACC Manual Clauses

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

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

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.

8.2 SACC Manual Clauses

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2012-11-19), General Conditions - Research and Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) the Contractor's bid dated _____ (insert date of bid).

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

13. Insurance

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

ATTACHMENT 1**FINANCIAL BID PRESENTATION SHEET***(to be completed by the bidder)***Instructions :**

- The bidder must insert a firm, all inclusive lot price for each task listed in the table bellow
- The firm, all inclusive lot prices must not include GST or HST, as applicable

Item	Description	Firm, all inclusive lot prices
1	Firm all inclusive lot price for the work of task A (described at Annex A - statement of work)	_____ \$
2	Firm all inclusive lot price for the work of task B (described at Annex A - statement of work)	_____ \$
3	Firm all inclusive lot price for the work of task C (described at Annex A - statement of work)	_____ \$
Price of the bid : (item 1 + item 2 + item 3)		_____ \$

ATTACHMENT 2

POINT RATED TECHNICAL CRITERIA

1. Point Rated Technical Criteria

Criteria	Evaluation scale	Max	Min
1.0 TECHNICAL PROPOSAL		40	24
1.1 Understanding of background, scope and objectives. The bidder should demonstrate its understanding of the background, the objectives and the scope of the project in a clear and concise manner.	The evaluation scale is available at attachment 3 – Evaluation grid for qualitative criteria	10	N/A
1.2 Proposed methodology and scientific approach to perform task A – <i>Calibration of the position and orientation of the sensors</i> . The bidder should clearly describe its proposed methodology and scientific approach to perform task A - Calibration of the position and orientation of the sensors. The methodology should be described in terms of activities, timelines, deliverables, effort and the relative involvement of each labour category in the performance of the task (work schedule).	The evaluation scale is available at attachment 3 – Evaluation grid for qualitative criteria	10	N/A
1.3 Proposed methodology and scientific approach to perform task B – <i>Development of sensor data post-processing software</i> The bidder should clearly describe its proposed methodology and scientific approach to perform task B – <i>Development of sensor data post-processing software</i> . The methodology should be described in terms of activities, timelines, deliverables, effort and the relative involvement of each labour category in the performance of the task (work schedule).	The evaluation scale is available at attachment 3 – Evaluation grid for qualitative criteria	10	N/A

Criteria	Evaluation scale	Max	Min
1.4 Proposed methodology and scientific approach to perform task C – Data acquisition. The bidder should clearly describe its proposed methodology and scientific approach to perform task C – <i>Data acquisition</i> . The methodology should be described in terms of activities, timelines, deliverables, effort and the relative involvement of each labour category in the performance of the task (work schedule).	The evaluation scale is available at attachment 3 – Evaluation grid for qualitative criteria	10	N/A
2.0 EXPERTISE OF PROPOSED RESOURCES The experience of the proposed resources will be evaluated against their resumes. Each resume should contain sufficient data elements to allow the evaluation team to understand the experience of the proposed resources. Each resume should describe the work experience of the proposed resources related to each criterion. The following information should be provided for each project used to demonstrate the experience of the proposed resources: name of the project and/or contract number, project description, description of tasks performed by the proposed resource (and exact duration of each task), total duration of the involvement of the proposed resource in the project, software solutions used in the project (if applicable), as well as any other relevant information that would demonstrate the compliance with the criteria. The bidder can propose sub-contractor's resources. Sub-contractor's resources will be evaluated on the same level as the bidder's resources. For each technical criterion listed in this section, the evaluation team will only consider the resources involved in at least 10% of the total hours of the associated task (A, B or C) (e.g. if the total number of hours of effort for task A (total number of hours of all resources involved in task A) is 500 hours, to be considered for the sub criteria of section 2.1, the resource must work at least 50 hours on task A). These resources would be the "Prime resources". To determine the number of hour per resource, Canada will use the bidder's work schedule provided to comply with the point rated technical criterion 1.2, 1.3 or 1.4 (as applicable).		30	15

Criteria		Evaluation scale	Max	Min
2.1 Expertise of the prime resources involved in task A			12	6
In order to properly evaluate each criterion of this section, the bidder should clearly indicate the name of the proposed prime resources involved in task A and join their resume. Only one resource per criterion can be considered.				
2.1.1 At least one of the prime resources has experience in boresight alignment of mobile 3D LIDAR scanner	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A	
2.1.2 At least one of the prime resources has experience in the field of Mobile Mapping System (MMS);	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A	
2.1.3 At least one of the prime resources has experience in the calibration of mobile camera systems;	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A	
2.1.4 At least one of the prime resources has experience in software development using C++ programming language;	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A	

