

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Oceansuite Development and Support		
Solicitation No. - N° de l'invitation W8474-111301/A	Date 2012-06-27	
Client Reference No. - N° de référence du client W8474-111301		
GETS Reference No. - N° de référence de SEAG PW-\$\$\$V-056-24585		
File No. - N° de dossier 056sv.W8474-111301	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-30		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Murray, Peter		Buyer Id - Id de l'acheteur 051sv
Telephone No. - N° de téléphone (819) 956-1387 ()	FAX No. - N° de FAX () -	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DES PROC - TUNNEY'S BLDG 101 COLONEL BY DR OTTAWA Ontario K1A0K2 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

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

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

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Solicitation No. - N° de l'invitation

W8474-111301/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

056sv

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

W8474-111301

File No. - N° du dossier

056svW8474-111301

CCC No./N° CCC - FMS No/ N° VME

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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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Financial Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, Security Requirements Check List and DND 626, Task Authorization Form.

2. Summary

This requirement is for Work to be performed in relation to the provision of software support; software maintenance and software engineering services for the Polar Epsilon (PE) OceanSuite Software component of Near-Real Time Ship Detection (NRTSD) System. These services include: preventive and corrective maintenance; technical and engineering support; operator training; configuration management; and special investigations and technical studies.

This procurement is subject to the Controlled Goods Program.

3. Debriefings

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

4. Conflict of Interest

Participation in this Call for Proposal solicitation will not by itself be construed to be a conflict of interest. The Bidder, its subcontractor, any participant or individual directly or indirectly involved in the participation of the Call for Proposal solicitation will not be excluded from bidding on any other future Call for Proposal or bid solicitations for the sole reason of their participation in this Call.

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* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) 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 (2011-05-16) 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

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: national security.

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 one (1) soft copy on CD or DVD.

Section II : Financial Bid (2 hard copies)

Section III : Certifications (2 hard copies)

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 plastic comb binding, staples, etc., but no three ring 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 The financial bid preparation instructions are included in Attachment I, Financial Bid Preparation Instructions.

1.2 SACC Manual Clauses

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

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

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Refer to Attachment III, Mandatory and Point Rated Technical Criteria.

1.1.2 Point Rated Technical Criteria

Refer to Attachment III, Mandatory and Point Rated Technical Criteria.

1.2.2 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 IV Evaluation of Price.

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum points specified for point rated criterion number 1 for the technical evaluation.

The rating is performed on a scale of 60 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40% for the technical merit and 60% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, *respectively*. *The total available points equals 135 and the lowest evaluated price is \$45,000 (45).*

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

The certifications in Attachment IV, Certifications Precedent to Contract Award, 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. Certifications Required with the Bid

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. This information must be submitted with the bid.

1.2 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site. (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>)

2. Financial Capability

SACC Manual clause A9033T (2011-05-16), Financial Capability

3. Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A, during the period of the Contract.

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 Defence Research and Development Canada. 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 Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex 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 Technical Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$50,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
 2nd quarter: July 1 to September 30;
 3rd quarter: October 1 to December 31; and
 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual* issued by Public Works and Government Services Canada.

2.1 General Conditions

2040 (2011-05-16), 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
 4004 (2010-08-16), Maintenance and Support Services for Licensed Software
 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

2.3 SACC Manual Clauses

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

2.4 Protection and Security of Data Stored in Databases

2.4.1 The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:

(a) equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c. P-21, and the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5, and under any applicable policies of the Government of Canada; and

(b) the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2.4.2 The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control such as biometric controls).

2.4.3 The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.

2.4.4 The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.

2.4.5 The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.

2.4.6 Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

3. Security Requirement

3.1 The Contractor must, at all times during the performance of the Contract, hold a valid **Facility Security Clearance** at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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

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

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

3.5. The Contractor must comply with the provisions of the:

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

4. Term of Contract

4.1 Period of Contract

The period of the Contract is two (2) years from from date of the Contract, inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kent Cummings
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Telephone: 819-956-1904

Facsimile: 819-997-2229

E-mail address: kent.cummings@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

Name : (TBD)

Title : _____

Organization : _____

Address : _____

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.

The Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Contract and is responsible for inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may from time to time be assigned in support of the designated Inspector.

5.3 Contractor's Representative

(TBD)

5.4 Procurement Authority

The Procurement Authority for the Contract is:

Steve Iob

Department of National Defence

National Defence Headquarters

Mgen George R. Pearkes Building

Ottawa, Canada

K1A 0K2

Telephone: 613-944-8147

Facsimile: 613-944-8146

E-mail: Steven.Iob@forces.gc.ca

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6. Payment

6.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment in Annex B.

6.2 Basis of Payment (Firm Requirement)

For the Work described in section 3.1, 3.2 and 3.3 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid an inclusive firm prices for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.3 Basis of Payment (Task Authorization)

For the Work described in section 3.4 of the Statement of Work in Annex A:

The following type 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 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 the firm lot price of \$ _____ 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 fixed fee or 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 Contracting Authority as applicable 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 Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.3.1 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.4 Method of Payment (Firm Requirement)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the 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 performed has been accepted by Canada.

6.5 Method of Payment (Task Authorization)

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

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

6.5.2.1 Single Payment

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

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

- (c) the Work delivered has been accepted by Canada.

6.5.2.2 Milestone Payments (For a Firm Price TA)

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

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

6.5.2.3 Monthly Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Task Authorization and the Contract if:

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

6.6 SACC Manual Clauses

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

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

C0305C (2008-05-12), Cost Submission

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

6.7 Discretionary Audit

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

6.8 Time Verification

SACC Manual Clause C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

7.1 Firm requirement.

H1008C 2008-05-12 Monthly Payment

7.2 Task Authorizations

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. The invoice must show the Task Authorization (TA) number and, as applicable, the description of the milestone invoiced. Invoices cannot be submitted until all work identified on the invoice is completed.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (c) a copy of the release document and any other document(s) as specified in the Contract;
 - (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (e) a copy of the monthly progress report.
3. Invoices must be distributed as follows:
 - (a) the original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

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

8.2 SACC Manual Clauses

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) Annex C, Security Requirements Check List;
- (b) the Articles of Agreement;
- (c) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services
- (d) the supplemental general conditions 4004 (2010-08-16), Maintenance and Support Services for Licensed Software
- (e) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information
- (f) the General Conditions - Research & Development 2040 (2011-05-16),
- (g) Annex A, Statement of Work;
- (h) Annex B, Basis of Payment;

- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____ (If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____").

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

OR

12. Foreign Nationals (Foreign Contractor)

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

13. Insurance

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

14. Controlled Goods Program

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

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

15. Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

ATTACHMENT I**FINANCIAL BID PREPARATION INSTRUCTIONS****1.1** Bidders must submit their financial bid in accordance with the following :

- (a) A firm, all inclusive lot price for the Firm requirement, items 3.1, 3.2 and 3.3, as described in Annex A, Statement of Work. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.
- (b) A firm all-inclusive hourly rate for each category of resources listed in Attachment II **FINANCIAL BID PRESENTATION SHEET**, for each year of the contract period and for each option period.

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

- (c) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

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

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

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056sv

CCC No./N° CCC - FMS No/ N° VME

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ATTACHMENT II**FINANCIAL BID PRESENTATION SHEET**

Table 1

	Contract Period	Option Year 1	Option year 2	Option Year 3
Maintenance and Support for Ocean Suite Software				
Subtotal				
Total				

Table 2

Resource Category	Primary Software Specialist	Primary Software Specialist
	Estimated Level of Effort (hrs)	All inclusive Hourly Rate
Contract Period	112.5	
Option Year 1	112.5	
Option Year 2	112.5	
Option Year 3	112.5	
Subtotal		
Total		

The estimated level of effort specified is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.

