



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet ENGINEERING AND MANUFACTURING SERV.	
Solicitation No. - N° de l'invitation W6399-12DF50/A	Date 2012-11-13
Client Reference No. - N° de référence du client W6399-12DF50	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$V-059-25087	
File No. - N° de dossier 059sv.W6399-12DF50	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-05	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Palmer, Heather	Buyer Id - Id de l'acheteur 059sv
Telephone No. - N° de téléphone (819) 956-6176 ()	FAX No. - N° de FAX (819) 997-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Science Procurement Directorate/Direction de l'acquisition
de travaux scientifiques
11C1, Phase III
Place du Portage
11 Laurier St. / 11, rue Laurier
Gatineau, Québec K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Check List, Non-disclosure Agreement and the DND 626, Task Authorization Form.

2. Summary

The Department of National Defence (DND) and the Canadian Forces (CF) conduct a variety of Research and Development (R&D) activities to develop and improve specific capabilities that are required to support its unique operational mandate. As part of the R&D activities, non-standard and specialized equipment and components that are not commercially available are often necessary.

The objective of the Work is to provide DND with engineering design and manufacturing services in support of R&D activities as it relates to both simple and complex problem resolution. All services will be performed on an "as and when requested basis".

The Work may include, but is not limited to, engineering support, design, manufacture, modification of a variety of prototype parts, assemblies and experimental components that directly support the R&D efforts. The Contractor can also be tasked to conceive and build prototype and developmental products in small quantities with no expectation for a mass-production of any of these items.

Example of R&D activities that would require support are: small arms development, surveillance systems, breaching systems, targeting systems, mobility systems, weapons platforms, personal protection and counter-mobility systems.

Examples of engineering support that would be required in support of those R&D activities are: manufacturing of mounts, manufacturing of simple components, manufacturing of prototypes, manufacture of unique components of firearms, development of test equipment, conduct of reliability tests and conduct of performance tests.

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Services are to be provided on an "as and when requested" basis upon receipt of a duly completed and approved DND 626 Task Authorization in accordance with the Task Authorization process detailed in Part 7, of the Resulting Contract.

It is Canada's intent to award one (1) contract to satisfy this requirement. The period of the Contract will be for a three (3) year period from the date of contract award, with the irrevocable option to extend the term of the contract by up to two (2) additional one (1) year period(s) under the same conditions.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site.

This procurement is subject to the Agreement on Internal Trade (AIT).

This procurement is subject to the Controlled Goods Program.

The requirement is subject to a preference for Canadian goods and/or services.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

The 2003 (2012-07-11) 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 - Bid 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](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) 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 - Bid 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: ninety (90) days

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I : Technical Bid (4 hard copies)

Section II : Financial Bid (1 hard copies)

Section III : Certifications (1 hard copies)

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

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

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

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

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

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

Section I : Technical Bid

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

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

Section II : Financial Bid

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

- (a) A firm all-inclusive hourly rate for each category of resources listed in Attachment 1 Financial Bid Presentation Sheet for each year of the contract period and for each option 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 National Capital Region (NCR). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the NCR. All of these costs are to be included in the firm all inclusive labour rates requested above.

The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1.

- (b) For Canadian-based bidders, 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.

For foreign-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the rates and prices submitted by foreign-based bidders.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

1.2 Exchange Rate Fluctuation

C3010T (2010-01-11), Exchange Rate Fluctuation

Section III : Certifications

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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.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

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). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Refer to Attachment 1 Financial Bid Presentation Sheet

2. Basis of Selection

2.1 Basis of Selection - 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 with a pass mark; and
- (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. 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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a lowest evaluated price per point. *The total available points equals 135 and the lowest evaluated price is \$45,000 (45).*

Basis of Selection - Lowest Evaluated Price per point

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Calculation Price per point	\$55,000.00/115	\$50,000.00/89	\$45,000.00/92
Price per Point	478.26	561.80	489.13
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

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

1.1 Bidders should provide, with their 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, 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) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) 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 and Certifications Required with the Bid

Bidders must submit the certifications as provided in attachment 3:

2.1 Certifications Precedent to Contract Award

The certifications listed in attachment 3 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.

