

**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**

<b>Title - Sujet</b> SR TECHNICIAN FOR ASR/SSR PROJECT		
<b>Solicitation No. - N° de l'invitation</b> W8485-11MS01/B	<b>Date</b> 2013-03-25	
<b>Client Reference No. - N° de référence du client</b> W8485-11-TEMS01		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-129-25711		
<b>File No. - N° de dossier</b> 129zh.W8485-11MS01	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-15</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Spivack, Jessica		<b>Buyer Id - Id de l'acheteur</b> 129zh
<b>Telephone No. - N° de téléphone</b> (819) 956-0151 ( )		<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	DEPARTMENT OF NATIONAL DEFENCE NDHQ - 101 COLONEL BY DR OTTAWA ON K1A 0K2 ATTN: MAJ. MARIO RIVERIN PHONE: 613-988-9566	W8485	DEPARTMENT OF NATIONAL DEFENCE DGAEPM 101 COLONEL BY DR. ATT:TAYLOR VANDONK DGAEPM/DAP 2-2-2 OTTAWA Ontario K1A0K2 Canada

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM			
1	Senior Technician to support Area Surveillance radar and Secondary Surveillance Radar Project • Option period 1: 270 days Option period 2: 270 days	D - 1	W8485	810	Days	\$	\$		See Herein	

This bid solicitation cancels and supersedes previous bid solicitation number W8485-11MS01/A dated November 27, 2012 with a closing of December 13, 2013 at 2:00 PM EST.

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other 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, the Security Requirements Checklist, DND 626 Task Authorization Form and Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with Tas.

The Attachments include the Non-Disclosure Agreement, Pricing Schedule, Technical Criteria, and Certifications Precedent to Contract Award

### 2. Summary

The Department of National Defence requires the services of one (1) Senior Technician - civil works to coordinate key-players logistic to prepare the radar sites with required infrastructures (AC power, generators, communication cabling, access routes, etc) for each associated Wing. The resource will be required to gather cross-functional matrix personnel, plan work schedules, manage activities progress and assist in verifying deliverables compliance.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to a preference for Canadian services.

## RESOURCES

The Bidder must provide on an as-and-when-requested basis the following resource category at contract award: one (1) Senior Technician.

The estimated level of effort for the resource is 250 days per year.

The period of the Contract is from date of Contract for a period of 3 years with an irrevocable option to extend the term of the Contract by up to 2 additional one year periods.

### 3. Eligible Bidders

- (a) This Bid Solicitation is issued against the TEMS Supply Arrangement (SA), PWGSC File No. E60ZH-070002, all terms and conditions of the TEMS SA apply and shall be incorporated into any resulting contract.
- (b) The requirement described herein is open only to PWGSC TEMS Pre-qualified suppliers in all of the following TEMS SA Streams:
  - Stream 2 – General Engineering and Related Services of the TEMS SA:
    1. ADGA Group Consultants
    2. Airborne Systems Canada Ltd.
    3. Ajilon Consulting
    4. Amtek Engineering Services Ltd
    5. BMT Fleet Technology
    6. C-Core
    7. Calian Ltd.
    8. Fleetway Inc.
    9. General Dynamics Canada Ltd.
    10. International Safety Research Inc.
    11. Promaxis Systems
    12. Valcom Consulting Group

### 4. Debriefings

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

### 5. Conflict of Interest

Because the work to be performed under the Contract includes the preparation of Statements of Work (SOWs), bid solicitations, or specifications, and/or involves the evaluation of bids, in order to avoid any conflict of interest or appearance of conflict of interest, the Contractor acknowledges that it will not be eligible to bid, either as a prime Contractor or as a subcontractor (including as an individual resource), or to assist any third party in bidding, on any requirement relating to the work performed by the Contractor or involving the participation of the Contractor in the evaluation of bids. Canada will disqualify any bid for which the Contractor is the bidder or is otherwise involved in the bid either as a subcontractor, as an individual resource, or as someone (either itself or its employees) who advised or otherwise provided assistance to the bidder.