ATTACHMENT II**EVALUATION OF PRICE**

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

- 1.) For the firm requirement as defined in the Annex A, the Statement of Work, the firm price for the contract period and each of the optional periods will added to provide the firm price requirement subtotal.
- 2.) For the work to completed through task authorizations as descirbed in Annex A, the Statement of Work, the all inclusive hourly rates for the resource category for the contract period and each of the optional periods will be multiplied against the corresponding estimated level of effort for the resource category. The total for the resource category will be added together to provide the subtotal for this requirement.
- 3.)The bid price for evaluation will be the total resulting from the addition of items number 1 and 2 above.

The estimated level of effort specified is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.

ATTACHMENT III

MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. Mandatory Technical Criteria

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

The Bidder must:

- a. submit the names and résumés of each individual proposed,
- b. identify the labour category for which the individual is proposed and
- c. demonstrate that each individual meets the associated qualifications by providing description of their related working experience.

M.1. On date of bid closing, the Bidder must provide a Primary Software Specialist with the following qualifications:

1. The proposed resource must have a University Degree in Computer Science or Engineering.
2. The proposed resource must have a minimum of five (5) years demonstrated experience within the last ten (10) years developing in C++ ; Microsoft Visual Studio IDE; and Object Oriented Programming and Microsoft Foundation Classes (MFC).
3. The proposed resource must have a minimum of three (3) years demonstrated experience within the last seven (7) years identifying and reporting on software deficiencies.
4. The proposed resource must have a minimum of three (3) years demonstrated experience within the last seven (7) years drafting test documentation such as test plans and test procedures.

M.2. On date of bid closing, the Bidder must provide a Backup Software Specialist with the following qualifications:

1. The proposed resource must have a University Degree in Computer Science or Engineering.
2. The proposed resource must have a minimum of two (2) years demonstrated experience within the last five (5) years developing in C++ ; Microsoft Visual Studio IDE; and Object Oriented Programming and Microsoft Foundation Classes (MFC).
3. The proposed resource must have one (1) year demonstrated experience within the last four (4) years identifying and reporting on software deficiencies.
4. The proposed resource must have one (1) year demonstrated experience within the last four (4) years drafting test documentation such as test plans and test procedures.

M.3. The Bidder must provide Maintenance Support Manager Resource (different from both Software Specialists).

M.4. The Bidder must provide an initial version of their proposed Configuration Management Plan.

2. Point Rated Technical Criteria

The Bidder's Technical Proposal will be reviewed to determine the Bidder's scoring for each point rated technical criterion.

1. Contract Management

(Max: 30 points, Min Points 19)

The Bidder should identify its management processes relevant to the overall contract management, timely preparation of acceptable task proposals, and authorized work management.

The proposal should identify the Bidder's approach for problem resolution (firm component of the Contract and Task Authorized) , and managing lines of communication between its Maintenance Support Manager, resources involved in the performance of authorized work, and the Technical and Procurement Authorities.

The Bidder's management processes relevant to the overall contract management, task proposal turnaround, and authorized work management will be evaluated in accordance with Table A-1 - Contract Management. In Table A-1 - Contract Management, each column represents a subject area of evaluation. Each proposal will be awarded an evaluation rating under Column A, an evaluation rating under Column B, and an evaluation rating under Column C based on the step values shown under each column. The evaluation rating that will be awarded will be that which is considered to be the most representative of the Bidder's Technical Bid for the applicable evaluation rating column. The points awarded under column A, the points awarded under column B, and the points awarded under column C will be summed and the total will represent the Bidder's score for Table A-1 - Contract Management.

Table A-1 Contract Management

Evaluation Rating	Evaluation Areas		
	Column A Team Organization and Management Approach	Column B Problem Resolution, Risk Identification and Mitigation	Column C Communications, Reporting, and Access to the Work
Superior	<p>The Proposal clearly demonstrates effective authorities and responsibilities of the Bidder's Maintenance Support Manager, which should contribute to risk reduction.</p> <p>The Project Management approach meets requirements for superior performance, coordination, and administration of the Task Authorized Work, and of the Contract as a whole.</p> <p>The approach ensures timely identification of proposed resources and timely submission of valid proposals in response to task requests.</p> <p>The management approach presents little or no potential for disruption in schedule or cost.</p>	<p>Problem tracking, problem resolution, and risk identification and mitigation strategies are sound and can be reasonably and successfully implemented on individual tasks, and on the contract as a whole.</p> <p>The Bidder has conveyed a thorough understanding of potential problems that may arise in the management of concurrent independent task authorizations.</p>	<p>Clear and effective lines of communication between the Bidder's Maintenance Support Manager, resources performing work under authorized tasks, and the Technical and Procurement Authorities have been identified.</p> <p>The Bidder's in house data management systems support effective regular and adhoc technical, cost, and schedule reporting and communications on multiple concurrent tasking.</p>
Acceptable	<p>The proposal demonstrates the authorities and responsibilities of the Bidder's Maintenance Support Manager, which are generally satisfactory.</p> <p>The Project Management approach meets requirements for acceptable performance, coordination, and administration of the Task Authorized Work, and of the Contract as a whole.</p> <p>The approach for identification of proposed resources and submission of valid proposals in response to task requests is adequate.</p>	<p>Problem tracking, problem resolution, and risk identification and mitigation strategies are adequate for individual tasks.</p> <p>The Bidder's appreciation of potential problems that may arise in the management of concurrent independent task authorizations contains some weaknesses which may require additional management effort on behalf of the Technical and Procurement Authorities, or the Contracting Authority.</p>	<p>Evaluation Rating: 6 Points</p> <p>Lines of communication between the Bidder's Maintenance Support Manager, resources performing work under authorized tasks, and the Technical and Procurement Authorities are generally satisfactory.</p> <p>The proposal is satisfactory for supporting regular and adhoc technical, cost, and schedule reporting.</p>
	Evaluation Rating: 8 Points	Evaluation Rating: 8 Points	Evaluation Rating: 3 Points

Insufficient	<p>The proposal demonstrates that the authorities and responsibilities of the Bidder's Maintenance Support Manager are limited or restricted, and which presents some risk to the effective and efficient management of the requirement; or,</p> <p>The proposal does not adequately demonstrate the authorities and responsibilities of the Bidder's Maintenance Support Manager.</p> <p>The Project Management approach presents risk to the successful performance, coordination, and administration of the Task Authorized Work, and of the Contract as a whole.</p> <p>The approach for identification of proposed resources and submission of valid proposals lacks detail or is considered to present risk.</p>	<p>Problem tracking, problem resolution, and risk identification and mitigation strategies contain some weaknesses or are not clear.</p> <p>The Bidder's appreciation of potential problems that may arise in the management of concurrent independent task authorizations is weak.</p>	<p>Lines of communication between the Bidder's Maintenance Support Manager, resources performing work under authorized tasks, and the Technical and Procurement Authorities may present risk to the project in respect of effective technical, cost, schedule or problem issues reporting.</p> <p>The proposal lacks detail or is not clear for supporting regular and adhoc technical, cost, and schedule reporting.</p>
Not Addressed	<p>No relevant information has been provided on the authorities and responsibilities of the Bidder's Maintenance Support Manager.</p> <p>Insufficient or no relevant information has been provided on the Bidder's Project Management approach.</p> <p>Insufficient or no relevant information has been provided on the Bidder's approach for identification of resources and submission of valid proposals.</p>	<p>Insufficient or no relevant information has been provided on the Bidder's Problem tracking, problem resolution, and risk identification and mitigation strategies.</p> <p>The Bidder's appreciation of potential problems that may arise in the management of concurrent independent task authorizations has not been detailed, or insufficient information has been provided.</p>	<p>Evaluation Rating: 0 Points</p>
	Evaluation Rating: 0 Points	Evaluation Rating: 0 Points	N/A