Criteria	Evaluation scale	Max	Min
2.1.5 At least one of the prime resources has experience in fusion of LIDAR scanner data with camera images	2 points - The prime resource has completed two or more R&D project involving accurate fusion of LIDAR data with camera images 1 point - The prime resource has completed one R&D project involving accurate fusion of LIDAR data with camera images 0 point - The prime resource has not completed any R&D project involving accurate fusion of LIDAR data with camera images	2	N/A
2.1.6 At least one of the prime resources has experience in mobile data acquisition with a Rotating LIDAR scanner.	2 points – The prime resource has completed two or more R&D projects involving mobile data acquisition with a Rotating LIDAR scanners 1 point: The prime resource has completed one project involving mobile data acquisition with a Rotating LIDAR scanners 0 point: The prime resource has not completed any R&D project involving mobile data acquisition with a Rotating LIDAR scanners.	2	N/A
2.2 Expertise of the prime resources involved in task B		10	5
In order to properly evaluate each criterion of this section, the bidder should clearly indicate the name of the proposed prime resources involved in task B and join their Resume. Only one resource per criterion can be considered.			
2.2.1 At least one of the prime resources has experience in boresight alignment of mobile 3D LIDAR scanner	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A
2.2.2 At least one of the prime resources has experience in the field of Mobile Mapping System (MMS)	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A

Criteria	Evaluation scale	Max	Min
2.2.3 At least one of the prime resources has experience in the calibration of mobile camera systems;	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A
2.2.4 At least one of the prime resources has experience in fusion of LIDAR scanner data with camera images	2 points - The prime resource has completed two or more R&D project involving accurate fusion of LIDAR data with camera images 1 point - The prime resource has completed one R&D project involving accurate fusion of LIDAR data with camera images 0 point - The prime resource has not completed any R&D project involving accurate fusion of LIDAR data with camera images	2	N/A
2.2.5 At least one of the prime resources has experience in mobile data acquisition with a Rotating LIDAR scanner.	2 points – The prime resource has completed two or more R&D projects involving mobile data acquisition with a Rotating LIDAR scanners 1 point: The prime resource has completed one project involving mobile data acquisition with a Rotating LIDAR scanners 0 point: The prime resource has not completed any R&D project involving mobile data acquisition with a Rotating LIDAR scanners.	2	N/A

Criteria	Evaluation scale	Max	Min
2.3 Expertise of the prime resources involved in task C		8	4
In order to properly evaluate each criterion of this section, the bidder should clearly indicate the name of the proposed prime resources involved in task C and join their Resume. Only one resource per criterion can be considered.			
2.3.1 At least one of the prime resources has experience in boresight alignment of mobile 3D LIDAR scanner	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A
2.3.2 At least one of the prime resources has experience in the calibration of mobile camera systems;	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A
2.3.3 At least one of the prime resources has experience in boresight alignment of mobile 3D LIDAR scanner	2 points - The prime resource has more than 60 months of experience in this area. 1 point - The prime resource has between 36 and 60 months of experience in this area. 0 point – The prime resource has less than 36 months in this area.	2	N/A
2.3.4 At least one of the prime resources has experience in fusion of LIDAR scanner data with camera images	2 points - The prime resource has completed two or more R&D project involving accurate fusion of LIDAR data with camera images 1 point - The prime resource has completed one R&D project involving accurate fusion of LIDAR data with camera images 0 point - The prime resource has not completed any R&D project involving accurate fusion of LIDAR data with camera images	2	N/A
Total:		70	39

