

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet IN THEATRE SENSE		
Solicitation No. - N° de l'invitation W7701-125337/A	Date 2012-07-20	
Client Reference No. - N° de référence du client W7701-12-5337		
GETS Reference No. - N° de référence de SEAG PW-\$QCL-028-14743		
File No. - N° de dossier QCL-1-34895 (028)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-17		Time Zone Fuseau horaire Heure Avancée de l'Est HAE
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: Roy, Josée		Buyer Id - Id de l'acheteur qcl028
Telephone No. - N° de téléphone (418) 649-2932 ()		FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: R & D POUR LA DÉFENSE CANADA - VALCARTIER 2459 BOUL. PIE XI NORD QUEBEC Québec G3J1X5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

List of Attachments:

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

List of Annexes:

- Annex A Statement of Work or Requirement
- Annex B Basis of Payment
- Annex C Contractor Disclosure of Foreground Information
- Annex D DND 626, Task Authorization Form

2. Summary

- (a) **Title:** In-Theatre Sense and Respond Logistics for adaptive dispersed operations - adaptive planning models and algorithms

- (b) **Objective:**

The objective of this work is to develop new advanced decision support technology concepts to support in-theatre adaptive planning enabling tactical Sense and Respond Logistics for adaptive dispersed operations.

The main intent is to focus on the development of centralized and distributed planning (asset/resource management) models, algorithms and sustainment decision support capability components for In-theatre dynamic supply network management (e.g. distribution) in uncertain, time-constrained and hostile logistics planning and sustain mission environment.

Adaptive planning concepts will provide flexible informed decision enhancement, cost and logistics footprint reduction through optimization (efficiency and effectiveness subject to reliability, safety and quality of service constraints) and coordination enabled by resource-sharing and inter/intra-echelon information-sharing (customer demand, forecasts), ultimately leading to sense-response cycle reduction, service level improvement and human overload reduction.

(c) Tasks:

TASK 1: Problem definition

TASK 2: Adaptive planning

TASK 3: Prototype development

TASK 4: Sustainment management technology solution concepts

(d) Work location:

The Contractor must conduct the work at his own premises.

(e) Client department :

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

(f) Period of the contract :

The period of the contract is from the date of the contract to March 31, 2015 inclusive.

(g) Estimated funding available

The maximum funding available for the contract resulting from the bid solicitation is **\$300,000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

(h) Intellectual property rights

Any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

(i) Consent Form

Pursuant to section 01 of Standard Instructions 2003 and 2004, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.

(j) Other information :

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

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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>) Manual issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority to the following email : Josee.Roy@tpsgc-pwgsc.gc.ca, **no later than five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

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

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

6. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$300 000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

Section III : Certifications (1 hard copy)

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

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

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

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

Section I : Technical Bid

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

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

Section II : Financial Bid

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

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

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

No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living

expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.

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

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

Section III : Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

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

1.1.1 Point Rated Technical Criteria

Refer to **Attachment 2, Point Rated Technical Criteria**.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

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

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

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

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

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

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

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program for Employment Equity - Certification

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

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax

(819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

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

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

2.2 Former Public Servant Certification

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

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

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

2.5 Education and Experience

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

2.6 Language Capability

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

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

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

1.2 Task Authorization

1.2.1 Task Authorization - Department of National Defence

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

1.2.2 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

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

1.2.3 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$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 **Contracting Authority** before issuance

1.3 Disclosure Certification

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

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

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

2.3 SACC Manual Clauses

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

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

3. Term of Contract

The period of the Contract is **from date of Contract to March 31, 2015** inclusive.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Josée Roy
Public Works and Government Services Canada
1550, D'Estimauville avenue

Quebec city, Quebec
G1J 0C7

Telephone: 418-649-2932
Facsimile: 418-648-2209
E-mail address: Josee.Roy@tpsgc-pwgsc.gc.ca

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

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

The Technical Authority for the Contract is:

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

Administrative representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

Technical representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

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

The DND Procurement Authority for the Contract is:

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

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DND Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Task Authorizations. The Contractor may discuss administrative matters identified in Task

Authorizations with the DND Procurement Authority however the DND Procurement Authority has no authority to authorize changes to the scope of the Work described in the Statement of Work at Annex A. Changes to the scope of Work described in the Statement of Work at Annex A can only be made through a contract amendment issued by the Contracting Authority.

5. Payment

5.1 Basis of Payment

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

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

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

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

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

(c) TA subject to a Limitation of Expenditure

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or

interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

5.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$300 000.00**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Method of Payment

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

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

5.3.2.1 Single Payment

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

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

5.3.2.2 Milestone Payments (For a Firm Price TA)

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

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

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.

- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

5.4 SACC Manual Clauses

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

C0305C (2008-05-12), Cost Submission

5.5 Discretionary Audit

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

6. Invoicing Instructions - Progress Claim

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

Each claim must show:

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

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

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

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

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

ATTN : Mrs Suzanne Larrivée

Supply Support Clerk

Public Works and Government Services Canada

601-1550 Avenue D'Estimauville

Québec, Québec

G1J 0C7

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

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

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

7. Certifications

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

7.2 SACC Manual Clauses

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

8. Applicable Laws

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

9. Priority of Documents

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

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

10. Defence Contract

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

11. Foreign Nationals (Canadian Contractor)

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

12. Insurance

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

13. Progress Reports

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

Each negative response must be supported with an explanation.