2. Primary Software Specialist

For the Primary Software Specialist defined above under Mandatory Criteria M.1, the Bidders will be allocated points if the resource has those following qualifications:

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- 2.1. The proposed resource demonstrates experience in more than five (5) years in developing in C++ ; Microsoft Visual Studio IDE; and Object Oriented Programming and Microsoft Foundation Classes (MFC). One point for each additional year over and above five (5) years, up to a maximum of 5 points.
- 2.2. The proposed resource demonstrates experience in project related to RADARSAT-1 and -2 beam modes including file formats and the known artifacts. **(5 points)**
- 2.3. The proposed resource demonstrates one (1) year experience in developing software for satellite or oceanographic applications. **(5 points)**

3. Backup Software Specialist

For the Backup Software Specialist defined above under Mandatory Criteria M.2, the Bidders will be allocated points if the resource has those following qualifications:

- 3.1. The proposed resource demonstrates experience in more than two (2) years in developing in C++ ; Microsoft Visual Studio IDE; and Object Oriented Programming and Microsoft Foundation Classes (MFC). One point for each additional year over and above five (5) years, up to a maximum of 5 points.
- 3.2. The proposed resource demonstrates experience in project related to RADARSAT-1 and -2 beam modes including file formats and the known artifacts. **(5 points)**
- 3.3. The proposed resource demonstrates one (1) year experience in developing software for satellite or oceanographic applications. **(5 points)**

ATTACHMENT IV**CERTIFICATIONS PRECEDENT TO CONTRACT AWARD****1. Federal Contractors Program for Employment Equity - Certification****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. 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.

3. 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.

4. 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.

5. Language Capability

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

ATTACHMENT V**CERTIFICATIONS REQUIRED WITH THE BID****1. Canadian Content Certification**

This procurement is conditionally limited to Canadian goods and Canadian services.

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

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

The Bidder certifies that:

- () a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual (<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre03-chapter03-eng.html>).

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

ANNEX A

STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

OceanSuite Software

POLAR EPSILON



National
Defence

Défense
nationale

1 Introduction

1.1 Purpose

This Statement of Work (SOW) describes the Work to be performed and the deliverables to be provided in relation to the provision of software support; software maintenance and software engineering services for the Polar Epsilon (PE) OceanSuite Software component of Near-Real Time Ship Detection (NRTSD) System. These services include: preventive and corrective maintenance; technical and engineering support; operator training; configuration management; and special investigations and technical studies.

1.2 System Description

The Polar Epsilon (PE) NRTSD System delivers to the Canadian East and West Regional Joint Operations Centres (RJOC) a capability to exploit RADARSAT-2 for all-weather, day and night, wide area surveillance, for purposes of contributing to the wide area situational awareness of the maritime approaches to Canada and North America and to foreign littoral areas where the Canadian Forces may be deployed. The NRTSD System operates approximately 16 hours a day and 365 days a year. The NRTSD System is composed of:

Two reception sites for RADARSAT-2 satellite downlink data (X-Band). The East Reception Site is located in Masstown, NS (CAMA) and the West Reception Site is located in Aldergrove, BC (CAAL);

A single Central Processing Site (CP), co-located with the West Reception Site in Aldergrove, BC, that receives raw data from both reception sites, archives and processes the data, and generates data exploitation and imagery products for delivery to the requesting RJOC. OceanSuite Software will be installed and running at the CP site;

Workstations and software at the RJOC facilities in Esquimalt, BC and Halifax, NS; A TCP Accelerator to facilitate data and product transfer for archiving to CCRS in Ottawa. Refer to Appendix 1 for a brief NRTSD system description.

1.3 Ocean Suite Overview

OceanSuite, a Department of National Defence (DND) software product, assists operators in identifying ships from RADARSAT-2 Synthetic Aperture Radar (SAR) images of littoral and maritime environments. OceanSuite intellectual property is owned by Canada and managed by Defence Research and Development Canada (DRDC). Using OceanSuite, operators perform such tasks as detecting ships, analyzing wakes, managing contacts, creating detection reports, and updating ignore lists.

Identifying candidate ships from SAR images without automated support is time consuming and error prone. OceanSuite provides operators with the tools necessary to identify candidate ships quickly and with a high degree of accuracy.

1.4 Ocean Suite Technical Description

OceanSuite is written in C++ using Microsoft Foundation Classes (MFC) and has approximately 30,000 lines of code. There are an additional 30,000 lines of code which comprise the test harness, installer and other support software. OceanSuite is developed using Visual Studio.NET v2003 on Windows XP SP3. OceanSuite has a dependency on Microsoft MSXML4 libraries (compile-time dependency) and Adobe Acrobat (runtime dependency).

1.5 Terminology and Acronyms

BC	British Columbia
CAAL	West Reception Site is located in Aldergrove, BC
CAMA	East Reception Site is located in Masstown, NS
CCIRM	Collection Coordination Information Requirements Management
CCRS	Canada Centre for Remote Sensing
CDI	Chief of Defence Intelligence

CDRL	Contract Data Requirements List
CF	Canadian Forces
CFB	Canadian Forces Base
CFJIC	Canadian Forces Joint Imagery Centre
CIISD	Canadian and International Industrial Security Directorate (PWGSC)
CP	Central Processing
DID	Data Item Description
DND	Department of National Defence
DRDC	Defence Research and Development Canada
GPS	Global Positioning System
ID	Identifier
MCE	Mapping and Charting Establishment
MFC	Microsoft Foundation Classes
MSM	Maintenance Support Manager
NRTSD	Near-Real Time Ship Detection
NS	Nova Scotia
OGD	Other Government Departments and Agencies
ON	Ontario
PE	Polar Epsilon
PWGSC	Public Works and Government Services Canada
RJOC	Regional Joint Operations Centres
SAR	Synthetic Aperture Radar
SITS	Special Investigations and Technical Studies
SOW	Statement of Work
SRR	Service Requirement Request
SW	Software
SWRP	Software Release Installation Package
TA	Technical Authority

2 Maintenance Concept and Requirement

Preventative and Corrective Maintenance activities must be coordinated and performed with the aim of maximizing the availability of the NRTSD capability in an operational state.

2.1 Maintenance Level

Responsibilities and resources needed to provide maintenance support are generally allocated to a number of levels or “lines”. The maintenance concept for the NRTSD System envisions three levels of maintenance, as follows:

First Line Maintenance – First Line Maintenance is done on-site by NRTSD System operations staff and consists of periodic checks of equipment performance, fault determination and minor preventive maintenance tasks. First Line Maintenance activities include:

- a. Preventive maintenance
- b. Corrective maintenance

Preventive maintenance will be performed as required to ensure that product quality and operation will not become degraded from normal operating conditions. There is minimal first line of maintenance associated with the OceanSuite Software. However, the OceanSuite Maintenance Contractor must have resources on-call to the site Operations Contractor and the Proprietary Maintenance Contractor resources.

These resources must be on-call to the site Operations Contractor resources in the case of any failure of the OceanSuite software. The main objective during these times will be to return the system to operation so that delivery

requirements can be met. The OceanSuite Maintenance Contractor must also ensure that data is collected to help to further diagnose the failure.