Solicitation No. - N° de l'invitation

W7701-135595/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35509

Buyer ID - Id de l'acheteur

qc1032

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

W7701-13-5595

CCC No./N° CCC - FMS No/ N° VME

ATTACHMENT 3

EVALUATION GRID FOR QUALITATIVE CRITERIA

GUIDELINES FOR EVALUATING PROPOSALS

NON RESPONSIVE	INADEQUATE	POOR	WEAK	JUST ACCEPTABLE	ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 point	1 point	2 - 3 points	4 points	5 - 6 points	7 points	8 points	9 points	10 points
Did not submit information which could be evaluated	— Absolutely inadequate	■ Slightly or substantially below the desirable minimum	■ Just fails to meet the desirable minimum	■ Just meets the desirable minimum	■ Meets the desirable minimum	■ Slightly exceeds the desirable minimum	■ More than satisfies desirable minimum	— Exceptionally strong proposal
	— Weaknesses can't be corrected	■ Generally doubtful that weaknesses can be corrected	■ Weaknesses can be corrected	■ Weaknesses can easily be corrected	■ No significant weaknesses	■ No significant weaknesses	■ No apparent weaknesses	■ No apparent weaknesses
	— Extremely poor, insufficient to meet performance requirements	— Little capability to meet performance requirements	■ Just below acceptable capability	■ Minimum acceptable capability, should meet minimum performance	■ Average capability, should be adequate for effective results	■ Above average capability	■ Superior capability, should ensure effective results	■ Exceptional capability, should ensure extremely effective results

ANNEX A

STATEMENT OF WORK

1. General

1.1 Title

Omnidirectionnal sensors calibration and data fusion

1.2 Objective

The aim of this contract is to exploit a vehicle-mounted omnidirectionnal sensor suite to support generic tactical surveillance and reconnaissance missions. The omnidirectionnal sensor suite comprises a 3D LIDAR and a spherical camera.

The objectives are:

1. To develop software to accurately determine the pose of the omnidirectionnal sensors with respect to the coordinate frame of the vehicle on which they are installed;
2. To exploit the data acquired with the omnidirectionnal sensors to generate different types of omnidirectionnal 3D models. On the one hand, the 3D LIDAR data will be used to georeferenced the spherical images acquired with the spherical camera to produce images where each pixel has a GPS coordinates. On the other hand, the images acquired with the spherical camera will be used to colorize the point cloud generated with the 3D LIDAR.

1.3 Background

DRDC Valcartier is currently involved in a project which aims at developing a prototype mobile omnidirectionnal sensor platform to support generic tactical surveillance and reconnaissance applications. This platform comprises a Velodyne HDL-32E LIDAR sensor and a Point Grey Ladybug 3 spherical camera. The HDL-32E LIDAR is a lightweight rotating 3D LIDAR sensor with a 360° horizontal field of view. The Ladybug 3 camera is a spherical video camera with a 360° horizontal field of view.

Both the HDL-32E LIDAR and the Ladybug 3 camera are mounted on a sensor rack which is installed on the roof of a vehicle. DRDC Valcartier has designed and built a mount which allows to physically mount the HDL-32E LIDAR above the Ladybug 3 camera. The HDL-32E LIDAR is mounted with a fixed angle of 30 degrees.

The vehicle is equipped with an Applanix POS-LV 420 position and orientation system which captures the position and orientation of the vehicle during data acquisition. The POS-LV system comprises an IMU which is installed on the sensor rack along with the HDL-32E LIDAR and the Ladybug 3 camera. A representation of the sensor rack is given in Figure 1.

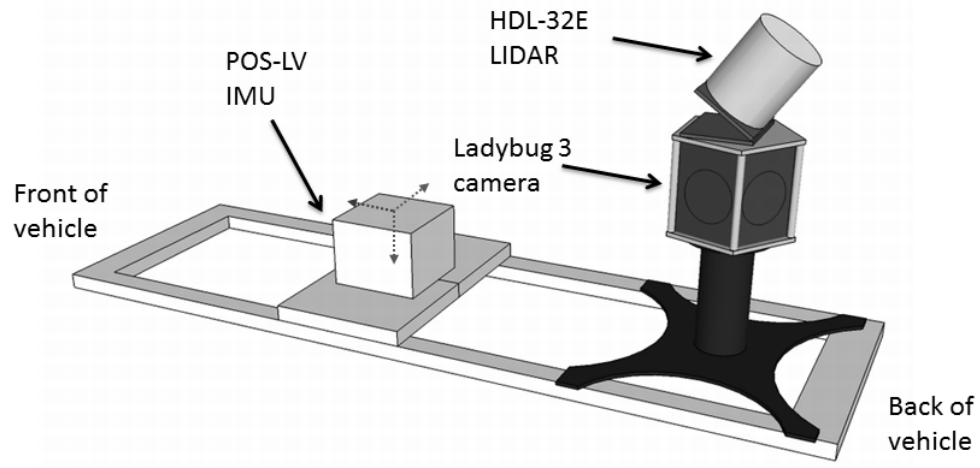


Figure 1

A custom data acquisition software has been developed by DRDC to acquire data with the Ladybug 3 camera.

Preliminary tests have been performed with the Applanix POS-LV, the HDL-32E LIDAR and the Ladybug 3 camera to confirm that the data acquisition can be carried out properly.

