

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 Étude technologies émergentes	
Solicitation No. - N° de l'invitation W7701-125333/A	Date 2012-11-05
Client Reference No. - N° de référence du client W7701-12-5333	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-002-14971	
File No. - N° de dossier QCL-2-35378 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-03	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: Brisebois, Aline	Buyer Id - Id de l'acheteur qcl002
Telephone No. - N° de téléphone (418) 649-2883 ()	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 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**

Issuing Office - Bureau de distribution

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

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

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Buyer ID - Id de l'acheteur

qcl002

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

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PART 1 - GENERAL INFORMATION

.1 Introduction

The bid solicitation and resulting contract document is divided into seven parts plus annexes and attachments 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security requirement, Financial Requirements
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

Attachment 1: Financial Bid Presentation Sheet, the Attachment 2: Mandatory and Point Rated Technical Criteria and the Attachment 3: Evaluation of Price.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the DND 626, Task Authorizaiton Form, the Contractor Disclosure of Foreground information form.

2. Summary

Title: Studies of Emerging Technologies for Infrared Guidance systems.

Objectives: The work objectives for this contract are the following:

To study the emerging technologies in the field of IR guidance systems using IR source projection systems, laser sources and operational field conditions test facilities at DRDC Valcartier;

Develop the interfaces required to perform experimental measurements, and integrate them into existing equipment;

Participate in field or laboratory trials to validate the experimental results;

Study the optical, software, electronic and mechanical design of the various technologies;

Participate in experimental data collection and analysis; and

Develop and improve various characterization methodologies.

Background

IR guidance systems introduce, among other things, imaging or pseudo-imaging guiding techniques, as well as sophisticated mechanisms for countermeasure discrimination. The study of those techniques and mechanisms is one of the aims of this contract. The study must include, in particular, an evaluation of the sensitivity of those technologies against classic countermeasures. In addition, the emergence of new directional countermeasures (DIRCM) requires an evaluation of their effects on the various technologies studied in order to assess their advantages and limitations.

To fulfill these needs, DRDC Valcartier operates facilities for projecting IR sources to characterize electro-optical systems and evaluate various classic countermeasures, laser sources for studying laser interference phenomena, and mobile facilities for validating experimental measurements and the functioning of countermeasure systems in field Trials.

In order to achieve the project objectives, this contract will carryout 7 tasks.

Task 1 - Study of electronic design

Task 2 - Study of software design

Task 3 - Electro-optical characterization of an IR guidance system

Task 4 - Analysis and update (as needed) of the optical design and production

Task 5 - Evaluation of the susceptibility/efficiency of an IR guidance system in the presence of disturbances such as decoy flares, noise, laser, etc.

Task 6 - Design of interfaces adapted to the new technologies studied

Task 7 - Participation in a campaign of field or laboratory trials

Period of Contract

The period of the resulting contract is **from April 1st 2013 to March 31, 2016.**

Work location:

The Contractor must perform the work on site at Defence Research and Development Canada.

Client department :

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

Estimated funding available

The maximum funding available for the contract resulting from the bid solicitation is **\$900,000.00 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.

Intellectual property rights

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.

Other information :

- The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- The requirement is limited to Canadian services.
- This PWGSC office provides provides procurement services to the public in both official languages.
- This requirement is subject to the Controlled Goods Program.
- There is a security requirement associated with this requirement.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority **within 15 working days** of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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>) 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.

1. Standard Instructions, Clauses and Conditions

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 address: Aline.Brisebois@tpsgc-pwgsc.gc.ca **no later than five 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 the province of **Quebec**.

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

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 **\$900 000.00 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 2 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 address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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.

The estimated funding available for the Contract resulting from the bid solicitation is **specified at part 2, article 6, Maximum Funding**, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination for goods, customs duties and excise taxes included. This disclosure does not commit Canada to pay the estimated funding available.

- (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

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract).

1.1.1 Mandatory Technical Criteria

Refer to **Attachment 2, Mandatory Technical Criteria.**

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 detailed in **Attachment 3, Evaluation of Price.**

.2 Basis of Selection - Lowest Evaluated Price Per Point

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 criterion and each group of criteria with a pass mark;
- (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.

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qc1002

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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 in accordance with the articles below.

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

1. 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:

() 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

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site

2. Financial Capability

SACC Manual clause **A9033T** (2012-07-16), Financial Capability

3. Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2011-05-16) Controlled Goods Program
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses 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 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 tasks to be performed, a description of the deliverables, and a schedule indicating completion dates for the major tasks 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* (<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 (2012-07-16)), 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- SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **NATO SECRET**, 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 personnel security screening at the level of **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) **must be a citizen of Canada, Australia, United Kingdom, the United States, New Zealand or Germany and** must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED** information, assets or sensitive work site(s) **must be a citizen of Canada, Australia, United Kingdom, United States, New Zealand or Germany and must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and **EACH** hold a valid **RELIABILITY STATUS** or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
7. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and **EACH** hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated **NATO** Security Authority.
8. The Contractor/Offeror **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
9. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
10. 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).

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

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

NOTE: As Australia and New Zealand are not NATO countries, non NATO information will be released to Australians or New Zealanders unless special permission is obtained from CISC

4. Term of Contract

4.1 Period of Contract

The period of the Contract is **from April 1st 2013 to March 31, 2016 inclusive.**

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Aline Brisebois

Public Works and Government Services Canada
601-1550, D'Estimauville Avenue
Quebec, Quebec
G1J 0C7

Telephone: 418-649-2883
Facsimile: 418-648-2209
E-mail address: 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.

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 *(to be completed by the contractor)*

Administrative representative :

Name :
Telephone :
Facsimile :
Email :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

5.4 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.

6. Payment

6.1 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.

6.2 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.

6.2.1 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 **\$900 000.00**. 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.

6.3 Method of Payment

6.3.1 Payments will be made not more frequently than once a month.

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

6.3.2.1 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.

6.3.2.2 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.

6.3.2.3 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.

6.4 SACC Manual Clauses

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

C0305C (2008-05-12), Cost Submission

6.5 Discretionary Audit

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

7. 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.

8. Certifications

- 8.1** 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.