2.2 Certifications Required with the Bid

Bidders must complete and submit the certifications in Attachment 3, Certifications Required with the Bid, as part of their bid.

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, 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. This information must be submitted with the bid .
2. 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. Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A, as and when requested by Canada during the period of the Contract.

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".

1.1 Task Authorization

1.1.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by _____ (to be entered at contract award) This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

1.1.2 Task Authorization Process

Task Authorization:

The Work or a portion of 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 "Technical" Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the "Technical" Authority, within 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 "Technical" 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.

1.1.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$75,000.00 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.

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 SACC Manual Clauses

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

2.3 Non-disclosure Agreement

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

3. Security Requirement

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 SECRET, with approved Document Safeguarding and Production Capabilities at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.

Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List, attached at Annex C ;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract for three (3) years.

4.2 Option to Extend the Contract

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Heather Palmer
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Telephone: 819-956-6176
E-mail address: heather.palmer@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

The Technical Authority for the Contract is: To be entered at contract award

Name : _____
Title : _____
Organization : _____
Address : _____

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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 entered at contract award

5.4 Procurement Authority

The Procurement Authority for the Contract is:

To be entered at contract award

Name : _____
 Title : _____
 Organization : _____
 Address : _____

Telephone: _____
 Facsimile: _____
 E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work 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 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, as determined in accordance with the Basis of Payment in Annex ____, 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 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 5%

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 \$ _____. 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 Monthly Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 Task Authorization and 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 performed has been accepted by Canada.

6.4 SACC Manual Clauses

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

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 release document and any other documents as specified in the Contract;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (e) 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.

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

9. Applicable Laws

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

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 general conditions 2040 (2012-07-16)
- (c) Standard Instructions 2003 (2012-07-10)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-disclosure Agreement;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

OR

12. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

13. Insurance

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

14. Controlled Goods Program

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

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

15. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;

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-
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
 - (iv) the total amount, GST or HST extra, expended to date against each authorized task;
 - (v) the start and completion date for each authorized task; and
 - (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract, Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

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ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

The Bidder must complete the following table identifying costing information for years one (1) through year three (3). Rate shall indicate service rate per hour. Total shall identify Rate multiplied by Hours.

Labour Category	Initial Contract Period								
	Year 1			Year 2			Year 3		
	Rate*	Hours	Total	Rate*	Hours	Total	Rate*	Hours	Total
Technical Support									
Intermediate Engineer		500			500			500	
Engineering Technologist		750			750			750	
Project Support									
Project Administrator		150			150			150	
Manufacturing									
CNC Machining		150			100			100	
Alternative Precision Machining		100			100			100	
Precision Welding		100			100			100	
3-D Prototype Development		100			100			100	
Injection Molding		100			75			75	
Anodizing		75			75			75	
Extrusion		75			75			75	
Sub-Total									

*Rate is the all-inclusive hourly rate

Price (Initial Contract) = Sub-Total (Year 1)\$ _____ + Sub-Total (Year 2)\$ _____ + Sub-Total (Year 3)\$ _____ = \$ _____

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Labour Category	Option Period 1		
	Rate*	Hours	Total
Technical Support			
Intermediate Engineer		500	
Engineering Technologist		750	
Project Support			
Project Administrator		150	
Manufacturing			
CNC Machining		150	
Alternative Precision Machining		100	
Precision Welding		100	
3-D Prototype Development		100	
Injection Molding		100	
Anodizing		75	
Extrusion		75	
Sub-Total			

*Rate is the all-inclusive hourly rate

Labour Category	Option Period 2		
	Rate*	Hours	Total
Technical Support			
Intermediate Engineer		500	
Engineering Technologist		750	
Project Support			
Project Administrator		150	
Manufacturing			
CNC Machining		100	
Alternative Precision Machining		100	
Precision Welding		100	
3-D Prototype Development		100	
Injection Molding		75	
Anodizing		75	
Extrusion		75	
Sub-Total			

*Rate is the all-inclusive hourly rate

Price (Option Years) = Sub-Total (Option Year 1)\$ _____ + Sub-Total (Option Year 2)\$ _____ = \$ _____
 Price (Total) = Price (Initial Contract Years)\$ _____ + Price (Option Years)\$ _____ = \$ _____

ATTACHMENT 2

MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. 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.