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

ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

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

Note to bidders:

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

Labour Categories	Firm all- inclusive hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	
Project manager (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	4%
Project manager (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Researcher (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	47%
Researcher 2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	
Military logistics subject matter expert (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	17%
Military logistics subject matter expert(2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software developer / programmer (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	32%
Software developer / programmer(2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

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

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

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

5. **SUBCONTRACTS:** at actual cost without markup

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

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

6. **TRAVEL & LIVING:**

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

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

TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE:**\$300,000.00****(GST / HST EXTRA)**

ATTACHMENT 2

EVALUATION OF PRICE

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

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

1- Calculation of bid price

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

- Project Manager: 4%
- Researcher : 47%
- Military logistics subject matter expert : 17%
- Software developer / programmer : 32%

2 – Calculation of average hourly rate per human resource category

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

3 - Cost of labour :

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

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

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

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

For example:

- Anticipated funding, including the option period = \$300 000.00
- Percentage of use for Project Manager = 4%
- If the average hourly rate for bid A = \$60, for bid B = \$80 and for bid C = 150\$ then the average hourly rate for the resource category = \$96.67.

Therefore,

Effort available \$300 000.00 X 0.04 / \$96.67 = 124.14 hours

and

- Labour costs for Project Manager for Bid A
= 124.14 hours X \$60.00 = \$7 448.40
- Labour costs for Project Manager for Bid B
= 124.14 hours X \$80.00 = \$9 931.20
- Labour costs for Project Manager for Bid C
= 124.14 hours X \$150.00 = \$18 621.00

4 - Sample calculations for the price of the three bids

Labour Categories	% of use	Rate A	Bid A	Rate B	Bid B	Rate C	Bid C	Qty
Project Manager	4%	\$60.00	\$7,448.28	\$80.00	\$9,931.03	\$150.00	\$18,620.69	124.14
Researcher	47%	\$60.00	\$90,642.86	\$80.00	\$120,857.14	\$140.00	\$211,500.00	1,510.71
Software developer / programmer	32%	\$60.00	\$64,000.00	\$80.00	\$85,333.33	\$130.00	\$138,666.67	1,066.67
Military logistics subject matter expert	17%	\$60.00	\$35,307.69	\$80.00	\$47,076.92	\$120.00	\$70,615.38	588.46
TOTAL :			\$197,398.83		\$263,198.43		\$439,402.74	

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

	Evaluated price	Total	Calculation	\$/points	Range
A	197 398.83	75	197 398.83 / 75	2 631.98\$ / point	1st (winner)
B	263 198.43	82	263 198.43 / 82	3 209.74\$ / point	2nd
C	439 402.74	82	439 402.74 / 82	5 358.57\$ / point	3rd

ATTACHMENT 3

POINT RATED TECHNICAL CRITERIA

Criteria	Grading	Max	Min
PROPOSAL/STRATEGY, APPROACH, METHODOLOGY		28	12
<p>1. Degree of understanding of the context, objectives and scope of the work.</p> <p>The bidder should demonstrate its understanding of project context, objectives and scope in a clear and concise manner.</p> <p>The bidder should demonstrate its understanding of each stated project tasks.</p> <p>The bidder should avoid repeating task description details from the statement of work.</p> <p>Required elements:</p> <ol style="list-style-type: none"> 1) A clear understanding of the project context 2) A clear understanding of the project objectives 3) A clear understanding of the project scope 4) A clear understanding of the objectives of task 1 and its sub-tasks 5) A clear understanding of the objectives of task 2 and its sub-tasks 6) A clear understanding of the objectives of task 3 and its sub-tasks 7) A clear understanding of the objectives of task 4 and its sub-tasks 8) The bidder used its own word to describe each required elements. 	<p>8 points: Good or very good understanding of all the required elements (1 to 8).</p> <p>6 points: Good or very good understanding of at least 6 of the required elements (1 to 8).</p> <p>4 points: Good or very good understanding of at least 4 of the required elements (1 to 8).</p> <p>2 points : Good or very good understanding of at least 2 of the required elements (1 to 8)</p> <p>0-1 point: Less than 2 required elements were understood.</p>	8	
<p>2. Proposed approach and methodology.</p> <p>The bidder should clearly describe relevant methodologies used for past projects deemed applicable to meet Task scientific objectives and goals described in the statement of work for information management and decision support, and prototype development domains.</p>	<p>8-10 points: Good or Very good presentation of all the required elements.</p> <p>6-7 points: Good or very good presentation of 4 or 5 the required elements.</p> <p>3-5 points: Good or very good presentation of 2 or 3 of the required elements.</p> <p>0-2 points: Weak justification of the proposed approach and methodology.</p>	10	

Required elements:

1) A description of the approach and methodology that the bidder intends to use for this project to meet the scientific objectives of the task related to information management. The bidder should convince the evaluation team that the proposed approach and methodology is adequate to perform the work.

2) The bidder provide at least one acceptable "Evidence" that the methodology described for required element 1 has been successfully used in at least 1 past project.