DRDC now has a need to:

- accurately determine the position and orientation of the HDL-32E LIDAR and the Ladybug 3 camera with respect to the IMU coordinate system; and
- combine the data acquired with the HDL-32E LIDAR and the Ladybug 3 camera to generate omnidirectional 3D models.

1.4 Acronyms

TA - Technical Authority
 IMU - Inertial Measurement Unit
 DRDC - Defence R & D Canada
 GPS – Global Positioning System
 UTM - Universal Transverse Mercator
 PCAP - Packet Capture
 BMP - Bitmap image file

2. APPLICABLE DOCUMENTS (references)

Point Grey Ladybug 3 spherical camera:

http://www.ptgrey.com/products/ladybug3/ladybug3_360_video_camera.asp

Velodyne HDL-32E LIDAR:

<http://velodynelidar.com/lidar/hdlproducts/hdl32e.aspx>

Applanix POS-LV :

<http://www.applanix.com/products/land/pos-lv.html>

PCAP data format

<http://en.wikipedia.org/wiki/Pcap>

Doxygen documentation system

<http://www.doxygen.org>

3. SCOPE OF THE WORK

(i) General

This contract comprises three (3) separate tasks. Please note that each task can be performed simultaneously.

(ii) Task A - Calibration of the position and orientation of the sensors

The POS-LV positioning system uses an IMU to compute the vehicle motion in all three axes at a rate of 200Hz. The position of the vehicle that is computed corresponds to the absolute position of the IMU coordinate system in the world. In order to be able to transform data acquired with a given sensor from this sensor's coordinate system to the world coordinate system, the position (x,y,z) and orientation (roll, pitch, yaw) of this sensor with respect to the IMU has to be known precisely.

For this task, the contractor will have to:

- A.1. Develop software and procedures to accurately determine the position and orientation of the HDL-32E LIDAR coordinate system in the IMU coordinate system.
- A.2. Develop software and procedures to accurately determine the position and orientation of the Ladybug 3 camera coordinate system in the IMU coordinate system.

(iii) Task B - Development of sensor data post-processing software

The HDL-32E LIDAR was delivered with a recording software called *Digital Sensor Recorder*. This software outputs the data acquired by the HDL-32E LIDAR in the PCAP format.

Using Applanix post-processing software, trajectory data acquired with the POS-LV system can be processed to generate a *smoothed best estimated trajectory (SBET)* file that can be exported in ascii format.

For this task, the contractor will have to:

- B.1. Develop a software to generate time-indexed georeferenced 3D point cloud from the HDL-32E LIDAR data acquired with the Digital Sensor Recorder software and the SBET trajectory generated with the POS-LV geopositioning system;
- B.2. Develop a software to georeference the pixels in the Ladybug 3 camera images using the georeferenced 3D point cloud generated with the software developed in Task B.1. The software developed for this task must allow to request the UTM coordinates of any pixel in any image acquired with the Ladybug 3 camera, given this pixel falls within the field-of-view of the HDL-32E LIDAR;
- B.3. Develop a software to colorize the HDL-32E LIDAR 3D point clouds using the images acquired with the Ladybug 3 camera. This software must allow to assign an RGB value to each 3D points acquired with the HDL-32E LIDAR that falls within the field-of-view of the Ladybug 3 camera.

(iv) Task C - Data acquisition

Data acquired with the Applanix POS-LV, the HDL-32E LIDAR and the Ladybug 3 camera will be required to perform Task A and Task B. This data will be acquired by DRDC personnel at DRDC facilities. The contractor will have to define what is the required type of data and define specifications for data acquisition scenarios.

The HDL-32E LIDAR will be connected to a GPS antenna which allows to assign a GPS timestamp to every acquired points. HDL-32E LIDAR data will be provided in the PCAP format.

Applanix POS-LV trajectories data will be provided in the ASCII format with the following fields: *Time, Distance, Easting, Northing, Ellipsoid Height, Latitude, Longitude, Ellipsoid Height, Roll, Pitch, Heading, East Velocity, North Velocity, Up Velocity, Easting Standard deviation, Northing Standard deviation, Height Standard deviation, Roll Standard deviation, Pitch Standard deviation, Heading Standard deviation.*

The ladybug 3 images will be provided using the bmp format. A text file containing the the timestamp associated to each image will be provided.

This task involves work that will be accomplished by DRDC. For both task C.1 and task C.3, DRDC will perform the data acquisition and send the acquired data no later than three weeks after reception of the document describing the specifications and requirements for the data acquisition scenarios.