8.2 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**.

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** (2012-07-16), 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)**.

11. Defence Contract

SACC Manual clause **A9006C** (2012-07-16), 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

14. 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.
- If the resource works for a subcontractor, the bidder must also include the name of the subcontractor.
- The rates must include the time travel and the travel and living fees for the services rendered within 40 kilometres from the client facility, located at 2459, boul. Pie-XI Nord, Québec, Québec, G3J 1X5, Canada.
- Bidders may propose a number of resources greater than the number of lines available in the following table.
- The estimated percentage of effort 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 hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from April 1st 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	
Mechanical engineering technologist #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
Mechanical engineering technologist #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Electrical engineer #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	20%
Electrical engineer #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software Architect #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	10%

Labour Categories	Firm hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from April 1st 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	
Software Architect #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software development engineer #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	15%
Software development engineer #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Microcontroller programming engineer #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	10%
Microcontroller programming engineer #2 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Electro-optical systems engineer #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Electro-optical systems engineer #2 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Optical design specialist #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
Optical design specialist #2 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Project manager #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	10%
Project manager #2 Name: _____	_____ \$ / 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), 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:

\$900,000.00

(GST / HST EXTRA)

Solicitation No. - N° de l'invitation

W7701-125333/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35378

Buyer ID - Id de l'acheteur

qc1002

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

W7701-12-5333

CCC No./N° CCC - FMS No/ N° VME

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.

ATTACHMENT 2

Mandatory and Point Rated Technical Criteria

1. Definition of terms

a. Software development process

It is understood that a recognized in the industry software development process must include, but not be limited to, the following tasks:

- Planning and analysis of requirements and specifications;
- Design;
- Implementation;
- Testing;
- Documentation; and
- Deployment and maintenance.

b. Quality assurance process

It is understood that a recognized quality control process must include, but not be limited to, the following tasks:

- Verification and validation of functions
- Validation of compliance with the client's requirements
- Implementation of a complete documented testing process
- Identification of elements requiring future improvement

2. General

In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory and point rated), the bidder **must** clearly indicate the name of the proposed resources for each labour category required in the contract. Each resource will be evaluated with respect to the criteria related to the labour category for which he/she is proposed.

More than one resource **must** be proposed for a labour category (see mandatory technical criteria 2.4, 4.3, 5.3, 6.3 and 8.5). If a bidder cannot propose a sufficient number of resource for each labour category, then sub-contractors could be identified. A given resource can be proposed for more than one labour category.

Bidder **must** attach the CV of each proposed resource for this contract (including the CV of the resources of the subcontractors (if any)). The bidder **must** clearly indicate the experience of the resources in terms of months of experience in relevant activity sectors to the different technical evaluation criteria (mandatory and point rated). Moreover, it **must** be possible to verify the provided information within the curriculum vitae. Thus, the bidder **should** provide the name and coordinate of the client. For each of the relevant experience to technical evaluation criteria (mandatory and point rated), the bidder **must** describe the projects realized by the proposed resource or by the company, as applicable. The description **should** contain around 10 lines per project. The description **should** provide sufficient detail to allow a complete evaluation of the criteria. If it is impossible to demonstrate the experience of the proposed resources or company (as appropriate), the bid will be considered non-responsive (if it is a mandatory technical criterion), or no points will be awarded for insufficiently demonstrated experience (if it is a point rated technical criterion).

Here are examples of the information that **should** be provided for each presented project: a description of the project (including title, objectives and scope), the period of the project and the exact duration of the involvement of the resource in the project (month and year of start / month and year of end), the description of the role and responsibilities of the proposed resource in the project, a full description of the work for the resource and the results obtained, the approximate duration of each task achieved by the proposed resource, the number of full-time equivalent resources working on the project, software solutions involved in the project (if applicable), programming language (if applicable), etc.. Please note that the same type of information **should** be provided to describe the experience of the company (point rated technical criteria of section 4.).

To be considered by the evaluation team, all the diplomas or the university courses acquired by the proposed resources **must** be from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <http://www.cicic.ca/indexe.stm>

3. Mandatory technical criteria

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

Mandatory technical criterion	Description
1.	Mechanical engineering technologist
1.1	All resources proposed for this category must have at minimum a diploma in mechanical engineering technology or a related discipline related to the design/production of mechanical components using computer-aided design software.
1.2	All resources proposed for this category must have a minimum of 12 months of experience in designing mechanical components using computer-aided software (e.g. SolidEdge) and/or producing mechanical components using conventional machines.
1.3	The bidder must propose a minimum of one resource in this category.
2.	Electrical engineer

2.1	All the resources proposed for this category must have at minimum a bachelor's degree in electrical engineering, computer engineering or engineering physics.
2.2	All the resources proposed for this category must have a minimum of 24 months of experience in the conception and/or design of electronic equipment using computer-aided software (e.g. Altium Designer).
2.3	All the resources proposed for this category must have a minimum of 12 months of experience in electronic work involving infrared guidance systems.
2.4	The bidder must propose a minimum of two resources in this category.
3.	Software architect
3.1	All the resources proposed for this category must have at minimum a bachelor's degree in computer engineering, electrical engineering or software engineering.
3.2	All the resources proposed for this category must have a minimum of 12 months of experience in designing architecture for embedded or electronic equipment control software applications, using UML and/or applying a software development process that is recognized in the industry.
3.3	The bidder must propose a minimum of one resource in this category.
4.	Software development engineer
4.1	All the resources proposed for this category must have at minimum a bachelor's degree in computer engineering or electrical engineering.
4.2	All the resources proposed for this category must have a minimum of 12 months of experience in developing electronic equipment control software applications using the C++ programming language on the Linux operating system.
4.3	The bidder must propose a minimum of 2 resources in this category.
5.	Microcontroller programming engineer

5.1	All the resources proposed for this category must have at minimum a bachelor's degree in computer engineering or electrical engineering.
5.2	All the resources proposed for this category must have knowledge of an assembly language or C++, and have a minimum of 12 months of experience in programming microcontrollers.
5.3	The bidder must propose a minimum of 2 resources in this category.
6.	Infrared guidance systems engineer
6.1	All the resources proposed for this category must have at minimum a bachelor's degree in engineering physics, physics or electrical engineering.
6.2	All the resources proposed for this category must have a minimum of 12 months of experience in characterizing infrared guidance systems.
6.3	The bidder must propose a minimum of 2 resources in this category.
7	Optical design specialist
7.1	All the resources proposed for this category must have at minimum a master's degree in physics or engineering physics.
7.2	All the resources proposed for this category must have a minimum of 36 months of experience in optical design. Time devoted to graduate studies (two years for a master's degree, three years for a PhD) will be recognized as valid experience if the subject and relevance are demonstrated.
7.3	The bidder must propose a minimum of one resource in this category.
8	Project manager
8.1	All the resources proposed for this category must have at minimum a bachelor's degree in pure or applied science or administration or a bachelor's degree in another discipline combined with a complementary degree (e.g. certificate, master's degree) in administration or project management.