3) A description of the approach and methodology that the bidder intends to use for this project to meet the scientific objectives of the task related to decision support. The bidder should convince the evaluation team that the proposed approach and methodology is adequate to perform the work.

4) The bidder provide at least one acceptable "Evidence" that the methodology described for required element 3 has been successfully used in at least 1 past project.

5) A description of the approach and methodology that the bidder intends to use for this project to meet the scientific objectives of the task related to prototype development. . The bidder should convince the evaluation team that the proposed approach and methodology is adequate to perform the work.

6) The bidder provide at least one acceptable "Evidence" that the methodology described for required element 5 has been successfully used in at least 1 past project.

Note : By acceptable "Evidence" we mean:

A description of a previous project (including the scope, the objectives, the context, the identification of the methodology used to performed the work, the challenges related to the methodology used to perform the work, an evaluation of the success of the project and of the methodology used).

<p>3. Recognition of direct as well as peripheral problems and proposal of solutions</p> <p>The bidder should clearly describe all project components that it believes could pose a risk, and should propose a risk management method. The components described should be relevant, and the risk management methods should be realistic. The bidder should also pay particular attention to the problems that could be encountered in the development of frameworks and algorithms.</p> <p>Note: If the bidder does not discuss about the problems closely related to the development of frameworks and algorithms, a maximum of 6 points will be attributed to the bidder.</p>	<p>8-10 points: The bidder has recognized and provided a list of the major direct and peripheral problems and demonstrated his ability to solve them.</p> <p>6-7 points: The bidder is aware of the major direct and peripheral problems, provided a list of those problems, but forgot 1 or 2 important risks. However, he showed his ability to solve the problems he has identified.</p> <p>3-5 points: The bidder is aware of the major direct and peripheral problems, provided a list of those problems, but showed a limited ability to solve some of them.</p> <p>1-2 points: The bidder is aware of the nature and existence of direct and peripheral problems, but no description of those problems is provided. His ability to solve them is not well demonstrated.</p> <p>0 point : Any other situation</p>	10	
<p>B - PERSONNEL</p> <p>The bidder should clearly identify the name of the proposed resources for each labor category listed below:</p> <p>Information management and decision support (including prototype development):</p> <ol style="list-style-type: none"> 1) Researchers, 2) Software developer/programmer, 3) Military logistics subject matter expert 4) Project manager (the experience of this labor category will be evaluated under section C-management – project management) <p>The same resource may be proposed for more than one labor category and will then be assessed for each of those categories.</p> <p>More than one resource may be proposed in a given labor category</p>		184	62

If a bidder cannot propose resources for each category, subcontractors should be identified. The same information should be provided for the subcontractors, and the same evaluation method will apply.

The bidder should also attach the CV of each proposed resources.

For each sub-criterion of this section, one or more labor categories are identified. Each proposed resource of the identified labor categories will be evaluated individually. The overall scores obtained by each resource in the categories in question will be added up and then divided by the number of proposed resources to obtain an average.

1- EXPERIENCE OF THE PROPOSED RESOURCES

100

30

For each proposed resource, the bidder should indicate the resources' experience in terms of months of experience. This experience should be demonstrated clearly and precisely.

Experience acquired during studies may be recognized (in months) if its relevance is satisfactorily demonstrated. To determine whether the experience is acceptable, the bidder should provide a description of the project in which the proposed resources were involved. The following information should be provided for each project:

- the topic,
- the context,
- the objectives,
- the scope,
- the tools involved (if applicable),
- the project periods (month and year of the beginning and month and year of the end),
- the exact dates of the involvement of the proposed resource,
- the role of the proposed resource in the project,
- the level of effort in the project for the proposed resource,
- the tasks performed by the proposed resource and the duration of each task performed by the proposed resource.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

The evaluation team will only consider the experience directly related to the criterion. For example, if a criterion evaluates the experience of the proposed resources in writing reports and that the proposed resource wrote a report for project "X" during 3 months, the evaluation team will only consider those three months as an experience in writing reports even if the project duration was 36 months.

1.1. Experience in-theatre tactical military logistics and military supply chain management problem domains for adaptive dispersed operations (Army) (e.g. distribution,

For 1.1, 1.2, 1.3, 1.4 and 1.5:

