

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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 Underwater Explosion Research	
Solicitation No. - N° de l'invitation W7702-135589/A	Date 2013-01-15
Client Reference No. - N° de référence du client DRDC	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-007-9687	
File No. - N° de dossier EDM-2-35346 (007)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-31	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Anthony, Mary	Buyer Id - Id de l'acheteur edm007
Telephone No. - N° de téléphone (780) 497-3588 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving Ralston Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security Requirement: 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, the Security Requirements Checklist; the DND 626 Task Authorization Form, Task Authorization Usage Report Form, Disclosures Certificate and Mandatory Criteria, Evaluation Criteria and Selection Method.

2. Summary

A contract is required to provide engineering and technical services in support of experimental research in UNDEX effects at Defence R&D Canada Suffield. Support is required for UNDEX pond maintenance and repair, specialized design of underwater experiments, assistance in conducting field trials, and data reduction and analysis.

The period of the contract will be from award of the contract to March 31, 2013 for Phase 1, plus three, one year optional periods for Phases 2, 3 and 4.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) and is subject to a preference for Canadian goods and/or services.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. 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.

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

This procurement is subject to the Controlled Goods Program.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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.

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 Alberta.

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

5. Improvement of Requirement During Solicitation Period

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

6. Basis for Canada's Ownership of Intellectual Property

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

7. Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$330,000.000(Goods and Services Tax or Harmonized Sales Tax extra, as

appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Estimated fiscal year cash phasing breakdown as follows:

Fiscal Year 2012 - 2013:	\$60,000.00
Optional Fiscal Year 2013 - 2014:	\$60,000.00
Optional Fiscal Year 2014 - 2015:	\$130,000.00
Optional Fiscal Year 2015 - 2016:	\$80,000.00

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	- 3 hard copies
Section II:	Management Bid	- 3 hard copies
Section III:	Financial Bid	- 1 hard copy
Section IV:	Certifications	- 1 hard copy

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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)

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

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

Section I: Technical Bid

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

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

Bids will address the Statement of Work, Annex A, as well as the Sample Task Authorization in Appendix 1 to Annex G. Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex G - Mandatory Criteria, Evaluation Criteria and Selection Method.

Note: Due to the nature of this work, it is not possible to specify the contents or number of Task Authorizations. However, for the purposes of evaluating the bids submitted, the bidder is required to prepare and include in the bid a summary for the Sample Task Authorization as specified in Appendix 1 to Annex G. Each sample Task Authorization Request is to be treated as a new work package and the procedures required are as they would occur during the course of the Contract. Any specifications which cannot be met by the Bidder must be stated in the Proposal.

Section II: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Financial Bid

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

1.1.1 Part One - Annex B, Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.

1.1.2 Part Two - Annex G, Appendix 1, Sample Task Authorization, Basis of Payment. This will be used for evaluation purposes. The rates offered for the Sample Task Authorization must be the same as those offered for Work under the Contract in Annex B.

1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management 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

Point rated evaluation criteria are included in Annex G.

1.2 Management Evaluation

Point rated evaluation criteria are included in Annex G.

1.2 Financial Evaluation

Financial evaluation will be based on the total Limitation of Expenditure quoted for the Sample Task Authorization which will be used as the total estimated price in the calculations described in the SELECTION METHOD, Annex G.

1.2.1 Evaluation of Price

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

Basis of Selection is included in Annex G.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2. Additional Certifications Precedent to Contract Award

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

2.1. Federal Contractors Program - Certification

2.1.1 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.

2.1.2 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.

2.1.3 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.

2.2 Former Public Servant Certification

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

Definitions

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

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

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

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA.

It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

2.3 Canadian Content Certification

2.3.1. Canadian Content Definition

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

2.3.2 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 services offered are Canadian services, as defined in clause A3050T, may be considered.

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

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

2.4 Status and Availability of Resources

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

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

2.5 Education and Experience

SACC Manual Clause A3010T (2010-08-16), Education and Experience

PART 6 - SECURITY REQUIREMENT

1. Security Requirement

Before award of a contract, the following conditions must be met:

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

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.