8.2	All the resources proposed for this category must have received a minimum of 35 hours of formal training in project management.
8.3	All the resources proposed for this category must have a minimum of 24 months of experience in R&D project management.
8.4	All the resources proposed for this category must not be proposed for any other resource category in this contract.
8.5	The bidder must propose a minimum of 2 resources in this category.

2. POINT RATED TECHNICAL CRITERIA

Description	Min. Score	Max. Score	Elements sought
TECHNICAL PROPOSAL	40	55	
1.1. Demonstration of the understanding of context, scope and objectives The bidder should use its own words to provide a convincing demonstration of its understanding of the context, scope and objectives of the Statement of Work and the Work Plan. The demonstrated understanding of the context, scope and objectives should be complete and should not be limited to the description in the statement of work. Understanding of the three elements (context, scope and objectives) will be evaluated independently. The score given will be the average of the individual scores for the three elements.		20	a. The demonstrated understanding far exceeds the requirements. (20 points) b. The demonstrated understanding exceeds the requirements. (16 points) c. The demonstrated understanding meets the requirements. (12 points) d. The demonstrated understanding is slightly below the requirements. (8 points) e. The demonstrated understanding is considerably below the requirements. (4 points) f. The demonstrated understanding is completely inadequate. (0 points)
1.2. Feasibility of the proposed work, approach and methodology For each task, the bidder should describe the steps it intends to take in order to complete the work		20	A. Work completion step: a. The steps presented are complete, realistic, and demonstrate an excellent understanding of the

<p>requested. This description should demonstrate understanding of the work to be done. It should also demonstrate an understanding of the links between the various tasks.</p>			<p>work to be done for all the <i>tasks</i>. (15 points)</p> <p>b. The steps presented are realistic and demonstrate a good understanding of the work to be done for all of the <i>tasks</i>. (11 points)</p> <p>c. The steps presented are realistic and demonstrate a good understanding of the work to be done for most of the <i>tasks</i>. (8 points)</p> <p>d. The steps presented are minimal and demonstrate a limited understanding of the work to be done for most of the <i>tasks</i>. (4 points)</p> <p>e. The steps presented and the understanding demonstrated are inadequate. (0 points)</p> <p>B. Understanding of the links between the various tasks:</p> <p>a. The demonstrated understanding far exceeds the requirements. (5 points)</p> <p>b. The demonstrated understanding exceeds the requirements. (4 points)</p> <p>c. The demonstrated understanding meets the requirements. (3 points)</p> <p>d. The demonstrated understanding is slightly below the requirements. (2 points)</p> <p>e. The demonstrated understanding is considerably below the requirements. (1 point)</p> <p>f. The demonstrated understanding is completely inadequate. (0 points)</p>
<p>1.3.Risk element identification and management</p> <p>The bidder should clearly identify the challenges and risks involved in the work, as well as a plan for managing those risks. The risks should be relevant, and the risk management process should be realistic. If the bidder uses tools to</p>		<p>15</p> <p>10</p>	<p>A. Identification of risks:</p> <p>a. All relevant risks are identified for all of the tasks. (10 points)</p> <p>b. Most of the relevant risks are identified for all of the tasks. (8 points)</p>

implement this process, they should also be described.		5	<p>c. Most of the relevant risks are identified for most of the tasks. (6 points)</p> <p>d. Some relevant risks are identified for most of the tasks. (4 points)</p> <p>e. Few relevant risks are identified. (2 points)</p> <p>f. No relevant risks are identified. (0 points)</p> <p>B. The risk management process should consist of the following steps:</p> <ol style="list-style-type: none"> 1. Risk management planning; 2. Risk identification; 3. Assessment of the probability of risk occurrence; 4. Risk impact assessment; 5. Risk response strategy (mitigation measures); 6. Risk monitoring and control; and 7. Assignment of a resource responsible for monitoring all the risks identified. <p>a. The process consists of 6 or 7 elements. (5 points)</p> <p>b. The process consists of 4 or 5 elements. (4 points)</p> <p>c. The process consists of 3 elements. (2 points)</p> <p>d. The process consists of fewer than 3 elements. (0 points)</p>
2. MANAGEMENT	25	40	
<p>2.1. Personnel, task and tool management method</p> <p>The bidder should describe the method to be used to manage its personnel, in terms of contingency management, availability of resources, and work overload in the context of a task authorization contract.</p>		<p>20</p> <p>15</p>	<p>A. Management method:</p> <p>a. The bidder proposes an excellent detailed and realistic personnel and task management plan that takes into account contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts. (15 points)</p>

<p>The tools used to implement this management method should also be presented and described.</p>		5	<p>b. The bidder proposes a detailed personnel and task management plan that takes into account at least two of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts. (10 points)</p> <p>c. The bidder proposes a minimal personnel and task management plan that takes into account one of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts. (5 points)</p> <p>d. The bidder does not propose a realistic personnel and task management plan. (0 points)</p> <p>B. Tools used:</p> <p>a. Planning and control tools that will enable efficient management are proposed. (5 points)</p> <p>b. Adequate planning and control tools are proposed. (4 points)</p> <p>c. Planning or control tools are proposed but are inadequate. (2 points)</p> <p>d. No planning or control tools are proposed. (0 points)</p>
<p>2.2. Workflow management method, quality control process and tools used</p> <p>The bidder should describe its management method and the tools to be used for overseeing the progress of the work and compliance with deadlines. It should describe its quality control process and the tools to be used to ensure that deliverables meet</p>		20 5	<p>A. Workflow management method:</p> <p>a. The bidder proposes a suitable workflow management method that takes into account risks, contingencies and compliance with deadlines. (5 points)</p> <p>b. The bidder proposes a workflow management method that omits one of the following elements:</p>