Corrective maintenance will focus on fault recovery and, if possible, failure isolation to the subsystem or unit level. The Station Operator or, if available, the System Administrator will be tasked to isolate the failure to either hardware or software, and take the steps necessary to recover from the failure. Telephone support from OceanSuite Maintenance Contractor may be required in some cases. The OceanSuite Maintenance Contractor must provide corrective maintenance that includes deployment of minor changes to the operational parameters via changes to configuration tables, installation and testing of updated software releases and patches, and fault location and recovery of OceanSuite program.

Second Line Maintenance – This involves preventive maintenance tasks are limited to assessing system performance. Second Line Proprietary software corrective maintenance tasks will include deployment of minor changes to the operational parameters via changes to configuration tables, installation and testing of updated software releases and patches following procedures detailed by the OceanSuite Contractor, and fault location and recovery of OceanSuite Software.

Third Line Maintenance – This involves extensive correction of software. Typically Third Line maintenance is performed at the Contractor's facility. The work is performed at this level with the concurrence of the Life Cycle Materiel Manager (LCMM).

3 Tasks

3.1 Contract Management Tasks

3.1.1 Appointment of Maintenance Support Manager

The Contractor must appoint a Maintenance Support Manager (MSM). The MSM must have sufficient authority for the overall management and supervisory responsibility of all aspects of the Work to be performed by the Contractor under the Contract. The MSM must be the primary point of contact for the DND Technical Authority (TA).

3.1.2 Progress Review Meetings

The Contractor must prepare and conduct Progress Review Meetings between the Contractor, the TA and other representatives of Canada.

Progress Review Meetings must be held on a quarterly basis in order to discuss technical issues and problems, the status of outstanding Service Requirement Requests, and other issues of relevance to the management of the Contract.

3.1.2.1 Dates and Locations

The locations of each Progress Review Meeting must be at the Contractor's facility, unless otherwise agreed by the Contractor and TA.

Progress Review Meeting will be held at a time that is mutually agreeable to both the Contractor and the TA.

The Contractor must confirm the dates of each Progress Review Meeting at least two weeks before the start of the Progress Review Meeting.

3.1.2.2 Agenda

The Contractor must prepare and deliver an Agenda for each Progress Review Meeting.

3.1.2.3 Minutes

The Contractor must prepare and deliver Minutes for each Progress Review Meeting. The Contractor must provide

Draft Minutes 5 days after the end of the Progress Review Meeting and must provide Final Minutes 5 days after DND approval of Draft Minutes.

3.1.2.4 Action Item Log

The Contractor must prepare and deliver an Action Item Log for each Progress Review Meeting.

3.1.3 Monthly Status Report

The Contractor must prepare and deliver a Monthly Status Report.

3.2 OceanSuite Software Support

3.2.1 Software Support via Telephone and Email

The Contractor must provide Software Support to authorized users via telephone, email or both during normal business hours.

The Contractor's telephone number for Software Support must be equipped to enable authorized users to leave a voice message both during normal business hours and outside of normal business hours.

For all new SRR requests the Contractor must respond acknowledging receipt within one (1) hour of the submission of the request. For requests submitted outside normal business hours, the Contractor must provide acknowledgement within one (1) hour of the start of the next business day.

An SRR must be created for Configuration Change request.

When the TA submits a configuration change request, the TA will determine if the change is classified as a Major or Minor change.

3.2.2 Service Requirement Request (SRR) Database

The Contractor must develop and maintain a SRR database.

The SRR database is the primary tool through which the Contractor, system operators, maintenance personnel and the TA can initiate and track the status of all Service Requirement Requests.

The Contractor must provide updates via email or telephone as requested by the TA during normal business hours Monday to Friday, not including statutory holidays observed by Canada. Normal business hours are defined as 09:00 – 17:00 local time at the Contractor's place of business.

An SRR must remain open on the database until the Contractor and the originator officially close it.

At a minimum, the SRR database must contain the following information:

- a. Unique SRR number (automatically generated by the SRR Database)
- b. Severity of the problem (Major or Minor Changes),
- c. System component affected,
- d. Status of the SRR (active, closed, other),
- e. Date opened,
- f. Reporting/initiating agency,
- g. Description of SRR,
- h. Related SRRs (if any),
- i. SRR type (hardware, software, interface, documentation),
- j. Percent time expended to date on the activity compared to time estimated to completion (if applicable),
- k. Effective release, issue, or version number,
- l. Updated status summary,
- m. Installation and test date,
- n. Expected closing date, and

o. Other relevant information.

3.2.3 SRR Summary Report

The Contractor must prepare and deliver an SRR Summary Report.

3.3 OceanSuite Software Maintenance

3.3.1 Configuration Management

In the course of providing Minor changes to the software code, the Contractor may be required to make changes to the configuration of the OceanSuite Software.

The Contractor must provide the modified code (1 copy) and modified executable software (3 copies) and updated documentation (3 copies) for the OceanSuite Software and ensure that all changes to the OceanSuite Software are submitted for approval and implemented in an orderly and controlled manner.

The form of the Software Release Installation Package will depend on the Contractor's approach for supporting maintenance tasks related to the restoration of a component to operational service after a failure, or the loading of software on a spare component.

It is expected that the Software Release Installation Package will be provided in the form of a collection of software installation CD-ROMs and/or DVDs provided by the Contractor.

It is expected that the software installation media for the Contractor's software applications will include:

- An installation application
- Files that are installed by the installation package
- Data used during the modification of registry entries or configuration files
- Release notes
- Other applicable documentation

The installation software should automate the installation processes as much as possible, minimizing the requirement for user actions during installation.

3.3.2 Minor Changes Definition

Minor Changes are generally:

- a. Software upgrades and software patches not defined in section 3.4.3,
- b. Corrections to the following documentation:
 - 1) Operators Manuals
 - 2) Training Materials
 - 3) Technical Data Packages
- c. Corrections to software code which do not affect the software logic, design, or mathematical formulations.

3.3.3 Configuration Management Plan

The Contractor must deliver a Configuration Management Plan that details how the Contractor plans to perform Configuration Management for the OceanSuite Software.

The Configuration Management plan must include:

- A complete list of configuration items to be managed by the Contractor during the period of the contract,
- The Contractor's Configuration Management organization and their responsibilities and interfaces,
- All applicable Configuration Management policies and directives,

- The specific Configuration Management processes and procedures. The steps taken from the Contractor first requiring a change or problem report through to issuing a new release or configuration item update must be described,
- All Configuration Management documents and their staffing and control, and
- The Configuration Management procedures that will be applied to subcontractors.

3.3.4 Configuration Change Implementation (Minor)

The Contractor can do the implementation of the changes without any further approval for all SRR classified as Minor.

The Contractor must implement the Minor Changes with the next issue of the applicable OceanSuite Software Documentation or software version release of the affected configuration item.

3.4 OceanSuite Engineering Services

OceanSuite Engineering Services will be used on "as and when requested" basis through a task authorization process.

Software engineering services will include the following.

3.4.1 Special Investigations and Technical Studies

On request of the TA, the Contractor must conduct Special Investigations and Technical Studies (SITS) on the OceanSuite Software for the purposes of investigating upgrades or enhancements to the NRTSD Capability. Additional configuration management resulting directly from the implementation of the upgrade or enhancement requested by the TA would not be part of the Configuration Management performed by the Contractor under Sections 3.3.3 and 3.3.4 of this Statement of Work.

3.4.2 Training

On request of the TA, the Contractor must deliver a complete on-site training serial. A complete on-site training serial includes all the necessary training to meet the training objective for each audience as described in Table 1. The complete on-site training serial must be completed within 2 weeks of commencement of the training.