1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

1.2 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.

1.2.1 Task Authorization Process

- i. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
- ii. 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.
- iii. The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- iv. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, 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 Technical Authority and Contracting Authority before issuance.

1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

- i. In this clause,
 - "Maximum Contract Value"* means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - "Minimum Contract Value"* means 10%.
- ii. 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 iii. 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.

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

1.2.4 Periodic Usage Reports - Contract 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 14 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 (contracting authority to edit the text as applicable):

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;
- 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:

HST

- i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as 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.

1.2.5 Task Authorization - Department of National Defence

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.1.1 Canada to Own Intellectual Property Rights in Foreground Information

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

3. Security Requirement

3.1 The Contractor must, at all times during the performance of the Contract hold a valid Facility Security Clearance at the level of **CONFIDENTIAL** and **NATO**

RESTRICTED CLEARANCE issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3.2 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.

3.3 The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **CONFIDENTIAL** Status, granted or approved by CISD/PWGSC. Until the security screening of the Contractor/Offeror personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor personnel **MAY NOT HAVE**

ACCESS to (CLASSIFIED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3.4 The Contractor personnel requiring access to **NATO RESTRICTED** information, assets or sensitive work site(s) **must be citizens of a NATO member country or a permanent resident of Canada** and **EACH** hold a valid **RELIABILITY** Status, or its equivalent, granted or approved by the appropriate delegated Nato Security Authority. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor personnel **MAY NOT HAVE ACCESS to (PROTECTED)** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3.5 The Contractor personnel requiring access to **FOREIGN** information, assets or sensitive work site(s) **must be citizens of Sweden, Canada or, a permanent resident of Canada** and **EACH** hold a valid **RELIABILITY** status granted or approved by CISC/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor personnel **MAY NOT HAVE ACCESS to (PROTECTED)** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3.6 The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

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

3.8. The Contractor/Offeror must comply with the provisions of the:
(a) Security Requirements Check List and security guide (if applicable),
(b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

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

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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 five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mary Anthony

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Western Region

Address: 5th floor, 10025 Jasper Ave. Edmonton AB T5J 1S6.

Telephone: 780-497-3588

Facsimile: 780-497-3510

E-mail address: mary.anthony@pwgsc-tpsgc.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 named upon contract award)*

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Technical Authority named above 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 Administrative Authority

The Administrative Authority for the Contract is: *(to be named upon contract award)*

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Administrative Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Administrative 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 Administrative Authority however the Administrative 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.

5.4 Contractor's Representative *(to be filled in by bidder)*

Name:

Title:

Organization:

Address:

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

6. Payment

6.1 Basis of Payment

6.1.1 The Basis of Payment attached hereto as Annex B will be used to price any Task Authorization requested under this Contract.

6.1.2 Depending on the type of Task Authorization, one of the following will apply:

(a) **For a Firm Price Task Authorization:** In consideration of the Contractor satisfactorily completing all of its obligations under the Task Authorization, the Contractor will be paid the firm price stipulated in the applicable Task Authorization document, calculated in accordance with Annex B.

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

(b) **For a Task Authorization subject to a Ceiling Price:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work under the Task Authorization, to the ceiling price specified in the applicable Task Authorization document, which will be established based on the rates and other provisions set out in Annex B.

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

(c) **For a Task Authorization subject to a Limitation of Expenditure:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work under the Task Authorization, in accordance with the Basis of Payment specified in the applicable Task Authorization document, which will be established based on the rates and other provisions set out in Annex B.

No increase in the total liability of Canada to the Contractor or in the price of the Work resulting from any design changes, modifications or interpretations of the Specifications will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 prior to the Contract expiry date, or
- (c) as soon as the Contractor considers that the funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate funds, the Contractor will 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.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

6.2.1 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 \$330,000.00. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2.2 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.

6.2.3 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.

6.2.4 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 For Firm Price Task Authorizations

6.3.1.1 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with 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 such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.3.1.2 Method of Payment - Milestone Payments

1. Milestone payments will be made in accordance with the Schedule of Milestones attached to the Task Authorization, provided that:

(a) an invoice is submitted to Canada in accordance with the instructions specified herein;

(b) the invoice is approved by Canada; and

(c) all the Work required for the milestone claimed has been received and accepted by the Technical Authority.