<p>requirements. Furthermore, it should demonstrate clearly that this method has been tested and shown to be effective in previous projects (compliance with requirements, deadlines and allocated budget, risk management). To that end, the bidder should describe the projects for which this method was used and explain how the method was applied and how it contributed to the success of the project.</p>			<p>risks, contingencies or compliance with deadlines. (3 points)</p> <p>c. The bidder does not propose a realistic workflow management method. (0 points)</p> <p>B. Quality assurance process</p> <p>The quality control process should include:</p> <ol style="list-style-type: none"> 1. Verification and validation of functions; 2. Validation of compliance with the client's requirements; 3. A testing process including planning and documentation of the results; and 4. Identification of elements requiring future correction or improvement. <ol style="list-style-type: none"> a. The bidder proposes an excellent quality control process that meets the four requirements. (5 points) b. The bidder proposes a quality control process that meets three of the requirements. (3 points) c. The bidder proposes a quality control process that meets one or two of the requirements. (1 point) d. The bidder does not propose a realistic project management method. (0 points) <p>C. Tools used:</p> <ol style="list-style-type: none"> a. The bidder proposes effective workflow management and quality control tools. (5 points) b. The bidder proposes sufficient workflow management and quality control tools. (4 points) c. The bidder proposes a single workflow management and quality control tool. (3 points)
		5	
		5	

				<p>d. The bidder proposes insufficient workflow management and quality control tools. (2 points)</p> <p>e. The bidder does not propose any workflow management or quality control tools. (0 points)</p> <p>Demonstration of effectiveness:</p> <p>a. The bidder clearly demonstrates that its workflow management method and quality control process have been applied and shown to be successful in previous projects. (5 points)</p> <p>b. The bidder demonstrates that its workflow management method and quality control process have been applied and shown to be successful in previous projects. (3 points)</p> <p>c. The bidder insufficiently demonstrates that its workflow management method and quality control process have been applied and shown to be successful in previous projects. (1 point)</p> <p>d. The bidder does not demonstrate that its workflow management method and quality control process have been applied and shown to be successful in previous projects. (0 points)</p>
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3. EXPERIENCE OF PERSONNEL	55	80	
<p>For each criterion in this section, each resource will be evaluated individually against the evaluation criteria for the resource's labour category. The overall scores obtained by each resource in the category in question will be added up and then divided by the number of proposed resources to obtain an average.</p> <p>For each labour category, the bidder should indicate the resources' experience in terms of months of full-time employment. This experience in terms of months of full-time employment must be demonstrated clearly, precisely and beyond a reasonable doubt.</p> <p>See item 2 of this attachment, "General," for more information.</p>			
3.1. Mechanical engineering technologist		5	
3.1.1 Resource's experience in designing and manufacturing mechanical components.		3	<p>a. More than 24 months of experience in this field. (3 points)</p> <p>b. 13 to 24 months of experience in this field. (1 point)</p> <p>c. 12 months of experience in this field. (0 points)</p>
3.1.2 Resource's experience in using computer-aided design tools.		2	<p>a. More than 24 months of experience in this field. (2 points)</p> <p>b. 13 to 24 months of experience in this field. (1 point)</p> <p>c. 12 months of experience in this field. (0 points)</p>

3.2. Electrical engineer		15	
3.2.1 Resource's experience in designing electronic equipment.		6	a. More than 48 months of experience in this field. (6 points) b. 36 to 48 months of experience in this field. (4 points) c. 25 to 35 months of experience in this field. (2 points) d. 24 months of experience in this field. (0 points)
3.2.2 Resource's experience in using computer-aided design tools.		4	a. More than 48 months of experience in this field. (4 points) b. 36 to 48 months of experience in this field. (3 points) c. 25 to 35 months of experience in this field. (1 point) d. 24 months of experience in this field. (0 points)
3.2.3 Resource's experience in electronic work involving infrared guidance systems.		5	a. More than 36 months of experience in this field. (5 points) b. 24 to 36 months of experience in this field. (4 points) c. 13 to 23 months of experience in this field. (2 points) d. 12 months of experience in this field. (0 points)
3.3. Software architect		10	
3.3.1 Resource's experience in designing architecture for embedded or electronic equipment control software applications.		6	a. More than 36 months of experience in this field. (6 points) b. 24 to 36 months of experience in this field. (4 points) c. 13 to 23 months of experience in this field. (2 points) d. 12 months of experience in this field. (0 points)
3.3.2 Resource's experience in applying recognized software		4	a. More than 36 months of experience in this field. (4 points)

development and/or quality control processes.			b. 24 to 36 months of experience in this field. (3 points) c. 13 to 23 months of experience in this field. (1 point) d. 12 months of experience in this field. (0 points)
3.4. Software development engineer		10	
3.4.1 Resource's experience in developing software applications using the C++ programming language.		4	a. More than 36 months of experience in this field. (4 points) b. 24 to 36 months of experience in this field. (3 points) c. 13 to 23 months of experience in this field. (1 point) d. 12 months of experience in this field. (0 points)
3.4.2 Resource's experience in developing embedded or electronic equipment control software applications.		6	a. More than 36 months of experience in this field. (6 points) b. 24 to 36 months of experience in this field. (4 points) c. 13 to 23 months of experience in this field. (2 points) d. 12 months of experience in this field. (0 points)
3.5 Microcontroller programming engineer		10	
3.5.1 Resource's experience in microcontroller programming.		10	a. More than 36 months of experience in this field. (10 points) b. 24 to 36 months of experience in this field. (7 points) c. 13 to 23 months of experience in this field. (3 points) d. 12 months of experience in this field. (0 points)
3.6 Infrared guidance systems engineer		10	
3.6.1 Resource's experience in		10	a. More than 36 months of experience in this field. (10 points)