Table 1: Complete on-site Training Serial

Training Audience	Training Objective	Maximum Number of students	Location
Operators	The training required to equip the operators with the knowledge, skills and hands-on experience necessary to use the OceanSuite Software.	3	CP

3.4.3 Configuration Management for Major Changes

The configuration and implementation of a Major change will be defined in a Task Authorization.

A Major Change is defined as any of the following changes to the system:

- NRTSD System Requirements Specification,
- Reliability and maintainability,
- Testability,
- Efficiency,
- Interoperability and interface characteristics,
- Specified tolerances and operating limits,
- Training and support resources and procedures,
- Skills required to operate or to maintain the system.

4 DND Support

4.1 Government Furnished Equipment

4.1.1 Test Bed

DND will provide the equipment identified in Appendix 2 for use by the Contractor at their facility.

The Contractor must operate and maintain the OceanSuite test bed equipment and ensure that all software versions are close to operational system.

The loan of the inventory will be governed by the CFSS loan agreement provided upon contract award, which itself is derived from standard form CFAO 36-30 - Loans of Materiel by and to DND. The Office of Primary Interest (OPI) is Director Disposal Sales Artefacts and Loans (DDSA).

This equipment is subject to the control goods program.

The Contractor must follow the rules and regulation as follow:

<http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/index-eng.html>

4.1.2 Training Facilities

DND will provide to the Contractor, classroom facilities at the Central Processing Site in Aldergrove for the Contractor to deliver Training. These Remote Site classroom facilities will include:

- Desks and chairs for the Contractor's instructor and all students, and
- A projection screen.

The Central Processing classroom facilities provided to the Contractor for training will not include: a projector, computers or access to the Internet. However, power will be available for use by the Contractor for the purposes of operating the Contractor supplied projector(s) and computer(s).

5 Administrative Requirements

5.1 Place of Work

With the exception of site visits to support the accomplishment of the work under this SOW, all work must be carried out at the Contractor's facility.

5.2 Site Visits

All visits to DND sites by Contractor or Sub-Contractor personnel require the prior approval of the DND TA.

The Contractor must submit requests for site visits in the form of a Visit Request.

Each Visit Request (CDRL 014) must conform to DID PM-05 Visit Request.

All visit requests for planned visits must be submitted by the Contractor to the DND TA at least 10 business days prior to the date of the planned visit.

In case of unplanned site visits, such as those related to corrective maintenance, the Contractor must submit the visit request to the TA at soon as the details of the visit are known.

6 Deliverables

6.1 Contract Data (Documentation) Deliverables

6.1.1 Contract Data Requirements List (CDRL)

Data and documentation deliverables are listed in the CDRL list presented in Table 2.

Table 2: Contract Data Requirements List

CDRL Item	Description	Delivery (calendar days)	SOW Reference	DID Number
001	Agenda {Meeting ID, Date}	Draft Agenda 10 days prior to the scheduled start date of the Progress Review Meeting. Final Agenda prior to start of Progress review Meeting.	3.1.2.2	PM-01
002	Minutes {Meeting ID, Date}	Draft Minutes 5 days after the end of the Progress Review Meeting. Final Minutes 5 days after DND approval of Draft Minutes.	3.1.2.3	PM-02
003	Action Item Log {Date of issuance}	Within 5 days after Progress Review Meeting.	3.1.2.4	PM-03
004	Monthly Status Report {Report ID, Date}	Within 10 days after the final working day of the month being reported.	3.1.3	PM-04
005	SRR Summary Report {Report ID, Date}	Within 10 days after the final working day of the month being reported.	3.2.3	RP-01
006	Configuration Management Plan	Final version within 10 days of Contract Award	3.3.3	CM-01
007	Software Release Documentation {Release ID, Date}	Within 10 days of installation and operational evaluation of any Major Change to the OceanSuite Software; and 5 days prior to every second Progress Review Meeting unless there have been no changes to the OceanSuite Software.	3.3.1	CM-02
008	Visit Request {Date}	Within 10 days of planned visit; or As soon as visit details are available for corrective maintenance visits.	5.2	PM-05

6.1.2 Deliverable Format

Each documentation deliverable shall be delivered in two different electronic formats; a non-editable version compatible with Adobe Acrobat Reader, and an editable version in a format compatible with one or more of the following Microsoft Office software applications:

- a. Microsoft Word 2000,
- b. Microsoft PowerPoint 2000,
- c. Microsoft Excel 2000, and
- d. Microsoft Visio Professional 2002.

Documentation deliverables shall be in the English language.

Each document deliverable shall display the CDRL number, description, version, and issue date.

7 Data Item Descriptions

7.1 PM-01 Agenda

7.1.1 Purpose

An agenda is to be promulgated for all Progress Review Meetings to provide an outline of items for discussion.

7.1.2 Preparation Instructions

The agenda for each Progress Review Meetings must be prepared following the Contractor's format, using the content guidance contained in this DID.

Each agenda shall indicate:

- a. purpose of the meeting,
- b. time, date, location and expected duration of review, meeting or conference,
- c. a list of Contractor attendees, and
- d. the name and phone number of the meeting co-ordinator.

Where applicable, each agenda shall include the following standard following agenda items:

- e. Item 1 - review of the minutes of the previous meeting, and
- f. Item 2 - review of progress by the Contractor. This item would include a brief description of progress on actions or problems, if any, identified at the last review.

Where applicable, each agenda must include a list of the Contractor originated items to be addressed that includes for each item:

- g. the name, position and telephone number of the Contractor's representative responsible for sponsoring the item,
- h. the objectives to be achieved,
- i. a brief background of the subject, and
- j. where applicable, expected impact on the project in terms of cost, schedule and DND activities.

Where applicable, each agenda must include a list of DND and PWGSC originated items to be addressed, that includes for each item:

- k. the name, position and telephone number of the DND and PWGSC representative responsible for sponsoring the item,
- l. the objectives to be achieved,
- m. a brief background of the subject, and
- n. where applicable, expected impact on the project in terms of cost, schedule and DND activities.
- o. other pertinent information such as visit clearances, security arrangements, or any other relevant information that would assist DND and PWGSC personnel.

7.2 PM-02 Minutes

7.2.1 Purpose

The minutes of a meeting reports on the discussion and documents the decisions taken at Progress Review Meetings.

7.2.2 Preparation Instructions

The minutes of each Progress Review Meeting must be prepared following the Contractor's format, using the content guidance contained in this DID.

The Contractor must forward to DND in soft copy, draft minutes for review of completeness and accuracy.

Upon approval by the TA, the minutes must be returned to the Contractor for publication and distribution to meeting attendees.

Each meeting minutes shall identify the meeting being reported.

Each meeting minutes shall:

- a. Describe the discussion and document the decisions taken for agenda items,
- b. Include copies of briefing materials and discussion documents, and
- c. Identify action items added to the action item log as a result of the Progress Review Meeting.

Minutes are only a record of activity and carry no authority. No change to this SOW or other contract documents may be authorised by the minutes of a meeting. Such actions require formal contract amendment by the Contract Authority.

7.3 PM-03 Action Item Log

7.3.1 Purpose

The action item log provides a consolidated record of action items that are generated during meetings, reviews, email correspondence, phone calls, and documentation reviews.

7.3.2 Preparation Instructions

The action item log should be prepared following the Contractor's format, using the content guidance contained in this DID.

The action item log should contain a consecutive list of Action Items cross-referenced to the meeting at which the Action Item was assigned.

Each action item record should contain:

- Unique identifier
- Description of the Action Item
- Source of the Action Item (e.g. the meeting at which the Action Item was recorded)
- Organization responsible for completing the action
- Agreed closure date
- Current status
- Objective evidence of closure when closed

7.4 PM-04 Monthly Status Report

7.4.1 Purpose

The Monthly Status Report allows the TA to track the activities that have been accomplished by the Contractor for the month being reported.