For this task, the contractor will have to:

- C.1. Establish the specifications and requirements for the data acquisition scenarios (e.g. speed of the vehicle, data acquisition length, etc.). DRDC Valcartier will perform the required data acquisition scenarios. It must be possible to perform the data acquisition scenarios in no more than three business days.
- C.2. Validate the acquired data.
- C.3. If deemed necessary by the contractor after the completion of Task C.2, establish the specifications and requirements for additional data acquisition scenarios. DRDC Valcartier will perform the required additional data acquisition scenarios. It must be possible to perform the additional data acquisition scenarios in no more than two business days.
- C.4. Provide calibration targets required for the data acquisition scenarios. It will be the responsibility of the contractor to provide a sufficient number of targets to enable DRDC to perform the data acquisition scenarios defined in Task C.1.

Please note that no more data acquisition will be performed by DRDC Valcartier after the completion of the data acquisition scenarios defined by the contractor in Sub-Tasks C.1 and C.3.

4. REPORTS AND OTHER DELIVERABLES

4.1 Deliverables

Task A

- 1. Calibration software for the HDL-32E LIDAR.
- 2. Calibration software for the Ladybug 3 camera.
- 3. User manual detailing the calibration procedures. The document must be written in English and must be delivered on a CD/DVD in two copies using the Microsoft Word format and sent by email to the TA.

Task B

- 1. Software to generate time-indexed georeferenced 3D point cloud.
- 2. Software to georeference the pixels in the Ladybug 3 camera images.
- 3. Software to colorize the HDL-32E LIDAR 3D point clouds
- 4. A succinct user manual for each of the software developed. The document must be written in English and must be delivered on a CD/DVD in two copies using the Microsoft Word format.

Task C

1. Document describing the specifications and requirements for the data acquisition scenarios. The document must be written in English and must be delivered on a CD/DVD in two copies using the Microsoft Word format and sent by email to the TA.
2. Document describing the specifications and requirements for the additional data acquisition scenarios. This document is not required if Task C.3 is not deemed necessary by the contractor. The document must be written in English and must be delivered on a CD/DVD in two copies using the Microsoft Word format and sent by email to the TA.
3. Calibration targets required for data acquisition scenarios. The contractor must provide a sufficient number of targets to enable DRDC to perform the data acquisition scenarios defined in Task C.1

4.2 General Information applicable to the deliverables of tasks A, B and C

For all software deliverables, the code must be developed in C++ and must be executable on a PC running Windows 7 64 bits. It must be possible to run the software without administrative rights on the computer on which the software is installed. The deliverables must include:

- a) Final version of the C++ source code compilable as a project in Microsoft Visual Studio 2008 or Microsoft Visual Studio 2010;
- b) The source code documented using the Doxygen documentation system with relevant and complete comments for each class and function;
- c) Any library or external code required for the compilation of the source code;
- d) An official executable installer of the final version of the code, with appropriate version number, comprising all the required functionalities.

4.3 Publications

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

4.4 Foreground Information

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.

5. MEETINGS

5.1 General instruction for meetings:

5.1.1 Meetings location:

The meetings will be held via video-teleconference or teleconferencing.

5.1.2 Agenda:

For each meeting, the Contractor must prepare and distribute the agenda at least 24 hours before the date of the meeting.

5.1.3 Languages:

The meetings must be held in French or English (as selected by the contractor).

5.2 The following meetings will be required:

Meeting	When
Kick-off meeting The following topics will be discussed during this meeting (but not limited to): <ul style="list-style-type: none"> - Review of the contract or task objectives - Presentation of the project plan - Methodology used to execute the work - Procedures, formats and standards to be used to produce documentation 	In the first two weeks of the contract period
Task Final Review Meetings A final meeting will be required to summarize work and show results	At the end of each task
Informal meetings	As needed

6. WORK LOCATION

Work will be performed at the contractor's location.

ANNEX B**BASIS OF PAYMENT***(to be completed by Canada at the contract award)*

Item	Description	Firm, all inclusive lot prices
1	Firm all inclusive lot price for the work of task A (described at Annex A - statement of work)	_____ \$
2	Firm all inclusive lot price for the work of task B (described at Annex A - statement of work)	_____ \$
3	Firm all inclusive lot price for the work of task C (described at Annex A - statement of work)	_____ \$
Total : (item 1 + item 2 + item 3)		_____ \$

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)