2. The balance of the amount payable will be paid following:

(a) completion and acceptance of the Work for the Task Authorization;

(b) the submission of all deliverable items to the Technical Authority; and

(c) the approval of the final invoice by Canada.

6.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price

6.3.2.1 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with 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 such documents have been verified by Canada;

c) the Work delivered has been accepted by Canada.

6.3.2.2 Method of Payment - Progress Payments

For Task Authorizations with a duration of more than one (1) month, payment will be made, not more frequently than once a month, provided that:

(i) the Contractor submits an original and two (2) copies of the fully completed form PWGSC-WR01 (Claim for Payment) to the Administrative Authority, identified herein;

(ii) each claim includes the amount currently claimed, a holdback of ten (10) percent, the total amount of the previous claims, the cumulative total to date, and

the goods and services tax (GST) as a separate item; and the GST registration number;

(iii) each claim includes the Contract Number and Financial Codes as given on Page 1 of the Contract;

(iv) the Contractor provides two (2) sets of backup documentation (receipts, vouchers, etc.) to support the claim;

(v) all report/deliverables required for the Task Authorization have been received and accepted by the Technical Authority; and

(vi) the claim is approved.

For Task Authorizations with a duration of more than one (1) month, the balance of the amount payable (the holdback), will be paid at the completion of the task, provided a claim for holdback is submitted. The holdback should be claimed separately at the end of each fiscal year.

Progress payments will be regarded as interim payments only and the Minister will have the right to conduct interim cost/time verifications or audits and to make adjustments from time to time during the performance of the Work. Any overpayment resulting from such progress payments or otherwise will be refunded promptly to Canada.

6.4 Discretionary Audit

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

6.5 Time and Contract Price Verification

SACC Manual Clause C0710C (2007-11-30), Time and Contract Price Verification

7. Invoicing Instructions

7.1 For Task Authorizations subject to Milestone Payments and Progress Payments

7.1.1 Invoicing Instructions - Progress Payment Claim

7.1.1.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01 to the Administrative Authority.

Each claim must show:

- (a) all information required on form PWGSC-WR01;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

- (c) expenditures in accordance with the Basis of Payment for the Work performed during the period of the claim;
- (d) holdback of 10 percent;
- (e) total of all previous claims against the Contract and the extension of the totals to date;

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) two (2) sets of copies of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (c) a copy of the monthly progress report.

7.1.1.2 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.

7.1.1.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-WR01, and forward it to the Administrative Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

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

7.2 For Task Authorizations subject to Single Payment

7.2.1 Invoicing Instructions

7.2.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.2.1.2. Invoices must be distributed as follows:

- A) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if 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 Disclosures Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosures Certification attached as Annex F stating that all applicable disclosures were submitted or that there were no disclosures to submit under general conditions 2040.

9. Applicable Laws

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

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, (2012-11-19), General Conditions - Research and Development
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, DND 626 Task Authorization Form;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Disclosure Certificate;
- (i) the Contractor's bid dated _____, (*insert date of bid*).

11. Defence Contract

SACC Manual Clause A9006C (2012-07-16), Defence Contract

12. Insurance

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

13. Controlled Goods Program

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

14. SACC Manual Clauses (*if applicable*)

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

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

SACC Manual Clause A9062C, (2011-05-16), Canadian Forces Site Regulations

SACC Manual Clause B6800C, (List of Non-consumable Equipment and Material

ANNEX A STATEMENT OF WORK

1. Title:

Trial Support for Underwater Explosion Research

2. Background:

The Underwater Explosion (UNDEX) pond at DRDC Suffield is a unique experimental facility that has been key in conducting research in underwater explosion dynamics and providing scientific support for the Canadian Forces for more than 18 years. For example, it has been used to assess the loading, response and survivability of naval structures and equipment to withstand the effects of underwater weapons and new foreign weapon technologies.