7.4.2 Preparation Instructions

Each issue of the Monthly Status Report shall be prepared following the Contractor's format, using the content guidance contained in this DID.

The monthly report must include a list of all active Task Authorizations and when applicable, all Software Release Installation Package.

Each monthly report must include the status of all configuration management activities as follows:

- a. list the current active release number and date of all modified configuration items,
- b. list the status of all active configuration changes (Engineering Change Proposals and Engineering Change Notices) including the item affected, the expected closure date, and the release number in which the change will be incorporated, and
- c. list the closed configuration changes.

7.5 PM-05 Visit Request

7.5.1 Purpose

The visit of Contractor personnel to a DND facility requires that the DND TA submit and gain approval of a visit clearance request from each DND facility to be visited. The visit request provides the information required by the DND TA to generate the required visit clearance request on behalf of the Contractor.

7.5.2 Preparation Instructions

Each Visit Request shall be prepared following the Contractor's format, using the content guidance contained in this DID.

Each Visit Request shall include the following information:

- a. DND facility to be visited,
- b. Purpose of visit, and
- c. Proposed dates.

For each member of the Contractor's team participating in the visit, the Visit Request shall include:

- d. Full Name,
- e. Date of Birth,
- f. Security clearance level (if required),
- g. PWGSC CIISD's Security Clearance ID # (if required), and
- h. Photo ID document description and serial number (e.g. US Passport number ABC123456, Yukon Drivers License number 6666666666).

Visit requests may be embedded in email correspondence directed to the DND TA.

7.6 RP-01 SRR Report

7.6.1 Purpose

The SRR Report allows the TA to track the status of all Service Requirement Requests.

7.6.2 Preparation Instructions

SRR Report must be prepared following the Contractor's format, using the content guidance contained in this DID.

The SRR Report must include:

- a. a list of new opened Service Requirement Requests (SRRs),
- b. a list of SRRs that are ready to be closed, and

-
- c. for each open SRR, a brief description, its classification as a Major or Minor Change (if applicable), priority, the personnel classification involved (including all subcontractors), the percent of the work completed, the estimated completion date, and any other relevant comments.

7.7 CM-01 Configuration Management Plan

7.7.1 Purpose

The configuration management plan provides DND with the Contractor's configuration management policies and describes the organization and procedures which the Contractor intends to use to implement them.

7.7.2 Preparation Instructions

The configuration management plan must be prepared following the Contractor's format, using the content guidance contained in this DID.

The configuration management plan must describe how the Contractor will implement the configuration management tasks described in Section 4.4, and incorporate the procedures described in Section 4.4.1 into the Contractor's configuration management procedures.

The configuration management plan shall include:

- a. A complete list of configuration items to be managed by the Contractor during the period of the contract,
- b. The Contractor's configuration management organization and their responsibilities and interfaces,
- c. All applicable configuration management policies and directives,
- d. The specific configuration management processes and procedures. The steps taken from the Contractor first requiring a change or problem report through to issuing a new release or configuration item update shall be described,
- e. All configuration management documents and their staffing and control, and
- f. The configuration management procedures that will be applied to subcontractors.

7.8 CM-02 Software Release Package

7.8.1 Purpose

The Software Release documentation provides DND with release specific information and instructions for reinstallation.

7.8.2 Preparation Instructions

Release notes that accompany the software release should be prepared following the Contractor's format, and should include the following content:

- Identification of software build to which the release notes relate
- Changes in software functionality since previous release of software provided to DND
- Instructions for un-installing previous builds, or reference to applicable documentation
- Build-specific instructions for installation and configuration, tailored for the DND-specific hardware platform, operating system, and configuration requirements
- Instructions for verifying the correct installation and configuration of the build
- Identification of possible problems and known defects
- List of related documents that are applicable to the release, but not included with the release package
- Supplemental corrections or additions, prepared in the form of an errata, to a documentation deliverable or other document that is applicable to the release, where the document is already approved or is a standard COTS document.

APPENDIX 1

NRTSD SYSTEM DESCRIPTION

1 System Description

1.1 NRTSD System Overview

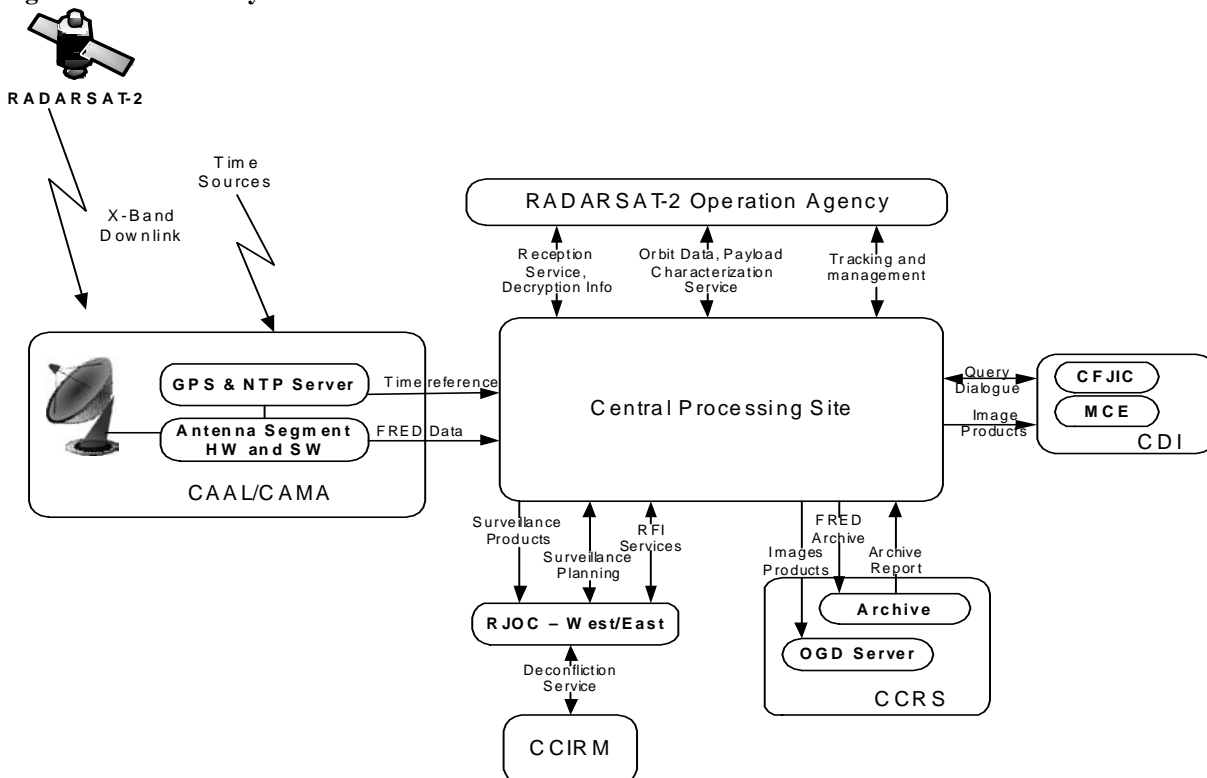
The Polar Epsilon (PE) NRTSD System will deliver to the Canadian Forces' (CF's) East and West Regional Joint Operations Centres (RJOC) a capability to exploit RADARSAT-2 for all-weather, day and night, wide area surveillance, for purposes of contributing to the wide area situational awareness of the maritime approaches to Canada and North America and to foreign littoral areas where the Canadian Forces may be deployed. The NRTSD System operates for seven days a week year-round. The NRTSD System is composed of:

1. Two reception sites for RADARSAT-2 satellite downlink data (X-Band). The East Reception Site (CAMA) is located in Masstown, NS and the West Reception Site (CAAL) is located in Aldergrove, BC;
2. A single Central Processing (CP) Site, co-located with the West Reception Site in Aldergrove, BC, that receives raw data from both reception sites, archives and processes the data, and generates data exploitation and imagery products for delivery to the requesting RJOC;
3. Workstations and software at the RJOC facilities at Canadian Forces Base (CFB) Esquimalt, in Victoria, BC and CFB Halifax, in Halifax, NS; and
4. A TCP Accelerator to facilitate data and product transfer from the Canada Centre for Remote Sensing (CCRS) in Ottawa.