characterizing infrared guidance systems.			<ul style="list-style-type: none"> b. 24 to 36 months of experience in this field. (8 points) c. 13 to 23 months of experience in this field. (4 points) d. 12 months of experience in this field. (0 points)
3.7. Optical design specialist		5	
3.7.1 Resource's experience in optical design.		5	<ul style="list-style-type: none"> a. More than 60 months of experience in this field. (5 points) b. 48 to 60 months of experience in this field. (4 points) c. 37 to 47 months of experience in this field. (2 points) d. 36 months of experience in this field. (0 points)
3.8. Project manager		15	
3.8.1 Project manager's experience in managing electro-optical systems study projects.		4	<ul style="list-style-type: none"> a. More than 24 months of experience in this field. (4 points) b. 13 to 24 months of experience in this field. (2 point) c. Less than 12 months of experience in this field. (0 points)
3.8.2 Project manager's experience in managing projects requiring a minimum of three full-time employees and an average monthly budget of a minimum of \$25,000.00.		3	<ul style="list-style-type: none"> a. More than 36 months of experience in this field. (3 points) b. 24 to 36 months of experience in this field. (1 point) c. 13 to 23 months of experience in this field. (1 point) d. Less than 12 months of experience in this field. (0 points)
3.8.3 Project manager's experience in managing R&D projects.		4	<ul style="list-style-type: none"> a. More than 36 months of experience in this field. (4 points) b. 25 to 36 months of experience in this field. (2 points) c. 24 months of experience in this field. (0 points)

3.8.4 Project manager certification.		2	<ul style="list-style-type: none"> a. The project manager has recognized project management certification (e.g. PMP, ISO, etc.). (2 points) b. The project manager does not have recognized project management certification. (0 points)
3.8.5 Project manager training (this can be training received as part university studies or training received in the private sector).		2	<ul style="list-style-type: none"> a. The project manager has had more than 70 hours of formal training in project management. (2 points) b. The project manager has had 35 to 70 hours of formal training in project management. (1 point) c. The project manager has had fewer than 35 hours of formal training in project management. (0 points)
4. Company expertise	8	15	
<p><i>For each project proposed by the bidder, the bidder must provide enough information for the evaluation team to assess whether it meets the criteria.</i></p> <p><i>The following are examples of the information that is needed for a complete evaluation of a company's experience (varies depending on the criterion):</i></p> <ul style="list-style-type: none"> a. Project title and subject b. Project nature, c. Exact project start and end dates (months and years) d. Brief description of the tasks carried out by the company e. Disciplines involved in the project f. Etc. <p><i>For projects used to justify experience, bidders must demonstrate that the projects were carried out within the prescribed deadlines and in compliance with the planned budget, and that all project objectives were met. The scope of these projects must be at least equivalent to the projects covered under this contract (a minimum of three full-time employees and an average monthly budget of a minimum of \$25,000.00.</i></p>			

4.1 Company's experience in R&D and involvement in multi-disciplinary team projects (a minimum of three disciplines) over the past 10 years.		10	<ul style="list-style-type: none"> a. The company has carried out more than five R&D projects involving multi-disciplinary teams over the past 10 years. (10 points) b. The company has carried out three to five R&D projects involving multi-disciplinary teams over the past 10 years. (5 points) c. The company has carried out fewer than three R&D projects involving multi-disciplinary teams over the past 10 years. (0 points)
4.2 Company's experience working with infrared guidance system hardware.		5	<ul style="list-style-type: none"> a. The company has carried out more than five projects involving infrared guidance systems over the past 10 years. (5 points) b. The company has carried out three to five projects involving infrared guidance systems over the past 10 years. (3 points) c. The company has carried out fewer than three projects involving electro-optical systems over the past 10 years. (0 points)
TOTAL	128	190	

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 :

- Mechanical engineering technologist 5%
- Electrical engineer 20%
- Software architect 10%
- Software development engineer 15%
- Microcontroller programming engineer 10%
- Electro-optical systems engineer 25%
- Optical design specialist 5%
- Project Manager 10%

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 = \$900 000.00
- Percentage of use for Project Manager = 10%
- If the average hourly rate for bid A = \$100, for bid B = \$110 and for bid C = 115\$ then the average hourly rate for the resource category = 108.33.

Therefore,

Effort available $\$900\,000.00 \times 0.10 / \$108.33 = 830.79$ hours

and

- Labour costs for Project Manager for Bid A
= 830.79 heures x \$100 = \$83 079.00
- Labour costs for Project Manager for Bid B
= 830.79 heures x \$110 = \$91 386.90
- Labour costs for Project Manager for Bid C
= 830.79 heures x \$115 = \$95 540.85

4 - Sample calculations for the price of the three bids

Personnel Category	Estimated Level of Effort in Person Year	Rate A	Total Cost for A	Rate B	Total Cost for B	Rate C	Total Cost for C	Estimated Qty
	% d'utilisation							
Technologue en génie mécanique	5%	60.00 \$	45 000.00 \$	55.00 \$	41 250.00 \$	65.00 \$	48 750.00 \$	750.00
Ingénieur électrique	20%	75.00 \$	129 807.69 \$	79.00 \$	136 730.77 \$	80.00 \$	138 461.54 \$	2307.69
Architecte logiciel	10%	78.00 \$	86 666.67 \$	80.00 \$	88 888.89 \$	85.00 \$	94 444.44 \$	1 111.11
Ingénieur spécialiste en développement logiciel	15%	80.00 \$	127 058.82 \$	85.00 \$	135 000.00 \$	90.00 \$	142 941.18 \$	1 588.24
Ingénieur spécialiste en programmation de microcontrôleurs	10%	80.00 \$	83 076.92 \$	90.00 \$	93 461.54 \$	90.00 \$	93 461.54 \$	1 038.46
Ingénieur spécialiste en systèmes électro-optiques	25%	865.00 \$ 5.00 \$	180 000.00 \$	80.00 \$	169 411.76 \$	90.00 \$	190 588.24 \$	2 117.6526 47.06
Spécialiste en conception optique	5%	85.00 \$	45 000.00 \$	80.00 \$	42 352.94 \$	90.00 \$	47 647.06 \$	529.41
Gestionnaire de projet	10%	100.00 \$	83 076.92 \$	110.00 \$	91 384.62 \$	115.00 \$	95 538.46 \$	830.77
			867 956.26 \$		886 410.38 \$		945 633.36 \$	