14

<p>or in-theatre logistics functions, or sustainment and planning or inventory management or vehicle maintenance)</p> <p>Note : A Software of Web development of an application closely related to the area of experience evaluated under this criterion will be considered as an acceptable experience.</p> <p><u>Labor category:</u></p> <p>Researcher, software developer/programmer (categories 1) and 2))</p>	<p><u>Depending on the labour category of the proposed resource, one of the following evaluation scale will apply :</u></p> <p><u>Experience of the Researcher:</u></p> <p>10 points: The proposed resource has more than 60 months of experience in this area</p> <p>9 points: The proposed resource has at least 54 months but less than 60 months of experience in this area</p> <p>8 points : The proposed resource has at least 48 months but less than 54 months of experience in this area</p>	
<p>1.2. Experience on transportation problems (Vehicle routing problems: (VRP)/model variants diversity, such as split and delivery and/or pick-up and delivery and/or multi-objective and/or centralized and distributed or any other variants; problem modeling & formulation, and survey(s)).</p> <p>Note : A Software of Web development of an application closely related to the area of experience evaluated under this criterion will be considered as an acceptable experience.</p> <p><u>Labor category:</u></p> <p>Researcher, Software developer/programmer (categories 1) and 2))</p>	<p>7 points : The proposed resource has at least 42 months but less than 48 months of experience in this area</p> <p>6 points : The proposed resource has at least 36 months but less than 42 months of experience in this area</p> <p>5 points : The proposed resource has at least 30 months but less than 36 months of experience in this area</p> <p>4 points : The proposed resource has at least 24 months but less than 30 months of experience in this area</p> <p>3 points: The proposed resource has at least 18 months but less than 24 months of experience in this area</p>	14
<p>1.3. Experience on algorithms development for VRP problem variants (diversity of approaches and methods, and optimization algorithms implementation, and/or performance analysis).</p> <p>Note : A Software of Web development of an application closely related to the area of experience evaluated under this criterion will be considered as an acceptable experience.</p>	<p>2 points: The proposed resource has at least 12 months but less than 18 months of experience in this area</p> <p>1 point: The proposed resource has at least 6 months but less than 12 months of experience in this area</p> <p>0 point: The proposed resource has less than 6 months of experience in this area</p>	14

<p><u>Labor category:</u></p> <p>Researcher, software developer/programmer (categories 1 and 2))</p>	<p><u>Experience of the software developer/programmer:</u></p> <p>4 points : The proposed resource has more than 24 months of experience in this area</p>		
<p>1.4. Experience on forecasting (e.g. customer demand service/supply or situation prediction or inventory) and risk management shown to be applicable to supply chain management.</p> <p>Note : A Software of Web development of an application closely related to the area of experience evaluated under this criterion will be considered as an acceptable experience.</p> <p><u>Labor category:</u></p> <p>Researcher, software developer/programmer (categories 1 and 2))</p>	<p>3 points : The proposed resource has at least 18 month's but less than 24 months of experience in this area</p> <p>2 points : The proposed resource has at least 12 month's but less than 18 months of experience in this area</p> <p>1 point : The proposed resource has at least 6 month's but less than 12 months of experience in this area</p> <p>0 point: The proposed resource has less than 6 months of experience in this area</p>	14	
<p>1.5 Experience on supply chain management simultaneously combining any combinations of at least two of the following elements, namely: transportation, inventory management, maintenance</p> <p>Note : A Software of Web development of an application closely related to the area of experience evaluated under this criterion will be considered as an acceptable experience.</p> <p><u>Labor category:</u></p> <p>Researcher, software developer/programmer (categories 1 and 2)</p>		14	
<p>1.6. Experience in decision support software development and software engineering and development.</p> <p><u>Labor category:</u></p>	<p>10 points : The proposed resource has more than 60 months of experience in this area</p> <p>9 points : The proposed resource has at least 54 month's but less than 60 months of experience in this area</p>	10	

software developer/programmer (categories 2)	<p>8 points : The proposed resource has at least 48 months but less than 54 months of experience in this area</p> <p>7 points : The proposed resource has at least 42 months but less than 48 months of experience in this area</p> <p>6 points : The proposed resource has at least 36 months but less than 42 months of experience in this area</p> <p>5 points : The proposed resource has at least 30 months but less than 36 months of experience in this area</p> <p>4 points : The proposed resource has at least 24 months but less than 30 months of experience in this area</p> <p>3 points: The proposed resource has at least 18 months but less than 24 months of experience in this area</p> <p>2 points: The proposed resource has at least 12 months but less than 18 months of experience in this area</p> <p>1 point: The proposed resource has at least 6 months but less than 12 months of experience in this area</p> <p>0 point: The proposed resource has less than 6 months of experience in this area</p>		
<p>1.7. Experience as military subject matter expert in tactical (In-Theatre) and operational logistics.</p> <p><u>Labor category:</u></p> <p>Military subject matter expert (categories 3)</p>	<p>20 points : The proposed resource has more than 60 months of experience in this area</p> <p>18 points : The proposed resource has at least 54 month's but less than 60 months of experience in this area</p> <p>16 points : The proposed resource has at least 48 months but less than 54 months of experience in this area</p>	20	

	<p>14 points : The proposed resource has at least 42 months but less than 48 months of experience in this area</p> <p>12 points : The proposed resource has at least 36 months but less than 42 months of experience in this area</p> <p>10 points : The proposed resource has at least 30 months but less than 36 months of experience in this area</p> <p>8 points : The proposed resource has at least 24 months but less than 30 months of experience in this area</p> <p>6 points: The proposed resource has at least 18 months but less than 24 months of experience in this area</p> <p>4 points: The proposed resource has at least 12 months but less than 18 months of experience in this area</p> <p>2 points: The proposed resource has at least 6 months but less than 12 months of experience in this area</p> <p>0 point: The proposed resource has less than 6 months of experience in this area</p>		
2 - SCIENTIFIC EXPERTISE OF THE PROPOSED RESOURCES	<p>For each proposed resources, the bidder should indicate the resources' research publications. The relevance of the research publication should be demonstrated clearly and precisely. A scientific paper can cover more than one sub-criteria of this section.</p> <p>N.B: Research publication is meant to be a book chapter or a paper that has been published (or submitted) in a journal or conference proceedings subject to peer review. PhD and Master thesis are also considered as scientific publication</p> <p>To determine whether the research publication is acceptable, the bidder should provide a description of the research publication produced by the proposed resource. The following information should be provided for each research publication:</p>	84	32