1.2 NRTSD System Context

The NRTSD System will interface with various external entities as shown in Figure 1-1 NRTSD System Context.

1Figure A1 NRTSD System Context



Descriptions of the agencies external to the NRTSD are as follows:

1. East and West Regional Joint Operations Centres (RJOCs)
The East and West RJOCs are the primary users of the NRTSD System. Each RJOC submits Requests for Information (RFIs) to the CCIRM and receives Surveillance Reports and RADARSAT-2 imagery from the NRTSD System.
2. Collection Coordination Information Requirements Management (CCIRM)
CCIRM is a Department of National Defence (DND) process, managed by Chief of Defence Intelligence (CDI), responsible for conflict resolution of acquisition coverage plans prepared by DND and CF organizations, and for approval of orders for RADARSAT-2 tasking. This is a person-to-person interface between the resource doing the acquisition planning role at the RJOC and the CCIRM RADARSAT-2 Subject Matter Expert (R2 SME).
3. RADARSAT-2 Satellite Operating Agency
The RADARSAT-2 Satellite Operating Agency provides the services for managing RADARSAT-2 data acquisition orders. This is a commercial entity that owns the satellite.
4. RADARSAT-2 Satellite
The NRTSD System receives X-band downlink data from RADARSAT-2 for acquisition requests submitted by the NRTSD System. The downlink is done through one or two downlink channels of 105 Mbit/sec each.
5. Canada Centre for Remote Sensing (CCRS)
Raw RADARSAT-2 data in Framed Raw Expanded Data (FRED) format is submitted systematically and periodically for archiving at CCRS.
6. CDI
The Canadian Forces Joint Imagery Centre (CFJIC) and the Mapping and Charting Establishment (MCE) are components of CDI and are referred to as CDI Users herein. They can order and retrieve data products from the NRTSD system.
7. Other Government Departments and Agencies (OGD)
OGD users can retrieve data products stored at CCRS via an interface provided by CCRS.
8. Trusted Time Sources
The NRTSD System receives time reference from the trusted time sources such as Global Positioning System (GPS) satellites for system time synchronization.

1.3 NRTSD System Sites and Capabilities

Table A1 provides the location and the staffed and unstaffed status of all NRTSD Sites. Latitudes and longitudes are indicated for the antenna locations at each reception site.

2Table A1 NRTSD Sites Location and Manned Status

Site	Location (Antenna Latitude, Longitude)	Staffed Personnel Present?
CAMA	Masstown, Nova Scotia (44 34.097 N, 64 05.934 W)	No
CAAL and CP	Aldergrove, British Columbia (49 04.360 N, 122 28.411 W)	Yes
East RJOC	CFB Halifax, Halifax, Nova Scotia	Yes
West RJOC	CFB Esquimalt, Victoria, British Columbia	Yes
CCRS	Ottawa, Ontario	No

1.3.1 CAMA

The CAMA Site includes an antenna as well as hardware and software to receive RADARSAT-2 downlinks, record them in real time and transmit them to the Central Processing Site. The location of the East Reception Site is Masstown, NS. This site is designed for unattended operations and is controlled remotely from the West Reception and Central Processing Site.

1.3.2 CAAL and Central Processing Site

The co-located CAAL and CP Site in Aldergrove, BC has the following capabilities:

- a) An antenna as well as hardware and software providing identical functionality as the East Reception Site;
- b) Hardware and software to store raw RADARSAT-2 data. This capability is largely automated;
- c) Hardware and software to process raw RADARSAT-2 data into RADARSAT-2 data products. This capability is largely automated but requires operator interaction in defining the parameters of the RADARSAT-2 data products to be delivered to NRTSD clients;
- d) Hardware and software to derive NRTSD Detection Reports from RADARSAT-2 data products. This capability is partially automated but has a significant dependency on operator interaction;
- e) Hardware and software to catalogue RADARSAT-2 raw data and products. This capability is largely automated; and
- f) Hardware and software to orchestrate and automate the steps needed to control the reception, archiving and cataloguing of RADARSAT-2 downlinks (on a pass-by-pass basis). This capability is largely automated but requires routine monitoring to verify that the System is ready to receive and process each RADARSAT-2 pass.

1.3.3 East RJOC Site

The East RJOC Site includes the RADARSAT-2 Acquisition Planning Tool (APT) hardware and software, as well as operations staff to fulfill the Plan for Data Acquisition and Satellite Surveillance Advisor Roles. This site is situated within the East RJOC building at CFB Halifax, in Halifax, NS.

1.3.4 West RJOC Site

The West RJOC Site is identical in functionality to the East RJOC Site and is situated within the West RJOC building at CFB Esquimalt, in Victoria, BC.

1.3.5 CCRS

The Canadian Centre for Remote Sensing is located in Ottawa, ON and includes NRTSD network equipment (a TCP accelerator) designed to speed up FTP transfers of files to the RADARSAT-2 archive maintained at that site.

APPENDIX 2

TEST BED SYSTEM INVENTORY

1. HARDWARE

ID	Item Name	Description	Manufacturer	Quantity
HW-1	Testbed DES -1	Precision T3500 Workstation a) RAM: 4GB b) CPU: Quad core 2.66GHZ c) HD: 2 @ 300GB each d) Operating System: Windows XP SP3	Dell	1
HW-2	Testbed DES -2	Optiplex 755 Workstation a) RAM: 4GB b) CPU: E6850 Core Duo @ 3.0GHZ c) HD: 80GB d) Operating System: Windows XP SP3	Dell	1
HW-3	Testbed CAPPs	DC5750 Workstation a) RAM: 2GB b) CPU: Athlon64 X2 @ 2.30GHZ c) HD: 160GB d) Operating System: Windows XP SP3	HP	1
HW-4	Source code repository server	DC5750 Workstation a) RAM: 2GB b) CPU: Athlon64 X2 @ 2.30GHZ c) HD: 160GB d) Operating System: Windows XP SP3	HP	1
HW-5	Development Workstation	Optiplex 755 Workstation a) RAM: 4GB b) CPU: E6850 Core Duo @ 3.0GHZ c) HD: 80GB d) Operating System: Windows XP SP3	Dell	1
HW-6	Ethernet switch	8-port gigabit switch	Netgear	1

2. SOFTWARE

ID	Name	Manufacturer	Description	Version
SW-1	ArgoUML	Tigris.org	Open Source UML modeling tool	0.32.2
SW-2	AutoIT	AutoIT Consulting	User Interface Scripting language	3.3.0
SW-3	CppUnit	sourceforge.net	Open Source Unit Testing framework	1.12.1
SW-4	Doxygen	Dimitri van Heesch	Open Source software documentation system	1.6.1
SW-5	Microsoft Office 2010	Microsoft	Word Processor	14.0.5128
SW-6	Sed	gnu.org	Open Source command-line stream editor	4.2.1
SW-7	Subversion command line	tigris.org	Open Source command-line client for revision control system	1.6.2