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The Contractor must obtain the completed and signed Non-Disclosure Agreement in Attachment 1 to Section 1, Non-Disclosure Agreement from its employees, subcontractors, or agents prior to being given access to information by or on behalf of Canada in connection with the Work



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**ATTACHMENT 1 to SECTION 1  
NON-DISCLOSURE AGREEMENT**

The Contractor must not, without the prior written permission of the Contract Authority, disclose to anyone, other than an employee or a subcontractor with a need to know, the information or documentation it has access to during the performance of the Work under the Contract. Prior to commencing the Work under the Contract, the Contractor shall require its employees or subcontractors who will be performing Work under the Contract or who are provided access to the Work to sign a Statement of Non-Disclosure in the form set out below.

**Non Disclosure Statement Agreement**

I, [Name of the resource], recognize that in the course of my work as an employee or subcontractor of [Name of the Contractor], I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Number [Contract number] between Her Majesty The Queen in Right of Canada, represented by the Minister of National Defence and [Name of the Contractor], including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Number: [Contract number].

Signature: \_\_\_\_\_

Date \_\_\_\_\_

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) calendar 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.

### 3. Enquiries - Bid Solicitation

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

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

### 4. Applicable Laws

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

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

## 5. Basis for Canada's Ownership of Intellectual Property

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

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

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

### Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To

avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

- 1.1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed below in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes.
- 1.1.3 When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.
- 1.1.4 The rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>
- 1.1.5 Bidders should include the following information in their financial bid:
  - A. Their legal name;
  - B. Their Procurement Business Number (PBN); and
  - C. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
    - i. their bid; and
    - ii. any contract that may result from their bid.

## 1.2 Exchange Rate Fluctuation

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

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## Section IV: Additional Information

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

### Definitions

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

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or
- D. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- A. name of former public servant;
- B. conditions of the lump sum payment incentive;
- C. date of termination of employment;
- D. amount of lump sum payment;
- E. rate of pay on which lump sum payment is based;
- F. period of lump sum payment including start date, end date and number of weeks;
- G. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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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 Applicable Taxes.

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## ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive per diem rate (in Cdn \$) for the Senior Technician.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

**\*See Attached Automated Pricing Schedule\***

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## **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4

#### **1.2 Financial Evaluation**

For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **2. Basis of Selection**

**2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

### 1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Mandatory Technical Criteria (MT)</b>	
<b>Number</b>	<b>Mandatory Technical Criterion</b>
<b>MT1</b>	Must have a minimum of a university undergraduate degree <b>OR</b> a college diploma in any field;
<b>MT2</b>	Must have a minimum of five (5) years of experience as a Technician.

**OR**

<b>MT1</b>	Must have a minimum of a secondary school graduate diploma/certificate
<b>MT2</b>	Must have a minimum of eight (8) years of experience as a Technician

<b>MT3</b>	<p>The proposed resource must have a minimum of thirty-six (36) months demonstrated experience in the last ten (10) years in any combination of two (2) of the following roles and responsibilities and within two (2) of the types of civil infrastructure projects listed below.</p> <p>Must have a minimum of two (2) of the following roles and responsibilities:</p> <ul style="list-style-type: none"> <li>a) Design verification;</li> <li>b) Supervision;</li> <li>c) Coordination;</li> <li>d) Implementation.</li> </ul> <p>Must have experience within a minimum of two (2) of the following civil infrastructure projects:</p> <ul style="list-style-type: none"> <li>a) Building and foundation construction;</li> <li>b) Road construction;</li> <li>c) External communication cable duct preparation and trenching;</li> <li>d) Provisioning of power, including commercial power and back-up generator.</li> </ul> <p>The Bidder must provide as a minimum:</p> <ul style="list-style-type: none"> <li>i) Name of client/organization;</li> <li>ii) Clearly defined roles, responsibilities and tasks for each position provided;</li> <li>lii) Start and end date (MM/YY to MM/YY).</li> </ul>
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<b>MT4</b>	The proposed resource must have a minimum of six (6) months demonstrated experience in the last ten (10) years in the use of a drawing software application such as AutoCAD or Visio.
<b>MT5</b>	<p>The proposed resource must have co-ordinated the site preparation activities for a minimum of one (1) operational Air Traffic Management System (ATMS) on a CF/DND Wing in the last five (5) years.</p> <p>The Bidder must provide the following details:</p> <ol style="list-style-type: none"> <li>1) Wing location;</li> <li>2) Project name;</li> <li>3) Systems installed;</li> <li>4) Tasks performed; and</li> <li>5) Start and end date of work (MM/YY to MM/YY).</li> </ol>
<b>MT6</b>	<p>The proposed resource must have a minimum of twelve (12) months demonstrated experience in the last four (4) years in any combination of at least two (2) of the following:</p> <ol style="list-style-type: none"> <li>a) Evaluating electrical power consumption requirements;</li> <li>b) Developing specifications for a power generation system;</li> <li>c) Installation and testing of a power generation system.</li> </ol>

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## **PART 5 - CERTIFICATIONS**

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

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

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation there in required will help Canada in confirming that the certifications are true.