	<ul style="list-style-type: none"> • topic, scope and contribution, • source and complete reference (journal, conference, etc.) • level of involvement of the proposed resource in the research publication • Etc. 		
2.1. Research publications in Operations Research and Logistics. <u>Labor category:</u> Researcher, software Developer/programmer (categories 1) and 2)	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	
2.2. Research publications on Vehicle Routing Problems (VRP), namely, static (deterministic); capacitated or uncapacitated VRP; or VRP with time windows. <u>Labor category:</u> Researcher, Software developer/programmer (categories 1) and 2))	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	
2.3. Research publications in related VRP-related transportation problem variants (e.g. split and delivery, and/or pick-up and delivery, and/or multi-objective, centralized and/or distributed, or stochastic, and/or variants). <u>Labor category:</u> Researcher, software developer/programmer (categories 1) and 2))	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	
2.4 . Research publications for dynamic VRP problem domains (e.g. regarding travel time, or demand, or stochastic settings, etc.).	<u>Research contributions</u>	12	

<u>Labor category:</u> Researcher, software developer/programmer (categories 1) and 2))	12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication		
2.5. Research publications on exact methods, or heuristics and/or metaheuristics for VRP related problems. <u>Labor category:</u> Researcher, software developer/programmer (categories 1) and 2))	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	
2.6. Research publications on supply chain management and more specifically on distribution and maintenance (i.e. transportation and: inventory management and/or vehicle maintenance, or forecasting, or risk management). <u>Labor category:</u> Researcher, software developer/programmer (categories 1) and 2))	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	
2.7. Research publications in optimization algorithms, and decision support system components. <u>Labor category:</u> Researcher, software developer/programmer (categories 1) and 2))	<u>Research contributions</u> 12 points: more than 3 scientific publications 9 points: 3 scientific publications 6 points: 2 scientific publications 3 points: 1 scientific publication 0 point: 0 scientific publication	12	

C - MANAGEMENT – PROJECT MANAGEMENT		22	11
1. Experience of the proposed project manager in Project Management involving multi-disciplinary software	12 points: The proposed resource has more than 30 months of experience in this area.	12	

<p>development projects for decision support systems in a R & D environment.</p> <p>For this criterion, the bidder should provide the name and the CV of each proposed project manager. If the bidder proposed more than one project manager, each resource will be evaluated separately. The score of the proposed project managers will be added up and then divided by the number of proposed project managers to obtain an average.</p> <p>This experience of the proposed project manager must be demonstrated clearly and precisely.</p> <p>To determine whether the experience is acceptable, the bidder should provide a description of the project in which the proposed project managers were involved. The following information should be provided for each project:</p> <ul style="list-style-type: none"> the topic, context, objectives and scope of each project the list of different disciplines involved in each project the project periods (month and year of the beginning and month and year of the end), the exact dates of the involvement of the proposed project manager in each project. 	<p>11 points: The proposed resource has at least 28 months and 30 months of experience in this area.</p> <p>10 points: The proposed resource has at least 24 months and 28 months of experience in this area.</p> <p>9 points: The proposed resource has at least 22 months and 24 months of experience in this area.</p> <p>8 points: The proposed resource has at least 18 months and 22 months of experience in this area.</p> <p>7 points: The proposed resource has at least 16 months and 18 months of experience in this area.</p> <p>6 points: The proposed resource has at least 12 months and 16 months of experience in this area</p> <p>5 points: The proposed resource has at least 10 months and 12 months of experience in this area</p> <p>4 points: The proposed resource has at least 6 months but less than 10 months of experience in this area</p> <p>3 points: The proposed resource has at least 4 months but less than 6 months of experience in this area</p> <p>2 points: The proposed resource has at least 1 month but less than 4 months of experience in this area</p> <p>0 point: The proposed resource has less than 1 month of experience in this area</p>		
<p>2. Personnel and task management method</p>	<p>5 points : The bidder proposes a detailed, realistic, excellent personnel and task management plan that takes into account contingency management, availability of</p>	<p>5</p>	

<p>The bidder should describe the method and tools to be used to manage its personnel, in terms of contingency management, availability of resources, team composition (roles and responsibilities), and work overload in the context of a task authorization contract.</p>	<p>proposed resources, work overload, and the unpredictable context specific to TA contracts.</p> <p>3 points : The bidder proposes a detailed personnel and task management plan that takes into account a minimum of three of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts.</p> <p>2 points : The bidder proposes a minimal personnel and task management plan that takes into account a minimum of three of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts.</p> <p>1 point : The bidder proposes an insufficient personnel and task management plan that takes into account a minimum of two of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to TA contracts.</p> <p>0 point : The bidder does not propose a realistic personnel and task management plan.</p>	5	
<p>3. Work plan and schedule development method</p> <p>The bidder should describe its method for developing a work plan and schedule, taking into account planning, budget tracking, quality assurance, risk management and communications, including production of meeting minutes and progress reports, risk elements in the context of a task authorization contract. It should also demonstrate clearly and beyond a</p>	<p>4- 5 points : The bidder proposes an excellent work plan and schedule development method that takes into account most of the project's elements (including planning, budget tracking, quality assurance, risk management and communications, including production of meeting minutes and progress reports, risk elements in the context of a task authorization contract) and the unpredictable nature of TA contracts. The bidder also provides at least one acceptable "Evidence" that the Work plan and schedule development method has</p>	5	