1.1 Resources

In order to demonstrate the experience for each of the proposed individuals, the proposal must include specific examples as to:

- i. where the work was done,
- ii. the name of the employer,
- iii. the name of the client,
- iv. the title of the proposed individual at the time the work was completed,
- v. the duties performed and to which of the fields or capabilities the experience applies.

The proposal must provide sufficient detail to meet all of the following Minimum Mandatory requirements:

	MANDATORY REQUIREMENT	PASS	FAIL
Resource - Intermediate Engineer			
MR1	The Bidder must propose at least two (2) individuals in the Intermediate Engineer category that will be assigned to the Work. If more than two individuals are proposed, only the first two will be evaluated.		
MR2	<p>Each Intermediate Engineer must possess a Bachelor's degree* in engineering or applied science</p> <p>And,</p> <p>Must have provided five (5) years within the last ten (10) years combined of services in a minimum of two (2) of the Engineering and Design areas identified in Section 4.1 of the SOW.</p> <p>Or</p> <p>Each Intermediate Engineer must possess a Masters degree* in engineering or applied science</p> <p>And</p> <p>Within the last six (6) years, must have provided four (4) years combined of services in a minimum of two (2) of the following Engineering and Design areas indicated in 4.1 of the SOW at annex A.</p>		

Resource - Engineering Technologist			
	MANDATORY REQUIREMENT	PASS	FAIL
MR3	The Bidder must propose three (3) individuals in the Engineering Technologist category that will be assigned to the Work.		
MR4	Each Engineering Technologist must possess a College Diploma* in engineering or applied science And Within the last ten (10) years, must have provided five (5) years combined of services in a minimum of two (2) of the Engineering and Design areas identified in Section 4.1 of the SOW.		

Resource – Project Administrator			
	MANDATORY REQUIREMENT	PASS	FAIL
MR5	The Bidder must propose one (1) individual in the Project Administrator category that will be assigned to the Work.		
MR6	The Project Manager must possess a Bachelors degree* in administration or any related field And five (5) years experience within the last ten (10) years in a project management role on a minimum of two projects related to the Engineering and Design areas identified in Section 4.1 of the SOW which are each estimated to be over \$50,000.		

* Where the post-secondary degree, diploma, or certificate was completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document to be provided by the Bidder and issued by recognized academic credentials assessment organization showing the academic level obtained.

1.2 Manufacturing Services

The Bidder must have the capability to modify and/or manufacture prototype equipment, components and parts. This capability must be based upon a primarily in-house manufacturing facility with the technical expertise to produce quality components from various types of materials such as rubberized materials, resin, plastics, aircraft grade aluminum, weapons grade alloys and synthetic materials.

	MANDATORY REQUIREMENT	PASS	FAIL
Manufacturing Capabilities			
MR7.0	The Bidder must have the following in-house capabilities:		
MR7.1	Computed Numerically Controlled (CNC) machining up to and including 5-axis milling machine		
MR7.2	Precision machining using alternate techniques, including water-jet cutting and electrical-discharge machining		
MR7.3	Precision welding on steel and alloys		
MR7.4	Rapid production of prototypes using 3d printing techniques		
MR7.5	Injection molding to produce rubberized or resin/plastic materials including the ability to embed data sensors within the injection molding is required		
MR8.0	The Bidder must have access to additional manufacturing capabilities, in-house or at a third party location, as follows:		
MR8.1	Anodizing		
MR8.2	Extrusion		

Controlled Goods Storage and Production			
MR9	The Bidder must be authorized and have the facilities to possess and store restricted and prohibited weapons in accordance with the Canadian Firearms Act.		

2. POINT RATED TECHNICAL CRITERIA (Minimum Pass mark - 70%)

The Bidder meeting the Mandatory Requirements will be scored against the Point Rated Requirements specified below. Points will be assigned based on the degree to which the information provided demonstrates the Bidder's capability to perform and successfully carry out the requirement described in this SOW. Only the scores as shown will be awarded, no part marks will be given. Bidders are advised to address the evaluation criteria in the order presented and in sufficient depth to allow proper evaluation. Items not addressed will be given a score of zero (0).