Through previous contracts (Numbers W7702-6-R610/001/EDM, W7702-9-R792/001/EDM, W7702-06R125/001/EDM, and W7702-115059/001/EDM), Amtech Aeronautical Ltd designed and built several facility improvements for the pond, and also assisted in maintaining regular operation as well as provided general trial support. Amtech has recently provided water treatment services to improve water clarity to allow underwater video recording, assisted in experimental design, and assisted in setting up instrumentation for Force Protection UNDEX tests.

A DRDC Research Project is currently underway to study localized UNDEX damage to ship hulls. To support these programs, the UNDEX pond will require periodic maintenance and repairs to perform related testing. In addition, technical support will be required to assist in design and construction of test apparatuses and instrumentation arrangements. Finally scientific and engineering support will be necessary to assist in data reduction and analysis, which will occasionally require fluency in numerical modeling.

3. Objective:

The main objective is to provide engineering and technical services in support of experimental research in UNDEX effects at Defence R&D Canada Suffield. Support is required for UNDEX pond maintenance and repair, specialized design of underwater experiments, assistance in conducting field trials, and data reduction and analysis.

4. Scope of Work:

The work consists of tasks in four main areas:

Area 1, UNDEX Pond Maintenance and Repair

- a. Perform repairs, upgrades and alterations as needed for the UNDEX pond equipment such as the water treatment system, the liner, floating platform and walkway. The water must be clean with very high visibility for underwater video, and all pond equipment must be in good condition and operating normally.

-
- b. Perform repairs, upgrades and alterations as needed to the UNDEX pond instrumentation, gauge cabling, and data recording equipment including the underwater video system. High quality measurements must be achieved with minimum loss of data and reliable values.

Area 2, Specialized Design of Underwater Experiments

- a. Upon discussion with the Technical Authority, experimental apparatuses will be designed for measurements of UNDEX, explosion dynamics, and combustion. This may involve numerical modeling to establish the design parameters.
- b. Produce technical drawings of apparatuses for construction and machining.
- c. Provide technical support for assembly of apparatuses and installation of instrumentation for experiments.

Area 3, Assistance in Performing Field Trials

- a. Set up and UNDEX and explosion dynamics trials including preparation of apparatuses and instrumentation as per instruction from the Technical Authority.
- b. Assist in trial firings by working together with personnel in technical support teams such as instrumentation, photo support, explosive technicians, and trials safety officers.

Area 4, Data Reduction and Analysis

- a. Collect and organize recorded trial data.
- b. Provide data reduction and analysis of UNDEX experimental data.
- c. Perform numerical modeling of UNDEX phenomena as needed to support data analysis.

A description of tasks to be performed in each phase of the contract is given below:

PHASE 1:

Data reduction and analysis for trials performed in fiscal year 2012/13.

PHASE 2 (Optional):

Areas 1-4 for trials performed in fiscal year 2013/14.

PHASE 3 (Optional):

Areas 1-4 for trials performed in fiscal year 2014/15.

PHASE 4 (Optional):

Areas 1-4 for trials performed in fiscal year 2015/16.

5. Meetings:

The contractor is required to visit the site as necessary to perform the tasks specified by the technical authority

6. Reports and Deliverables:

General deliverables:

Through verbal communication, telecommunication, facsimile and electronic mail, the Contractor will provide monthly progress reports, and is responsible to ensure that the work is progressing satisfactorily and will be completed on schedule.

The deliverables will consist of the completion of the tasks specified in each call-up.

Reports will be provided in electronic format as LaTeX or Word documents as specified by the Technical Authority.

Breakdown of deliverables for each area:

Area 1, UNDEX Pond Maintenance and Repair:

The deliverables will consist of a fully operational UNDEX test facility, which will include clear water for high-speed video imaging, functional cabling and equipment to support the deployment of apparatuses and instrumentation.

Area 2, Specialized Design of Underwater Experiments:

The deliverables will consist of engineering designs and technical drawings of experimental set-ups and apparatuses for UNDEX and explosion dynamic research.

Area 3, Assistance in Performing Field Trials:

The deliverable will consist of coordination with DRDC Suffield trials support personnel and completion of experiments at UNDEX test facilities.