<p>reasonable doubt that this method has been tested and shown to be effective in previous projects.</p> <p>Note: By acceptable "Evidence" we mean:</p> <p>A description of a previous project (including the scope, the objectives, the context, the identification of the Work plan and schedule development method used to performed the work, the challenges related to the Work plan and schedule development method used to perform the work, an evaluation of the success of the project and of the Work plan and schedule development method used)</p>	<p>been successfully used in at least one previous project.</p> <p>2-3 points : The bidder proposes an adequate work plan and schedule development method that takes into account the project's main risk elements and the unpredictable nature of TA contracts. The bidder also provides at least one acceptable "Evidence" that the Work plan and schedule development method has been successfully used in at least one previous project.</p> <p>1 point : The bidder proposes an incomplete work plan and schedule development method that does not sufficiently take into account the project's risk elements and the unpredictable nature of TA contracts.</p> <p>0 point : The bidder proposes an inadequate work plan and schedule development method.</p>		
D - CORPORATE CAPABILITY		12	3
<p>1. Compagny's experience in R & D projects with an annual budget of at least \$80 000. To be considered by the evaluation team, the project must have been performed in the last 7 years.</p> <p>For each project proposed by the bidder, it must provide information such as:</p> <p>(1) Project title and subject</p> <p>(2) Project nature</p> <p>(3) Exact project start and end dates (months and years)</p> <p>(4) Brief description of the tasks carried out by the company</p> <p>(5) Disciplines involved in the project</p> <p>(6) Budget of the project</p> <p>(7) etc.</p>	<p>12 points: The company has conducted more than 3 R&D projects in the area of planning and algorithmics (applicable to logistics).</p> <p>9 points: The company has conducted 3 R&D projects in the area of planning and algorithmics (applicable to logistics).</p> <p>6 points: The company has conducted 2 R&D projects in the area of planning and algorithmics (applicable to logistics).</p> <p>3 points: The company has conducted 1 R&D project in the area of planning and algorithmics (applicable to logistics).</p> <p>0 point: The company has not conducted R&D projects in the area of planning and algorithmics (applicable to logistics).</p>	12	

Solicitation No. - N° de l'invitation

W7701-125337/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34895

Buyer ID - Id de l'acheteur

qcl028

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

W7701-12-5337

CCC No./N° CCC - FMS No/ N° VME

Total		246	88

ANNEX A

STATEMENT OF WORK

1. GENERAL

1.1 Title

In-Theatre Sense and Respond Logistics for adaptive dispersed operations - adaptive planning models and algorithms.

1.2 Objective

The objective of this work is to develop new advanced decision support technology concepts to support in-theatre adaptive planning enabling tactical Sense and Respond Logistics for adaptive dispersed operations.

The main intent is to focus on the development of centralized and distributed planning (asset/resource management) models, algorithms and sustainment decision support capability components for In-theatre dynamic supply network management (e.g. distribution) in uncertain, time-constrained and hostile logistics planning and sustain mission environment.

Adaptive planning concepts will provide flexible informed decision enhancement, cost and logistics footprint reduction through optimization (efficiency and effectiveness subject to reliability, safety and quality of service constraints) and coordination enabled by resource-sharing and inter/intra-echelon information-sharing (customer demand, forecasts), ultimately leading to sense-response cycle reduction, service level improvement and human overload reduction.

1.3 Background

Canadian Land Forces (LF) has recently proposed the Canadian Forces (CF) Army of Tomorrow (AoT) conceptual framework which is intended to guide the development of the LF through to the year 2021. The AoT framework provides the basis for the Adaptive Dispersed Operations (ADO) concept; the ADO concept is concerned with the manner in which an adaptive and dispersed LF can be developed and deployed across the full spectrum of operations. The realization of the ADO concept will impact the many daily LF operations as well as the formal Army doctrine that guides the execution of LF operations.

Military sustainment and overall supply chain network management are becoming a real challenge for the Canadian Army of Tomorrow. Sustainment of Army of Tomorrow forces in future security environment will impose significant demands upon combat service and tactical support units in theatre. The new "Adaptive dispersed operations" sustainment mantra will require visibility, integration and flexibility providing sustainment system with the necessary agility to dynamically adapt supply network while maintaining battle rhythm. "Adaptive dispersed operations" is expected to take place in future security environment and battlespace characterized by rapid change, uncertainty, complexity and hostility. ADO requires to work within a complex network extending a single nation's capability while operating within a joint, interagency, multinational and public (JIMP) framework. In its operational concept for sustainment, the CF Army of Tomorrow identified a portfolio of activities capability including

asset visibility (tracking, positional awareness, and condition reporting) and command and control (asset control and management) as key elements.