Experience refers to a project the Bidder worked on for **at least three months**, during which a meaningful contribution was made (more than 70% of the Work has been provided and conducted by the Bidder).

2.1 Management Practices

The Bidder must provide documentation demonstrating formal mechanisms in place for managing contracts and projects addressing areas such as, but not limited to, quality assurance, project management, customer satisfaction, contractor-customer interaction and scope management.

Score	Management Practices (<i>Maximum 10 points, minimum 7 points</i>)
0 points	Not Acceptable/Not Addressed: The Bidder does not have a contract management section in place, and does not have regular production meetings and projects or mechanisms are inadequate.
7 points	Satisfactory: The Bidder's formal mechanisms in place for managing contracts and projects including a contract management section, and has regular production meetings, but does not have an accredited ISO 9001 certification.
10 points	Very Good: The Bidder has a contract management section in place, and has regular production meetings and holds an accredited ISO 9001 certification.

Evaluation Area	Score	Minimum
Management Practice	/10	7

2.2 Project Experience

The Bidder will be rated on Project Experience based on two categories; Scope of Project and Relevance of Project. In order to acquire points, the Bidder must identify and describe at least five (5) projects, each of these being from one or more of the following categories:

- (a) Product improvement including the optimization and modification of existing equipment, components or assemblies;
- (b) Conceptual design including analysis of existing problems, and the engineering design and development of solutions including manufacturing of prototype replacement parts;
- (c) Integration of existing and/or new capabilities including mounting of components onto existing equipment to meet specific scientific or operational requirements; and
- (d) Additional modification and development of previous work completed under this Contract.

In addition to information related to the project, the Bidder must provide the following for each project:

- a. Identify at least one (1) of the proposed individuals in the Technical Support categories of Intermediate Engineer and Engineering Technologist as having worked DIRECTLY on the project; and
- b. Identify period of time, including start and end date for which the Bidder has been the Prime Contractor. Project should have been active within the last five (5) years;

2.2.1 Scope of Project

Scope	Scope of Project (<i>Maximum 10 points, minimum 5 points</i>)
0 points	Short Duration and Low Dollar Value (less than or equal to 1 year and less than \$50,000)
3 point	Medium Duration OR Medium Dollar Value (more than 1 year OR more than \$50,000)
5 points	Long Duration and High Dollar Value (more than 2 years AND more than \$100,000)

Project Scope			
Project	Project	Score	Minimum
1	Scope	/5	15
2	Scope	/5	
3	Scope	/5	
4	Scope	/5	
5	Scope	/5	
Total		/25	15

2.2.2 Relevance of Project

Scope	Relevance of Project to Contract (<i>Maximum 50 points, minimum 35 points</i>)
3 points	The project is not related to the development and improvement of Military or Law Enforcement equipment* OR The project is related to the development and improvement of Military or Law Enforcement equipment and capabilities, and the project scope is of Low Duration or Low Dollar Value (as 2.2.1).
7 points	The project is related to the development and improvement of Military or Law Enforcement equipment* and capabilities, and the project scope is of Medium Duration or Medium Dollar Value (as per 2.2.1).
10 points	The project is related to the development and improvement of Military or Law Enforcement equipment* and capabilities, and the project scope is of Long Duration or High Dollar value (as per 2.2.1).

* Military or Law Enforcement (Mil/LE) Equipment includes but is not limited to:

Weapons, weapons accessories, mechanical breaching, restraints, non-lethal weapons, specialized vehicles (land, sea or air), modifications to vehicles to make them specialized for Mil/LE, communications equipment.

Project Experience			
Project	Evaluation Area	Score	Minimum
1	Relevance	/10	35
2	Relevance	/10	
3	Relevance	/10	
4	Relevance	/10	
5	Relevance	/10	
Total		/50	35

Note: In the event that the Bidder identifies in excess of five (5) projects in response to this criterion, the first five (5) projects will be the only ones evaluated.