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

Solicitation No. - N° de l'invitation

W7701-125333/A

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

W7701-12-5333

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35378

Buyer ID - Id de l'acheteur

qc1002

CCC No./N° CCC - FMS No/ N° VME

EXAMPLE

OFFERORS	TOTAL POINTS	EVALUATION PRICE	COMPUTATION	RATIO \$/POINTS	RANGE
A	85	\$867 956.26	867956.26/85	10 418.35	1 Winner
B	75	\$886 410.38	886410.38/75	11 568.34	
C	90	\$945 633.36	945633.36/90	10 520.17	

ANNEX A

STATEMENT OF WORK

1. General

1.1 Title

Studies of Emerging Technologies for Infrared Guidance systems

1.2 Objective

The work objectives for this contract are the following:

To study the emerging technologies in the field of IR guidance systems using IR source projection systems, laser sources and operational field conditions test facilities at DRDC Valcartier;

Develop the interfaces required to perform experimental measurements, and integrate them into existing equipment;

Participate in field or laboratory trials to validate the experimental results;

Study the optical, software, electronic and mechanical design of the various technologies;

Participate in experimental data collection and analysis; and

Develop and improve various characterization methodologies.

1.3 Background

IR guidance systems introduce, among other things, imaging or pseudo-imaging guiding techniques, as well as sophisticated mechanisms for countermeasure discrimination. The study of those techniques and mechanisms is one of the aims of this contract. The study must include, in particular, an evaluation of the sensitivity of those technologies against classic countermeasures. In addition, the emergence of new directional countermeasures (DIRCM) requires an evaluation of their effects on the various technologies studied in order to assess their advantages and limitations.

To fulfill these needs, DRDC Valcartier operates facilities for projecting IR sources to characterize electro-optical systems and evaluate various classic countermeasures, laser sources for studying laser interference phenomena, and mobile facilities for validating experimental measurements and the functioning of countermeasure systems in field trials.

1.4 Acronyms

N/A

2. APPLICABLE DOCUMENTS (references)

N/A

3. SCOPE OF THE WORK

Each task authorization will require that one or more tasks and sub-tasks be completed; these will be set out in the task authorization. One task can be activated simultaneously for two or more separate projects.

For all task authorizations activated under this contract, the contractor will be responsible for carrying out the following:

- Planning the stages of task development (including the testing plan).
- Planning and supervising follow-up meetings.
- Drafting and issuing meeting minutes and agendas. The format of the minutes will be left to the contractor's discretion, but any decisions made and individual actions by team members must be recorded.
- Monitoring work progress.
- Monitoring the financial aspects of the contract and updating the technical authority.
- Notifying the technical authority of any problems with delivery times, technical issues, etc.
- Developing a complete testing plan to be approved by the technical authority.
- Performing all functional testing (as described in the testing plan) prior to delivery.
- Preparing technical documentation on all elements developed.

4. RESOURCES CATEGORIES

The resource categories described below are those required to perform the work set out in this contract. In its task authorizations, Canada will set out which of the resource categories described below are required. For each category, responsibilities may be assigned, based on the specific nature of the project, in the task authorization.

Mechanical engineering technologist: These resources are responsible for developing effective mechanical solutions to any problems encountered in the course of the contract work. They will be called upon to design mechanical components using *SolidEdge*, the computer-aided design software employed by DRDC Valcartier, to manufacture these components using conventional machines, and to install them. They will also be called upon to install, integrate, upgrade and maintain equipment, and provide support during studies and field testing campaigns.

Electrical engineer: These resources are responsible for designing electronic circuits and for presenting and documenting those designs. They will also design electronic boards using *Altium Designer*, the computer-aided design software used at DRDC Valcartier, and be responsible for characterizing electronic components and conducting functional analyses of circuits. As well, they will be called upon to provide support and participate to the data collection during studies and field testing campaigns.

Software architect: These resources are responsible for designing software applications to be developed or modified, presenting and documenting these designs (using UML modeling language), and using recognized development and quality control processes.

Software development engineer: These resources are responsible for all actions related to programming and implementing the software designs produced by the software architect, ensuring that the software is available and functional, providing software support during studies and field testing campaigns, and integrating software components into the equipment.

Microcontroller programming engineer: These resources are responsible for all work related to microcontroller programming in assembly language or C++. They are also responsible for producing the software design and the elements thus designed.

Infrared guidance systems engineer: These resources are responsible for planning characterization work and measurement taking, analyzing data collected and helping to develop new methods for characterizing infrared guidance systems. They are also expected to participate in the study of electronic and software design, as well as the evaluation of the susceptibility of the guidance systems in the presence of certain disturbances. As well, they will be called upon to provide support and participate to the data collection during studies and field testing campaigns.

Optical design specialist: These resources will be responsible for performing all tests and revisions related to the study design and production of optical systems. They will be responsible for delivering the items listed under Task 4 of the Statement of Work for this contract.

Project manager: These resources are responsible for all aspects of project management, including using a recognized project management process; producing documents relevant to project management (needs analysis, budget, schedule, resource allocation, testing plan, quality control process etc.); holding meetings (including agendas and minutes); monitoring work progress; adherence to the schedule and financial aspects and informing the scientific authority thereof; ensuring final acceptance of all deliverables within agreed-upon timeframes; and facilitating communication among team members and with the technical authority.

TASKS

Each task represents a list of subtasks required for its completion. Please note that the completion of a task does not include the completion of all its associated sub-tasks. Details of the work to be completed will be provided in the task authorization.

Task 1 – Study of electronic design

- Design electronic circuits;
- Produce electronic circuit diagrams;
- Characterize electronic components; and
- Perform functional analysis of the circuits.

Task 2 – Study of software design

- Functional design of software;
- Produce structure, behaviour and interaction diagrams;
- Analyze software functions; and
- Develop study tools and methodologies.