The envisioned sustainment capability will more specifically provide:

- o a network-enabled sustainment information management system to include total asset tracking and visibility capability, and the planning tools required to provide focused logistics to the Forces;
- o increased protection, reliability, economy and the reduction of the sustainment footprint, especially with respect to personnel health and safety, vehicle and equipment maintenance, repair and recovery, and the consumption of fuel, power, spare parts, ammunition, food and water.

Especially targeting the distribution component of sustainment and military supply chain network management, the current effort aims at proposing new advanced decision support technology concepts for new challenging in-theatre adaptive planning problems, enabling tactical Sense and Respond Logistics for adaptive dispersed operations.

1.4 Acronyms

AoT:	Army of Tomorrow
ADO:	Adaptive Dispersed Operations
CANOSCOM:	Canadian Operational Support Command
CF:	Canadian Forces
DGLCD:	Director General Land Capability Development
DLR:	Directorate of Land Requirements
DRDC:	Defence Research and Development Canada
LF:	Land Forces
JIMP:	Joint, interagency, multinational and public
MDP-POMDP:	Markov Decision Process - Partially observable Markov Decision Process
R&D:	Research and Development
SME:	Subject matter experts
TA:	Task authorization
VRP:	Vehicle Routing Problems

2. SCOPE OF THE WORK

This task authorization (TA) contract will necessitate the completion of several task comprised in the tasks described below. Based on the work required, it may be necessary to combine many tasks or subtasks. The tasks or subtasks may be authorized in any sequence and be repeated many times as required during the contract period. The following subsection describes the tasks and subtasks included in this TA contract.

2.1 TASK 1: Problem definition

This task consists in defining and characterizing a suitable tactical logistics adaptive planning problem context for the adaptive dispersed operations supply chain management distribution domain.

- 2.1.1 The Contractor must review and complete the preliminary operational and combat service support requirements and deficiencies previously known for in-theatre CF operational and tactical logistics.
- 2.1.2 The Contractor must provide a description of distribution problem characteristics and complexity hierarchy (problem suite), for dispersed adaptive operations, specifications and challenges, assumptions and priority.
- 2.1.3 The Contractor must document and refine key tactical decision support sustainment management requirements, survey ongoing initiatives and roadmap toward developing or acquiring a visibility capability, and identify relevant scenarios.
- 2.1.4 The Contractor must elicit subject matter experts (SME) from the CF (e.g. representatives from Director General Land Capability Development (DGLCD), Directorate of Land Requirements (DLR) and Canadian Operational Support Command (CANOSCOM)) and validate the findings. The Contractor must support expert elicitation and findings validation activities, proposing an approach to collect, validate and properly address SME feedback.

2.2 TASK 2: Adaptive planning

The Contractor must investigate innovative optimization (exact methods, metaheuristics, etc.) and simulation approaches inspired from operations research and artificial intelligence (learning and heuristics, hybrid combination approaches, etc.) to address new challenging centralized/distributed adaptive planning problems involving dynamic, uncertain, hostile ADO environments and constraints.

- 2.2.1 Following a complexity hierarchy, the Contractor must incrementally develop model, algorithms for the supply chain network sustainment distribution problem (e.g. near real-time transportation/routing, transportation-inventory management, transportation-inventory management-maintenance and variants).
- 2.2.2 The Contractor must investigate In-Theatre asset information-gathering problems and asset sensor network management solutions under a variety of physical, organizational and communication network constraints to support adaptive dynamic supply network management.
- 2.2.3 The Contractor must implement proposed solutions, conduct comparative performance analysis against baseline policies/heuristics for evaluation purposes and validation over key ADO scenario instances (e.g. supply delivery, medical evacuation, disaster relief), and formulate recommendations on upcoming In-Theatre logistics technical challenges lying ahead.

The Contractor must report the main findings, describing, documenting and delivering developed models, algorithms and related software.

2.3 TASK 3: Prototype development

The Contractor must develop a prototype following an evolutionary approach. The Contractor must:

2.3.1 Propose a prototype architecture.

2.3.2 Incrementally develop and implement an evolutionary decision support system component integrating:

- algorithm suite solutions
- suitable interface to support user interactions such as
- dynamic problem specifications (e.g. constraints, attributes) solution recommendation and visualization,
- mixed-initiative problem -solving,
- analysis (e.g. solution evaluation and performance comparison, validation for key ADO scenarios, 'what-if'), plan simulation.

Evolutionary advisory decision support prototype development must be aimed at demonstrating new decision support sustainment concepts while promoting algorithm solution reutilization.

2.4 TASK 4: Sustainment management technology solution concepts

The Contractor must explore and investigate sustainment management technology solution concepts concurrently combining:

2.4.1 Promising and expected asset visibility/tracking

2.4.2 Information integration

2.4.3 Pro-active planning technology benefits for selected or timely military priority requirements and specific contingencies (e.g. identified deficiencies from key Army logistics exercises or recent/anticipated operations, new capability and/or supply chain management processes).

2.4.4 Demonstration of its value for sustainment in controlled environments

3. REPORTS AND OTHER DELIVERABLES

Depending on the nature of the task request, the deliverable(s) for all Tasks could consist of a combination of any of the types under 3.1 and 3.2:

3.1 Documents and reports.

A generic description of the documents and reports to be provided under this task authorisation contract is to be found below. A more detailed description of the required content for each deliverable will be provided in the TA.