3.0 POINT RATED TECHNICAL CRITERIA (No Minimum Pass)

3.1 LOCATION

Distance from the NCR	Points
Within 250km	5
251km - 500km	3
Over 600km	1

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4.0 Technical Criteria- Total Score

Technical Criteria	Score	Total
2.1 Management Practices		
2.2.1 Scope of Project		
2.2.2 Relevance of Project		
3.1 Location		
TOTAL SCORE		

Total Point Rated Score = Management Practice Score (/10) + Project Scope Score (/25) + Project Experience Score (/50) + Location (/10)

**ATTACHMENT 3
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND
CERTIFICATIONS REQUIRED WITH THE BID**

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

1.1.1 SACC Manual clause A3050T (2008-05-12), Canadian Content Definition

2.0 Certifications Precedent to contract award.

2.1 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.

2.3 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.

2.4 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.

2.5 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

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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.

2.6 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.

2.7 Language Capability

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

ANNEX A

STATEMENT OF WORK

Research and Development Engineering and Manufacturing Services

1. BACKGROUND

The Department of National Defence (DND) and the Canadian Forces (CF) conduct a variety of Research and Development (R&D) activities to develop and improve specific capabilities that are required to support its unique operational mandate. As part of the R&D activities, non-standard and specialized equipment and components that are not commercially available are often necessary.

2. OBJECTIVE

The objective of the Work is to provide DND with engineering design and manufacturing services in support of R&D activities as it relates to both simple and complex problem resolution. All services will be performed on an "as and when requested basis".

3. SCOPE

The Work may include, but is not limited to, engineering support, design, manufacture, modification of a variety of prototype parts, assemblies and experimental components that directly support the R&D efforts. The Contractor can also be tasked to conceive and build prototype and developmental products in small quantities with no expectation for a mass-production of any of these items.

Example of R&D activities that would require support are: small arms development, surveillance systems, breaching systems, targeting systems, mobility systems, weapons platforms, personal protection and counter-mobility systems.

Examples of engineering support that would be required in support of those R&D activities are: manufacturing of mounts, manufacturing of simple components, manufacturing of prototypes, manufacture of unique components of firearms, development of test equipment, conduct of reliability tests and conduct of performance tests.

4. REQUIREMENTS

The Work under the Task Authorizations will require a close collaboration between the Technical Authority (TA) and the Contractor to ensure that the requirements are fulfilled to the maximum extent possible. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

4.1 Engineering and Design Services

The Contractor must provide the following engineering and design services (as a minimum):

- (a) Drafting and drawing mechanical design using both 2-Dimensional and 3-Dimensional Computer Aided Design (CAD);
- (b) 3-Dimensional solid modeling and rendering;

-
- (c) Finite Element Analysis;
 - (d) Custom multi-channel high-speed data capture instruments including the conceptualization, design and construction of such devices through integration of commercially available electronic components;
 - (e) Precision metrology, including measuring instrumentation as follows:
 - i. Inside and outside micrometers;
 - ii. Vernier calipers;
 - iii. Vernier height gauges;
 - iv. Gauge blocks;
 - v. Optical comparators;
 - vi. Machinist squares;
 - vii. Pin gauges; and
 - viii. Marble surfaces;
 - (f) Human factors engineering and human systems integration.

4.2 Manufacturing Services

The Contractor must provide equipment, material and resources to manufacture prototype equipment, components and parts. This capability must be based upon a primarily in-house manufacturing facility with the appropriate technical expertise to produce quality components from various materials such as rubberized materials, resin, plastics, aircraft grade aluminum, weapons grade alloys and synthetic materials. Due to the nature of the projects envisioned, no more than 20% of the finished product may be manufactured outside the Contractors facilities and all instances of anticipated off-site the TA must approve manufacturing in advance.

4.3 Manufacturing Capabilities

The Contractor must provide manufacturing capabilities as follows (as a minimum):

- (a) The Contractor must have the following in-house capabilities:
 - i. Computed Numerically Controlled (CNC) machining up to and including 5-axis milling machine;
 - ii. Precision machining using alternate techniques, including water-jet cutting and electrical-discharge machining;
 - iii. Precision welding on steel and alloys;
 - iv. Rapid production of prototypes using 3d printing techniques; and,
 - v. Injection molding to produce rubberized or resin/plastic materials including the ability to embed data sensors within the injection molding is required;
- (b) The Contractor must also have access to additional manufacturing capabilities, in-house or at a third party location, as follows
 - i. Anodizing; and
 - ii. Extrusion.