Area 4, Data Reduction and Analysis:

The deliverables will consist of reduced and analyzed data from trials. The data and analysis results will be delivered in electronic specified by the technical authority. If numerical modeling is required to support the data analysis or experimental design, all input and output files will be delivered in electronic format to the technical authority. A final report on the trials will be produced.

7. Government Furnished Support/Equipment/Information:

The contractor will receive access to the DRDC Suffield test facility and its operational equipment, such as the site computing system and the transducer calibration test lab, including documentation.

The contractor will be given access to the Gimli and Cougar 10 node clusters.

The contractor is not embedded, and will not be given permanent office space nor phone connectivity.

8. Special Considerations:

The contractor will be required to perform approximately 60% of tasks on site.

Contractor must be able to be on site within two hours to respond to urgent tasks and must have a local assembly/integration facility, or plans to set up a local assembly/integration facility, for completing test fixture design and integration work that is not done on-site at DRDC Suffield.

9. Acceptance Criteria:

The work will be monitored regularly for adherence to the work plan and to approve any modifications which may be required. Acceptance will be determined following examination, satisfactory completion and acceptance of the task deliverables by the Technical Authority.

10. DRDC-Suffield General Contract Safety & Security Requirements:

10.1 GENERAL EXPERIMENTAL PROVING GROUNDS (EPG) SAFETY AND ACCESS INFORMATION

In accordance with DRDC Suffield regulations, all Contractor employees and subcontractors participating in Experimental Proving Ground (EPG) activities that are not escorted by DRDC Suffield personnel or the DRDC-authorized Contract principal will attend a general EPG safety briefing lasting approximately one (1) hour at the Field Operations Section (FOS). This briefing will take place annually for long standing Contracts and new or additional Contractor employees or subcontractors will be required to take the briefing before beginning work.

An access permit is required for non-DND vehicles travelling on the EPG. In addition, a two-way radio, compatible with the DRDC Suffield communication system, will be supplied for safety reasons. Other forms/briefings related to safety and security may be required.

10.2 WORK-SPECIFIC SAFETY BRIEFING

Contractors employees or subcontractors supporting DRDC Suffield personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

10.3 OBSERVANCE OF ON-SITE SAFETY, HEALTH AND ENVIRONMENTAL STANDARDS ON PROTECTION OF PROPERTY

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the work site, including the observance of all safety,

health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

10.4 COMPLIANCE

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority.

ANNEX B BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following. Prices to remain firm for the full period of the contract, including option years, if exercised.

1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day:
 - a) Title, name:
 - b) Title, name:
2. Material and supplies at actual cost without mark-up.
3. Purchased equipment at laid down cost without mark-up.
4. Subcontracting at actual cost incurred without mark-up.
5. Authorized travel and living expenses at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive Policy is available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp
Travel costs are not to include a mark-up.
6. Other direct charges at actual cost incurred without mark-up.
7. Profit at a firm ____% of items.

TOTAL LIMITATION OF EXPENDITURE:

\$000,000.00

With the exception of the firm elements above, the amounts shown in the respective categories of the above Basis of Payment are estimates and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the Contract does not exceed \$ _____, GST extra.

GOODS AND SERVICES TAX:

The Total Estimated Goods and Services Tax (GST), \$ _____, is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield, Ralston, AB

Solicitation No. - N° de l'invitation

W7702-135589/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm007

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DRDC

EDM-2-35346

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(attached at end of document)

Solicitation No. - N° de l'invitation

W7702-135589/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm007

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DRDC

EDM-2-35346

ANNEX D
DND 626 TASK AUTHORIZATION FORM

(attached at the end of the document)

(Insert if applicable)

ANNEX E

TASK AUTHORIZATION REPORTING FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

wst-pa-edm@pwgsc.gc.ca Or Facsimile: (780) 497-3510

ANNEX F DISCLOSURE CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority

Mary Anthony
Supply Specialist
Acquisitions, Western Region
Public Works & Government Services Canada
5th Floor, Telus Plaza North
10025 Jasper Avenue
Edmonton, AB T5J 1S6
E-mail: mary.anthony@pwgsc.gc.ca

Technical Authority

Dr. Julian Lee
Threat Assessment Group
Military Engineering Section
Defence Research & Development Canada Suffield
P.O. Box 4000 Main
Medicine Hat, AB T1A 8K6
E-mail: julian.lee@drdc-rddc.gc.ca

CONTRACT TITLE: Trial Support for Underwater Explosion Research

Please tick appropriate box:

- [] We hereby certify that all applicable disclosures were submitted in compliance with General Conditions 2040 - Research and Development.

YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

- [] We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

ANNEX G

MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD

I. MADATORY CRITERIA

Mandatory Criteria a Solicitation Closing

Failure to meet any of the following mandatory requirements **at solicitation closing** will render your submission non-compliant and given no further consideration.

I. MANDATORY REQUIREMENTS	YES	NO
1. Education: Contractor's staff must include personnel with graduate and/or post-graduate degrees in mechanical or aerospace engineering from a recognized university. Documented proof to be included within the Management Bid.		
2. Education: Overall Project Manager must be a registered Professional Engineer. Documented proof to be included within the Management bid.		
3. Experience: <ul style="list-style-type: none"> A minimum of two members of the contractor's team must each have experience in designing and conducting field experiments in the area of explosion phenomenology. A minimum of two (2) years experience in underwater explosion dynamics, experimental methods such as data reduction and processing as well as analysis is required. A minimum of two (2) years experience in numerical modeling using Finite Element and/or Computational Fluid Dynamics codes is required. 		
4. Availability: Contractor must be able to be on site within two hours to respond to urgent tasks and must have a local assembly/integration facility, or plans to set up a local assembly/integration facility, for completing test fixture design and integration work that is not done on-site at DRDC Suffield. Proof of this must be provided with the bid.		

II. EVALUATION CRITERIA

Point Rated Criteria

Each Technical Bid which meets all the Mandatory Criteria specified above, will be evaluated and scored in accordance with the following evaluation criteria:

POINT RATED REQUIREMENTS:			
Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=N/A			
A. STUDY STRATEGY	WEIGHT	RATING	SCORE
1. demonstrated understanding of scope and importance of study and the Statement of Work as set out in the Request for Proposal	2		
2. breakdown of project into logical tasks; planning and detail of tasks; detailed schedule and timetable; realistic estimation of the time required to complete the work	2		
3. methods of handling potential problems during the project	3		
4. demonstrated original and innovative ideas	1		
Maximum points available			32
Minimum points acceptable			22
Points awarded			
B. TRAINING AND EXPERIENCE	WEIGHT	RATING	SCORE
1. demonstrated corporate experience in projects of this nature	2		
2. suitability of academic backgrounds of personnel assigned	1		
3. specialized training (usage of Finite Element Analysis Codes and Computational Fluid Dynamics codes) Note: 0 points for 2 years; one additional point will be awarded for every additional 2 years of experience up to a maximum of 4 points.	1		
4. relevant experience of personnel assigned to the project	4		
5. adequacy and availability of personnel to carry out the project	3		
Maximum points available			44
Minimum points acceptable			31
Points awarded			

C. PROJECT ORGANIZATION	WEIGHT	RATING	SCORE
1. study team organization for external and internal control.	1		
2. allocation of manpower for efficient use of personnel.	1		
3. assurance of liaison with the Technical Authority.	2		
4. Overall organization of the project.	2		
Maximum points available			24
Minimum points acceptable			17
Points awarded			
MAXIMUM TOTAL POINTS AVAILABLE			100
TOTAL POINTS AWARDED			70
BIDDER SELECTION - ASSESSED BEST VALUE			
MERIT: Bidder's Overall Total Point Score/Total Point Available X 60			
COST : Lowest Total Estimated Cost/Bidder's Total Estimated Cost X 40			
ASSESSED BEST VALUE (MERIT + COST)			

Evaluation

Information provided in response to the Statement of Work, Annex A and the Sample Task Authorization in Appendix 1 to Annex G will be evaluated based on the criteria identified above.