- a. Most of TA will require a Final Task Authorisation Report. Each Final Task Authorisation Report must include, as applicable (but is not limited to), the following information
 - i. The objectives of the TA.

- ii. Methodology used in order to performed the work and meet the objectives explicit list of the activities conducted).
 - iii. Issues and problems related to the work performed in the task authorization.
 - iv. Performance assessment of all the activities realized.
 - v. List of all software modifications/developments made to the prototype including their description and an analysis of their limitation.
 - vi. Quantitative and / or qualitative analysis of the results.
 - vii. All source codes (documented, commented, and debugged) and executables realized during the course of the TA.
 - viii. Future work suggested and expected benefits.
- b. All documents and reports must be written in English.
 - c. All documents and reports must be delivered in Microsoft Word and Adobe PDF formats.
 - d. All documents and reports must be delivered on electronic media along with five (5) CD-Rom and one hard copy.
 - e. All documents and reports must meet the DRDC standards. The Technical Authority will provide the Contractor with standards after the contract award.

3.2 Model, algorithms and software

All source codes, models, algorithms, required licenses and library must be (when required) implemented on a system or computer and delivered on DVD and or through virtual machines. They must also be accompanied by a descriptive document or a user guide (as applicable).

3.3 Equipment, Materiel and Supplies purchases

Based upon the nature of this contract, various purchases may be required. All equipment, material and supplies purchased under this contract must become the property of Canada and must be delivered to the technical authority at the end of each task authorization.

Any equipment, materiel and supplies required for the conduct of the work must be acquired by the Contractor on a case-by-case basis and upon formal request, to the Technical Authority and subject to his evaluation and his writing approval.

3.4 Foreground Information

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

3.5 Publications

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

interests. If the Technical Authority objects in writing, he/she must send the written objection to the organization responsible for publication (the newspaper or conference).

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

4. MEETINGS

For most task authorizations, meetings will be held with the Technical Authority or his/her representative and the employees of DRDC Valcartier involved in the projects. A more detailed description of the contents of the meetings will be provided with each task authorization.

For all meetings, the language to be used, either English or French, will be selected by the Contractor.

For all meeting, the Contractor will be responsible for preparing the agenda, minutes and action items. The agenda will be distributed at least 12 hours before the meetings and the minutes and action items will be delivered no later than 5 days following the date of the meeting. The documents must be in Microsoft Word or Adobe PDF format and sent to the technical authority by email.

Most of the meetings should be face-to-face. If geographic dispersion of the team members is encountered, videoconference or teleconferencing capacity will be used as a complementary communications channel.

Following is a generic description of the various meetings that may be required for each task authorization.

4.1 Kick-off meeting

At least one meeting is required at the start of each task authorization to

- Approve the work plan,
- Review the task objectives
- Present and discuss about the methodology used to execute the work
- Present the procedures / format / standards to be used to produce documentation.

4.2 Progress meeting

For task authorizations with duration of more than one month, a progress meeting will be required (approximately every month).

At the meetings, the contractor must be prepared to provide:

- An up-to-date report of expenses
- Work progress relative to the objectives
- A description of the obstacles encountered, and
- Expectations for the next stage.

4.3 Final meeting

When it is required and specified in the task authorization, another meeting will take place upon completion of the work to present the results and the final deliverables.

5. GOVERNMENT SUPPLIED MATERIAL (GSM)

A CD-Rom with applicable documentation (e.g. reports, models and algorithms, prototype and software, technical and user guide documentation) to be reviewed will be handed to the Contractor during the kick-off meeting for each task authorization when applicable. If other technical documents (property of the Government) are identified relevant for this work, they will be made available to the Contractor upon the Technical Authority approval and subject to distribution restriction. The Contractor is required to keep track of all furnished documents and must be returned to the Government of Canada upon work completion.

6. SPECIAL CONSIDERATIONS

6.1 Travel

The Contractor may also have to travel to meet contract demands and ensure representations. Any travel requirement for the conduct of this work will be described in the TA. Applicable to Tasks, these demands may require the Contractor to attend meetings and technical conferences at military, government as well as national and international event sites, in order to elicit, validate and communicate information and knowledge.

7. WORK LOCATION

The Contractor must conduct the work at his own premises except when face to face meeting with the Technical Authority is required.

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

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

Labour Categories	Firm all- inclusive hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	
Project manager (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	4%
Project manager (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Researcher (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	47%
Researcher 2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:			Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	
Military logistics subject matter expert (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	17%
Military logistics subject matter expert(2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software developer / programmer (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	32%
Software developer / programmer(2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

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

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

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

5. **TRAVEL AND LIVING EXPENSES:**

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

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

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

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

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

Estimated Cost to a Limitation of Expenditure : \$300,000.00
(GST/HST extra)

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

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor shall respond to the following questions:

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

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

Name:

Title:

Date

(Internal DRDC Valcartier)

Nom

Titre : (Technical authority)

Date

Solicitation No. - N° de l'invitation

W7701-125337/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qc1028

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5337

QCL-1-34895

ANNEX D

FORM DND 626, *TASK AUTHORIZATION*

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

Annex D

Form DND 626, Task Authorization



DND 626 (01-05)

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.