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SW-8	TortoiseSVN	tigris.org	Open Source graphical client for revision control system	1.6.5
SW-9	Visual Studio 2010 Premium	Microsoft	Integrated Development Environment (Source code editor, compiler, etc)	2010 Service Pack 1
SW-10	Windows XP	Microsoft	32-bit Operating System	Service Pack 3
SW-11	WiX	Sourceforge.net	Open Source Windows Installer XML toolset	3.5
SW-12	Subversion Server	tigris.org	Open Source revision control system	1.5
SW-13	Trac	Edgewall Software	Open Source issue tracking system	0.11.4

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APPENDIX 3

SRR History

Current open ticket : None

Total number of tickets: 4 were opened since Aug 2011 but all of them are now closed

ANNEX B**BASIS OF PAYMENT****1.0 For the Work described in section 3.1, 3.2 and 3.3 of the Statement of Work in Annex A:**

Table 1

	Contract Period	Option Year 1	Option year 2	Option Year 3
Maintenance and Support for Ocean Suite Software				
Subtotal				
Total				

2.0 For the Work described in section 3.4 of the Statement of Work in Annex A


Table 2

Resource Category	Primary Software Specialist
	All inclusive Hourly Rate
Contract Period	
Option Year 1	
Option Year 2	
Option Year 3	

3.0 TRAVEL AND LIVING EXPENSES:


Est.: \$ _____

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 and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit. (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp),

 Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Contract Number / Numéro du contrat W8474-1-1301 AMENDMENT 1 Security Classification / Classification de sécurité UNCLASSIFIED</div>			
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)				
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE				
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction			
DND	ADMIN/MDMTPB			
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail Software Maintenance Support for the Polar Epsilon Near-Real-Time-Ship Detection (NRTSD) Ocean Suite System.				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)				
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui				
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui				
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
<table border="0" style="width: 100%;"><tr><td style="width: 33%;">Canada <input checked="" type="checkbox"/></td><td style="width: 33%;">NATO / OTAN <input type="checkbox"/></td><td style="width: 33%;">Foreign / Étranger <input type="checkbox"/></td></tr></table>		Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		
Not releasable / A ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>		
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:		
7. c) Level of information / Niveau d'information				
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		
SECRET / SECRET <input checked="" type="checkbox"/>	CCSM/C TOP SECRET / CCSM/C TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>		
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>		
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		

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UNCLASSIFIED



ANNEX C

SECURITY REQUIREMENTS CHECK LIST

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Amendment 1

Security Classification / Classification de sécurité
UNCLASSIFIED**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

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

Document number / Numéro du document :

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

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

☐ RELIABILITY STATUS☐ CONFIDENTIAL☒ SECRET☐ TOP SECRET☐ COTE DE FIABILITÉ☐ CONFIDENTIEL☐ SECRET☐ TRÈS SECRET☐ TOP SECRET - SIGINT☐ NATO CONFIDENTIAL☐ NATO SECRET☐ COSMIC TOP SECRET☐ TRÈS SECRET - SIGINT☐ NATO CONFIDENTIEL☐ NATO SECRET☐ COSMIC TRÈS SECRET☐ SITE ACCESS☐ ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes☐ Non ☐ Oui**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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Canada



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				CONSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très Secret	NATO RESTRICTED NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL (NATO CONFIDENTIEL)	NATO SECRET	CODIC TOP SECRET COSMIC Très Secret	PROTECTED PROTÉGÉ			TOP SECRET Très Secret
											A	B	C	
Information / Assets Renseignements / Biens Production														
IT Media / Support TI														
IT Code / Lien Réseaux														

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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

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Amendment 7

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Ms. Isabelle Lessard		DIMTPS 3-2-5	
Signature		Date	
<i>Isabelle Lessard</i>		07-11-2011	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Dawn Murray - DIM-SEC-3		SRCS Jean Leau	
Tel: 613-949-1036 / Fax: 613-949-1069		E-Mail: dawn.murray@forces.gc.ca	
Signature		Date	
<i>Dawn Murray</i>		14 November 2011	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Peter Murray		A/Supply Team leader	
Signature		Date	
<i>Peter Murray</i>		Dec. 6/2011	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Maria Mendoza		Contract Security Officer, Contract Security Division	
Signature		Date	
<i>Maria Mendoza</i>		December 29, 2011	

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ANNEX D

DND 626, Task Authorization Form

DEPARTMENT OF NATIONAL DEFENCE TASK AUTHORIZATION				MINISTÈRE DE LA DÉFENSE NATIONALE AUTORISATION DES TÂCHES			
ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT, REFERENCE NUMBERS. TOUTES LES FACTURES, TOUTS LES CONNAISSEMENTS ET BORDERS D'EMBALLAGE DOIVENT INDIQUER LES NUMÉROS SUIVANTS RELATIFS AU CONTRAT:						*Agreement/Contract No. *No de la convention ou du contrat	
Cost Centre	Organisation Code Code d'organisation	COMPER/PMAS	S.A. Sous Rep	WBS/Internal Order	G/L Account	Amount Month	
9-13	22-27	28-34	35-36	37-41	42-46	47-56	
						\$ (including GST)	Reqs. No. - No de la demande TASK No.
TO - A Company Name and Address: ATTN: Company Contract Manager Name			TO THE CONTRACTOR You are requested to supply the following materiel/services in accordance with the terms of the above reference contract. Only materiel/services included in the contract shall be supplied against this task. Each delivery shall be accompanied by a packing note or delivery slip. Please advise the undersigned if the delivery date cannot be met. Invoices shall be prepared in accordance with the instructions set out in the contract.				
DELIVER TO - EXPÉDIER À			A L'ENTREPRENEUR Vous êtes prié de fournir le matériel ou les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls le matériel ou les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Chaque livraison doit être accompagnée d'un bordereau d'emballage ou de livraison. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.				
DELIVERY DATE - DATE DE LIVRAISON			<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ Date _____ </div> <div style="width: 50%;"> for Department of National Defence Pour le Ministère de la Défense Nationale for DRDC Procurement Authority Pour l'autorité d'approvisionnement du RDDC </div> </div>				
Contract Item No. No d'article du contrat		Materiel/Services Matériel/Services					Cost Prix
GST/ST TPS/TVH							
Total							

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.
 NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSC: La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
 pour le ministère des Travaux publics et services gouvernementaux

DND 626 (01-95)

Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
Contract no. Enter the PWGSC contract number in full.	N° du contrat Inscrivez le numéro du contrat de TPSGC en entier.
Task no. Enter the sequential Task number.	N° de la tâche Inscrivez le numéro de tâche séquentiel.
Amendment no. Enter the amendment number when the original Task is amended to change the scope or the value.	N° de la modification Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.
Increase/Decrease Enter the increase or decrease total dollar amount including taxes.	Augmentation/Réduction Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.
Previous value Enter the previous total dollar amount including taxes.	Valeur précédente Inscrivez le montant total précédent, y compris les taxes.
To Name of the contractor.	A Nom de l'entrepreneur.
Delivery location Location where the work will be completed, if other than the contractor's location.	Expédiez à Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.
Delivery/Completion date Completion date for the task.	Date de livraison/d'achèvement Date d'achèvement de la tâche.
for the Department of National Defence Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the delegation of financial authorities). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.	pour le ministère de la Défense nationale Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans les délégations des pouvoirs financiers). Nota : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
Matériel/Services Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/celling 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.	Matériel/Services Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.
Cost The cost of the Task broken out into the individual costed items in Services.	Prix Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.
GST/HST The GST/HST cost as appropriate.	TPS/TVH Mentionnez le montant de la TPS/TVH, s'il y a lieu.
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.	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.
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.	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.
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.	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.