Task 3 – Electro-optical characterization of an IR guidance system

- Research and analyze the documentation available on the technologies to be studied;
- Apply, develop or adapt, as needed, experimental methods for studying the electro-optical parameters of an IR guidance system;
- Compile parameters characterizing the behaviour and performance of an IR guiding system; and
- Analyze and document the results obtained and compare them with those published in the literature.

Task 4 – Analysis and update (as needed) of the optical design and production

- Analyze each component's mechanical design;
- Analyze each component's spectral response;
- Analyze each component's composition;
- Establish each component's physical dimensions;
- Establish the optical prescription of an IR guidance system in Zemax and analyze its performance;
- Determine the optical cross section of the IR guidance system;
- Determine the temporal and spectral signatures of retro-reflected optical signals; and
- Determine the axial diffusion and reflection responses of the optical design.

Task 5 – Evaluation of the susceptibility/efficiency of an IR guidance system in the presence of disturbances such as decoy flares, noise, laser, etc.

- Use tools such as IR-source projectors, decoy flares and laser sources to produce various disturbance scenarios; and
- Analyze the behaviour of the IR guidance system against the scenarios produced.

Task 6 – Design of interfaces adapted to the new technologies studied

- Design, develop and/or update mechanical interfaces (i.e. holders, fasteners, cabling) required to perform experimental measurements, integrate new systems with existing equipment or to update equipment;
- Design, develop and/or update electronic interfaces (i.e. acquisition or control systems) required to perform experimental measurements, integrate new systems with existing equipment or to update equipment; and
- Design, develop and/or update software interfaces (i.e. the software for the above-mentioned electronic systems, data storage, processing or display software) required to perform

experimental measurements, integrate new systems with existing equipment or to update equipment.

Task 7 – Participation in a campaign of field or laboratory trials

- Help organize trial campaigns and the preparation/return of the equipment required;
- Take measurements during the trials; and
- Analyze the experimental results collected during the trials.

5. REPORTS AND OTHER DELIVERABLES

The number, format and language of the reports to be delivered will be set out for each task authorization. The preferred language for documents that may be distributed outside DRDC Valcartier is English. These documents must meet DRDC publication standards (these standards can be made available by the technical authority at the contractor's request). In all other cases, the format and language (English or French) are up to the contractor. Electronic versions of documents must be delivered in PDF and Microsoft Word 2007 (or newer). The original file for all images and diagrams produced for these documents must be delivered. Two copies of all electronic documents must be delivered on CD/DVD.

4.1 Definition of reports and deliverables

4.1.1 Deliverables during task execution

At the beginning of a task authorization, the contractor must submit for approval an electronic schedule (e.g. Gantt Chart in Microsoft Project), including a breakdown of the sub-tasks and resource allocation (resources, time, work period and budget) for each sub-task, and specific milestones for progress evaluation.

At the beginning of a task authorization for development work, designs must be documented and an electronic version submitted to the technical authority for approval. Designs must include information on the functionalities and structure, as well as integration of the elements developed. Designs must also include plans for quality control, testing and integration. It is considered that the initial design is expected to evolve over the course of the work, and will be updated as needed for modification approval.

For all deliverables in the form of documentation, a document structure must be proposed and submitted electronically to the technical authority for approval by the date set out in the task authorization. The structure must describe the information to be presented in these documents, as well as the manner in which the information will be presented.

4.1.2 Final deliverables

The detailed definition of the deliverables will be specified in the task authorizations (i.e. format, copies, etc.). However, for each task, the following deliverables may be required:

Task 1 – Study of electronic design:

- Electronic diagrams;
- Characterization reports on electronic components;
- Report on the functional analysis of the circuits;
- Documentation on the methodology used; and
- Other documentation set out in the task authorization.

Task 2 – Study of software design

- Functional diagrams (interaction, behaviour and structure) of the software design;
- Analysis report on the software functionalities;
- Documentation on the methodology used; and
- Other documentation set out in the task authorization.

Task 3 – Electro-optical characterization of an IR guidance system

- Analysis report on the documentation available on the technologies studied;
- Report on the collection of parameters characterizing the behaviour and performance of the technologies studied;
- Analysis report on the results obtained and how they compare with those published in the literature;
- Documentation on the experimental methodologies developed or adapted;
- Documentation on the methodology used; and
- Other documentation set out in the task authorization.

Task 4 – Analysis and update (as needed) of the optical design and production

- Reports on the analyses conducted (i.e. composition, spectral response, design and mechanical production) for each component;
- Reports on the technical data collected (i.e. physical dimensioning of each component, optical prescription, optical cross section, temporal and spectral signatures of reflected signals, and axial diffusion and reflection responses of the optical design);
- Zemax files of the system's optical prescription;
- Performance analysis report on the system studied and its components;
- Documentation on the methodology used; and
- Other documentation set out in the task authorization.

Task 5 – Evaluation of the susceptibility/efficiency of an IR guidance system in the presence of disturbances such as decoy flares, noise, laser, etc.

- Report on the configuration of the scenarios and methods used;
- Analysis report on the system's behaviour in the various scenarios produced;
- Documentation on the methodology used; and
- Other documentation set out in the task authorization.

Task 6 – Design of interfaces adapted to the new technologies studied

- Mechanical drawings of the interfaces developed;
- Electronic plans of the interfaces developed;
- Functional diagrams (interaction, behaviour and structure) of the software interfaces developed;
- Documentation on the design of all interfaces developed
- Documented source code for the software interfaces developed;
- Compiled version of each software interface tested and validated;
- Functional documentation on the interfaces and their components;
- Technical documentation on the interfaces and their components;
- Maintenance and user manuals;
- Documentation on the electronic interfaces developed;
- Documentation on the mechanical interfaces developed;
- Documentation on the software interfaces developed;
- Documentation on the updates or modifications made to the interfaces; and
- Other documentation set out in the task authorization.

Task 7 – Participation in a campaign of field or laboratory trials

- Analysis report on the experimental results obtained during the test campaigns;
- Report on the tasks undertaken during the trial campaign;
- Report on the problems encountered during the trial campaign, with suggestions for solutions or improvements; and
- Other documentation set out in the task authorization.