4.4 Manufacturing Technical Expertise

The Contractor must provide qualified personnel to support the manufacturing capabilities, as stated in the mandatory technical criteria.

5. DELIVERABLES

All deliverables will be detailed in each Task Authorization and must be provided to the TA in accordance with the provisions of the Task Authorization.

In the performance of the Work identified under section 4 - Requirement, above, the Contractor may be required to provide deliverables of the following types:

- (a) Prototype developed during the conduct of the Work
- (b) Rubberized parts
- (c) Plastic modeled parts
- (d) Components
- (e) Progress Report
- (f) Anodizing parts/components

6. CONTROLLED GOODS PROGRAM / SECURITY

The Work will require the Contractor to deal with the Controlled Goods Program. The Contractor must have the ability to store and produce Controlled Goods in accordance with the Defence Production Act, Chapter D-1 and the Controlled Goods Regulations, SOR/2001-32. In addition, the Contractor must be authorized and have the facilities to possess and store restricted and prohibited weapons in accordance with the Canadian Firearms Act S.C. 1995, c.39. Further information about these Acts and Regulations are available on the following Web site: (<http://laws-lois.justice.gc.ca>)

7. SITE VISIT

The Contractor must provide regular access to DND personnel to their on-site engineering and manufacturing facilities during the development of a component or system in order to review, inspect and provide input on the proposed solution. Regular access is defined as the Contractor providing access at least one (1) day per week. The TA will provide a minimum of twenty-four (24) hours notice prior to any visit.

8. LOCATION OF WORK

The Work will be completed at the Contractor's facilities.

9. TRAVEL AND LIVING

Travel may be required for product demonstration, meetings and/or presentation. Travel requirements, if applicable, will be specified in each Task Authorization. The Contractor must obtain the TA approval in writing prior to initiating any Travel.

10. SHIPPING

As and when requested by the TA, the Contractor must make all arrangements to send any parts, prototype(s) or components from its Canadian address to any location determined by the TA.

11. LANGUAGE REQUIREMENTS

With the exception of a document for wide distribution such as user manual or a test report, which are to be delivered in both official languages as specified within the Task Authorization, all meeting, communications, demonstrations or deliverables should be provided in English or French whichever is most convenient to the TA.

12. MEETINGS

Upon request by the TA the Contractor must organize and host, at the Contractor's facility, a half-day kick-off meeting, including preparing the agenda and take minutes during the meeting. The purpose of the meeting will be to present a detailed work plan and schedule for the Work. Within one week of the meeting, the Contractor must provide the minutes in electronic format to the TA, for review and acceptance. Quarterly meetings may be called-up by the TA during the contract period, as required, with approximately half of these done via telephone/teleconference.

13. TECHNICAL AUTHORITY SUPPORT

The TA will be responsible for providing; as required guidance to the Contractor, and accepting and approving Contractor deliverables. Additionally, as required for the completion of the Work, the TA will:

- Provide input, answer questions and participate in meetings, as applicable;
- Provide comments on draft reports and submitted deliverables within two (2) weeks of receipt, as applicable;
- Provide available reference and supporting documentation, such as government and departmental policies and procedures or publications, as applicable;
- Provide advises, clarification or comments on any parts, components or prototypes during and after their conception; and,
- Provide any Controlled Goods, as required, to complete the Work under a Task Authorization.

14. REPORTS

The Contractor must provide written or oral progress reports at the request of the TA or his/her designated representative(s).

In addition to the timely submission of all deliverables and fulfillment of obligations specified herein or in the Task Authorization, it is the responsibility of the Contractor to facilitate and maintain regular communication with the TA. Communication is defined as all reasonable efforts to inform the TA of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Contractor is to immediately notify the TA of any issues, problems, or areas of concern in relation to any work completed under the Contract, as they arise.

In providing services to DND, the Contractor may be required to provide the following to ensure adequate project communication between the Contractor and the TA:

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-
- a) Detailed Task Authorization plans, indicating the Work breakdown structure, key milestones, deliverables and costs, as applicable; and,
 - b) Regular progress reports against the planned milestones, time-lines, and deliverables, as applicable.