Each proposal must meet all the mandatory requirements set out in the evaluation criteria. Proposals which fail to meet these requirements will be discarded at this stage without further consideration.

Each point rated evaluation criterion has a number allotment (weight) that reflects its importance in proposal submissions. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a "rating" will be assigned ranging from 0 to 4, with 0 meaning the proposal completely fails to satisfy the requirement, and the total allotment meaning the proposal fully meets the outlined criterion. A score will be assessed by multiplying the weight by the rating.

Each proposal must achieve a minimum score of **70%** of the maximum points available in each category. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

For evaluation purposes an example of a typical task that would be authorized against this contract is provided in Appendix 1 to Annex G. (SAMPLE TASK AUTHORIZATION REQUEST and PROPOSED BASIS OF PAYMENT). The total Limitation of Expenditure quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described below at BASIS OF SELECTION.

Rates provided for pricing in Appendix 1 to Annex G (for use in the evaluation) must be the same as those proposed in Annex B and in your Price Proposal Part One. Failure to do so will cause your proposal to be set aside and will be given no further consideration. Rates quoted must remain firm for the duration of the contract, GST extra.

III. SELECTION CRITERIA

Basis of Selection

The successful bidder will be selected on the basis of the Assessed Best Value to the Crown taking into account merit and cost factors. Best value to the Crown will be determined on the basis of the highest combined rating of merit and price. The scoring of merit is accomplished by prorating the scores against the total available points for merit. The scoring of price is accomplished by giving full marks to the lowest price bid, with the other bid given a prorated score. The bid that offers the highest combined point score for merit and cost will be recommended for contract award.

Sample Calculation of Combined Merit/Cost Selection:

Evaluation Criteria as set out in RFP:

- Maximum number of points available = 100
- Ratio of Importance - Merit = 60%
- Price = 40%

The successful bidder must achieve the highest total points by adding the rated merit (technical) and price scores.

Responsive Proposals	Proposal 1	Proposal 2	Proposal 3
Proposal Technical Rating	90.0	86.0	75.0
- Total Points			
First Task Price	\$80,000.00	\$70,000.00	\$65,000.00

Calculation of Combined Rating:			
	Technical Points	Price Points	Total Points
Proposal 1	$\frac{90}{100} \times 60 = 54.0$	$\frac{65}{80} \times 40 = 32.5$	86.5
Proposal 2	$\frac{86}{100} \times 60 = 51.6$	$\frac{65}{70} \times 40 = 37.1$	88.7
Proposal 3	$\frac{75}{100} \times 60 = 45.0$	$\frac{65}{65} \times 40 = 40.0$	85

Solicitation No. - N° de l'invitation

W7702-135589/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm007

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

DRDC

File No. - N° du dossier

EDM-2-35346

CCC No./N° CCC - FMS No/ N° VME

	100	65	
Proposal 2 is the winner			

APPENDIX 1 TO ANNEX G

SAMPLE TASK AUTHORIZATION REQUEST AND PROPOSED BASIS OF PAYMENT

Sample Task Authorization Statement of Work

1. Background

An Advanced Research Project (ARP) is currently underway to investigate Naval Protection Materials, i.e. the resistance of underwater structures such as ship hulls to UNDEX, as well as methods of damage reduction. The performance of Explosive Resistant Coatings (ERC) must be evaluated.

2. Scope of Work

The contractor will be required to assist in designing and carrying out tests to investigate the performance of polyurea ERCs.

The contractor will be required to perform the following tasks:

- a. Design of an underwater apparatus to perform close-proximity UNDEX experiments on a 250 mm by 250 mm round plate made of steel coated with an ERC. Dynamic measurements must be made of plate deflection, strain, and underwater blast pressure with high-speed video imaging.
- b. Assist in the deployment of the apparatus inside the UNDEX pond at DRDC Suffield including wiring of the diagnostic instrumentation and explosive charge placement.
- c. Assisting in setting up on-site data acquisition systems to record data.
- d. Perform data reduction and analysis.

3. Deliverables

Reduced data and plots in the electronic format specified by the scientific authority.