For all tasks:

- Project plan (i.e. Microsoft Project), including timelines and resource allocation;
- Written project follow-up reports at intervals set out in the task authorization
- Report on the lessons learned in the course of the work, and avenues for improvement;
- Testing and integration plan; and
- At the request of the scientific authority: risk management plan and resource management plan.

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).

6. MEETINGS

Kick-off meeting

Upon task activation (TA), the contractor must prepare and attend a kick-off meeting with the technical authority and DRDC representatives. The contractor must prepare the meeting agenda, minutes and actions. The meeting must be conducted face to face at DRDC Valcartier.

Progress meetings

The technical authority shall request progress review meetings, depending on the duration and complexity of the work involved in a TA. The frequency of these meetings shall be set out in the task authorization. The contractor shall lead these meetings and produce an agenda and minutes. All meetings will be held at DRDC Valcartier and shall, at a minimum, cover the following aspects:

- Discussion of the technical aspects of the work (design, technological choices, problems encountered, etc.);
- Discussion of progress, results, problems, and documentation;
- Management report by the contractor (financial aspects and use of resources);
- Progress report based on pre-established milestones;
- Update of the project plan; and
- Contractor's work plan for the following period (overview of expected progress over the course of the period).

Meeting agendas, minutes and actions must be delivered to the technical authority in electronic format by the deadline set out in each task authorization.

Other meetings

For certain TAs, workshops may be held, depending on the needs of the contractor and the technical authority. These workshops may require travelling to visit representatives of the Canadian Forces, external partners (national or international) or other end users.

7. GOVERNMENT SUPPLIED MATERIAL (GSM)

For operational, logistical and security reasons, the contractor will have access to certain laboratories at DRDC Valcartier, and to hardware for processing data required for the project. DRDC Valcartier will provide the contractor with all the equipment necessary to complete the work described above, including development software and computers, but excluding certain electronic and mechanical parts (see section 7 of the statement of work). Any equipment loaned must remain on the DRDC Valcartier site at all times.

DRDC Valcartier will manufacture parts whenever possible. The contractor must take into account possible delays caused by this service when planning work.

Equipment required for field studies and testing shall be provided by DRDC Valcartier.

8. CONTRACTOR SUPPLIED MATERIAL

Depending on the contractor's requirements and upon approval by the technical authority, the contractor may acquire equipment (electronic or mechanical parts, tools, etc.) up to the maximum amount set out in each task authorization. Requirements will be set out in task descriptions. All equipment acquired will remain the property of DRDC Valcartier upon completion of the contract. All hardware purchases must first be approved by the technical authority.

9. WORK LOCATION

Given the nature of the equipment in use (military systems, controlled goods, fixed and mobile laboratories and shared equipment), the main part of the work shall be carried out on-site at DRDC Valcartier, at 2459 Pie-XI Blvd. North, Quebec City, G3J 1X5. For task 7 work, the trial site may be outside Quebec or even Canada. This information will be set out in the task authorization.

ANNEX B**BASIS OF PAYMENT***(To be completed by Canada at the contract award)***1. LABOUR:** at the following firm, all-inclusive, hourly rates**Note :**

- Rates must include (but not limited to) profit and overhead
- The rates must include the travel and living fees for the services rendered located at 2459, boul. Pie-XI Nord, Québec, Québec, G3J 1X5, Canada.

Labour Categories	Firm all- inclusive hourly rates for the following periods:		
	from April 1st 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016
Mechanical engineering technologist #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Mechanical engineering technologist #2 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Electrical engineer #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Electrical engineer #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software architect #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software architect #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Microcontroller programming engineer #1 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour

Labour Categories	Firm all- inclusive hourly rates for the following periods:		
	from April 1st 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016
Microcontroller programming engineer #2 Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Electro-optical systems engineer #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Electro-optical systems engineer #2 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Optical design specialist #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Optical design specialist #2 Name: _____	_____ \$ / hour	hour _____ \$ / hour	_____ \$ / hour
Project manager #1 Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Project manager #1 Name: _____	_____ \$ / 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), 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:

\$900,000.00

(GST / HST EXTRA)

Solicitation No. - N° de l'invitation

W7701-125333/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35378

Buyer ID - Id de l'acheteur

qc1002

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

W7701-12-5333

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

- a) The Security Requirements Check List (SRCL) appended to the bid solicitation package is to be inserted at this point and forms part of this document
- b) The security classification guide appended to the bid solicitation package is to be inserted at this point and forms part of this document.

ANNEX D
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

W7701-125333/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

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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 C

C

Contract Number / Numéro du contrat

W7701-125333

Security Classification / Classification de sécurité

Sans classification

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 RDCC Valcartier	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Études De Technologies Émergentes Pour Systèmes De Guidage Infrarouge.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input checked="" type="checkbox"/>	
Foreign / Étranger <input checked="" type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/>	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : Aus, Can, UK, US, NZ, Ge <input checked="" type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET / SECRET <input checked="" type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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Security Classification / Classification de sécurité
Sans classification

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

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

Special comments:

Commentaires spéciaux:

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ 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



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PART C - (continued) / PARTIE C - (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO 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 indiquez 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
W7701-125333

Security Classification / Classification de sécurité
Sans classification

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Pierre-Alexandre Fortin

Title - Titre

Ingénieur en instrumentation
électro-optique

Signature

Telephone No. - N° de téléphone

418-844-4000 x4133

Facsimile No. - N° de télécopieur

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E-mail address - Adresse courriel

Pierre-Alexandre.Fortin@drdc-
rddc.gc.ca

Date

25 janvier 2012

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

Name (print) - Nom (en lettres moulées)

Tippy Graham - CF MP GP HQ - Industrial Security
Senior Security Analyst

Title - Titre

Security

Signature

Telephone No. - N° de téléphone

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E-mail address - Adresse courriel

E-mail: tippy.graham@forces.gc.ca

Date

11 April 2012

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)

Maria Mendoza
Contract Security Officer, Contract Security Division

Title - Titre

Signature

Telephone No. - N° de téléphone

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Date

May 14, 2012