ANNEX B**BASIS OF PAYMENT****1. LABOUR:** at the following firm rates

CATEGORY	FIRM HOURLY RATE
Intermediate Engineer	\$ _____
Engineering Technologist	\$ _____
Project Administrator	\$ _____
CNC Machining	\$ _____
Alternative Precision Machining	\$ _____
Precision Welding	\$ _____
3-D Prototype Development	\$ _____
Injection Molding	\$ _____
Anodizing	\$ _____
Extrusion	\$ _____

Est.: \$ _____**2. SHIPPING COSTS:****Est.: \$ _____**

As and when requested by the TA, the Contractor must make all arrangements to send any parts, prototype(s) or components from its Canadian address to any location determined by the TA.

3. TRAVEL AND LIVING EXPENSES:**Est.: \$ _____**

- (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 National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act*, R.S.C. 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/N-4/20100210/> and
 - (ii) any travel between the Contractor's place of business and the NCR.
- (b) For services to be provided outside the NCR, 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.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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- (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.

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

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

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ANNEX C SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex **C**) appended to the bid solicitation package is to be inserted at this point and forms part of this document

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ANNEX D

NON-DISCLOSURE AGREEMENT

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

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

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

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

Signature

Date



Contract Number / Numéro du contrat W6399-12-DF50
Security Classification / Classification de sécurité

**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 DND	2. Branch or Directorate / Direction générale ou Direction CANSOFCOM
--	---

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
Engineering support to Research and Development activities - Conceive, design and produce prototype and developmental products in small quantities.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?
 No / Non 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?
 No / Non 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)
 No / Non 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.
 No / Non 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?
 No / Non 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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 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 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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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 checked="" 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
W6399-12-DF50

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)
Guillaume Fleury

Title - Titre
Technical Authority

Signature

Telephone No. - N° de téléphone
613-945-2746

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

13 Mar 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

Title - Titre

Signature

Senior Security Analyst

Tel: 613-949-1035 / Fax: 613-949-1069

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

14 Mar 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)
IAN POTVIN

Title - Titre

Signature

SUPPLY OFFICER

Telephone No. - N° de téléphone
819-956-9489

Facsimile No. - N° de télécopieur
819-997-2229

E-mail address - Adresse courriel
IAN.POTVIN@TPSGC.GC.CA

Date

12/05/28

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

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

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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

Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
<p>Contract no. Enter the PWGSC contract number in full.</p>	<p>N° du contrat Inscrivez le numéro du contrat de TPSGC en entier.</p>
<p>Task no. Enter the sequential Task number.</p>	<p>N° de la tâche Inscrivez le numéro de tâche séquentiel.</p>
<p>Amendment no. Enter the amendment number when the original Task is amended to change the scope or the value.</p>	<p>N° de la modification Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.</p>
<p>Increase/Decrease Enter the Increase or decrease total dollar amount including taxes.</p>	<p>Augmentation/Réduction Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.</p>
<p>Previous value Enter the previous total dollar amount including taxes.</p>	<p>Valeur précédente Inscrivez le montant total précédent, y compris les taxes.</p>
<p>To Name of the contractor.</p>	<p>A Nom de l'entrepreneur.</p>
<p>Delivery location Location where the work will be completed, if other than the contractor's location.</p>	<p>Expédiez à Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.</p>
<p>Delivery/Completion date Completion date for the task.</p>	<p>Date de livraison/d'achèvement Date d'achèvement de la tâche.</p>
<p>for the Department of National Defence Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the delegation of financial authorities). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.</p>	<p>pour le ministère de la Défense nationale Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans les délégations des pouvoirs financiers). Nota : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.</p>
<p>Matériel/Services Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.</p>	<p>Matériel/Services Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/ceelles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.</p>
<p>Cost The cost of the Task broken out into the individual costed items in Services.</p>	<p>Prix Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.</p>
<p>GST/HST The GST/HST cost as appropriate.</p>	<p>TPS/TVH Mentionnez le montant de la TPS/TVH, s'il y a lieu.</p>
<p>Total The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.</p>	<p>Total Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.</p>
<p>Applicable only to PWGSC contracts This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.</p>	<p>Ne s'applique qu'aux contrats de TPSGC Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.</p>
<p>Note: Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.</p>	<p>Nota : Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.</p>