4. Meetings

The contractor is required to visit the site as necessary to perform the tasks specified in each task authorization request

5. Government Furnished Support/Equipment/Information

The contractor will receive access to the DRDC Suffield test facility and its operational equipment, such as the site computing system and the transducer calibration test lab, including documentation.

6. Special Considerations

Since the contractor will be required to perform most tasks on site, a SRCL will be required.

7. Acceptance Criteria

The work will be monitored regularly for adherence to the work plan and to approve any modifications which may be required. Acceptance will be determined following examination, satisfactory completion and acceptance of the task deliverables by the Technical Authority.

8. Security Classification

All work is unclassified and the contractor will not have access to any classified information.

A SRCL is required for site access reasons only.

9. Intellectual Property

The Crown will retain ownership of all Intellectual Property.

10. Controlled Goods

This requisition does not involve controlled goods.

Basis of Payment for Sample Task Authorization

Payment will be made for time expended and other costs reasonably and properly incurred from the date of Task Authorization initiation to its completion in accordance with the following:

1. Labour at firm daily rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

Rates provided in this Sample Task Authorization must be firm and the same as the rates provided in Part One of the Financial Bid, Annex B, Basis of Payment.

The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.

For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (ie. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-7 below to arrive at a total limitation of expenditure for the Sample Task Authorization. **This value will then be used for evaluation purposes only.**

a) Title, name
(est) ____ days @ \$---./day (est.) \$000,000.00

b) Title, name
(est) ---- days @ \$---./day (est.) \$000,000.00

Total Estimated Labour: \$000,000.00

For this Sample Task Authorization, identify:

2. Material and supplies at actual cost without mark-up, including (list items). (est.) \$000,000.00
3. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$000,000.00
4. Subcontracting at actual cost incurred without mark-up, (subcontractor name) (est.) \$000,000.00

-
5. Authorized travel and living expenses at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive Policy is available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp
Travel costs are not to include a mark-up. (est.) \$000,000.00
6. Other direct charges at actual cost incurred without mark-up, including (list items). (est.) \$000,000.00
7. Profit at a firm --% of items -, -, -, above (\$----.--), not to exceed (max.) \$000,000.00

**TOTAL LIMITATION OF EXPENDITURE FOR
SAMPLE TASK AUTHORIZATION:**

\$000,000.00

GOODS AND SERVICES TAX:

The Total Estimated Goods and Services Tax (GST) is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

OR

HARMONIZED SALES TAX:

The Total Estimated Harmonized Sales Tax (HST), \$_____, is not included in the amounts above. The HST is to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield, Ralston, Alberta.

ANNEX "X"
TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

wst-pa-____@pwgsc.gc.ca

Or

Facsimile: (____) ____-____



Government
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Contract Number / Numéro du contrat

WT102-135589

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	2. Branch or Directorate / Direction générale ou Direction Defence R&D Canada	
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 for experimental research		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays: Sweden / CANADA PERMANENT RESIDENTS INCLUDED
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 checked="" type="checkbox"/>	PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government
of Canada

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Contract Number / Numéro du contrat

WTU-135587

Security Classification / Classification de sécurité

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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input checked="" type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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du Canada

Contract Number / Numéro du contrat

027702-135587

Security Classification / Classification de sécurité

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	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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du Canada

Contract Number / Numéro du contrat

037702-135587

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)

Julian Lee

Title - Titre

Defence Scientist

Signature

Telephone No. - N° de téléphone
403-544-5025

Facsimile No. - N° de télécopieur
403-544-4704

E-mail address - Adresse courriel
julian.lee@drdc-rddc.gc.ca

Date
10 Oct 2012

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

Name (print) - Nom (en lettres moulées)
Dawn Murray - CPM, CIPAC - Industrial Security

SRCL Team Lead

Tel: 613-940-4066 / Fax: 613-940-4060

Telephone No. - N° de téléphone
E-mail: dawn.murray@forces.gc.ca

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Signature

Date

19 November 2012

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

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

☒ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Nina Mormina

Title - Titre

Quality Control Officer

Signature

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