### **2. Additional Certifications Precedent to Contract Award**

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

## ATTACHMENT 1 to PART 5

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. Federal Contractors Program

##### 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 Applicable Taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP or, if the Bidder is a joint venture and if any of the members of the joint venture is subject to the FCP, evidence of the commitment made by the Bidder or by each member of the joint venture who is subject to the FCP must be provided by the Bidder before the award of any contract resulting from the bid solicitation.

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. The Bidder or, if the Bidder is a joint venture, any of the members of the joint venture who 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 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 permanent full-time, permanent part-time 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 permanent full-time, permanent part-time 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 include Applicable taxes or more), in which case a duly signed certificate of commitment is attached;
- d. ( ) is subject to the FCP, has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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Further information on the [FCP](#) is available on the HRSDC Web site.

## **1.2 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.

## **1.3 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.

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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

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

#### **2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.**

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

## 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 in Annex A .

#### 1.1 Task Authorization

- a. Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.
- b. With respect to the Work mentioned under paragraph 1.1 a. of this clause,
  - 1) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
  - 2) the TA Authority and limit will be determined in accordance with paragraph 1.1.1 of this clause;
  - 3) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
  - 4) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
  - 5) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

##### 1.1.1 TA Authority and Limit

- a. The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$80,000.00, Application taxes. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- b. The authority specified under paragraph 1.1.1 a. of this clause is granted subject to the sum specified in the Contract under clause 6.2.1, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

##### 1.1.2 Administration of the TA Process - Department of National Defence

- a. The administration of the TA process will be carried out by DGAEPM/DAP 2-2-2 process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

### 1.1.3 TA Process

- a. For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D, DND 626, Task Authorization Form, containing as a minimum:
1. the task or revised task description of the Work required, including:
    - i. the details of the activities or revised activities to be performed;
    - ii. a description of the deliverables or revised deliverables to be submitted; and
    - iii. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
  2. the Contract security requirements applicable to the task or revised task;
  3. the Contract basis (bases) of payment applicable to the task or revised task; and
  4. the Contract method of payment applicable to the task or revised task
- b. Within three (3) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:
1. the total estimated cost proposed for performing the task or, as applicable, revised task;
  2. a breakdown of that cost in accordance with Annex B

### 1.1.4 TA Authorization

- a. The TA Authority will authorize the TA based on:
1. the request submitted to the Contractor pursuant to paragraph 1.1.3 a. above;
  2. the Contractor's response received, submitted pursuant to paragraph 1.1.3 b. above; and
  3. the agreed total estimated cost for performing the task or, as applicable, revised task
- b. The authorized TA will be issued to the Contractor by email.

### 1.1.5 Minimum Work Guarantee - All the Work - Authorized TAs

- a. "Maximum Contract Value" means the sum specified in Contract clause 6.2.1, Limitation of Expenditure - Cumulative Total of All Authorized TAs;
- b. "Minimum Contract Value" means \$25,000.00.
- c. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.5 b. of this clause. In consideration of such obligation, the



Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

- d. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- e. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.1.6 Periodic Usage Reports - Contracts with TAs**

- a. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- b. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.1.6 e. and 1.1.6 f. below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.
- c. The reporting 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.
- d. A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.1.6 e. and 1.1.6 f. is provided in Annex E.
- e. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the TA number appearing on the TA form;
  - the date the task was authorized appearing on the TA form;
  - the total estimated cost of the task (Applicable Taxes) before any revisions appearing on the TA form;
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
    - the TA revision number;
    - the date the revision to the task was authorized;
    - the authorized increase or decrease (Applicable Taxes);
    - the total estimated cost of the task (Applicable Taxes) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;

- 
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - the Applicable Taxes total amount invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
- f. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes) specified in clause 6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized Tas of the Contract (as last amended);
  - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the Applicable Taxes total amount invoiced for all authorized tasks inclusive of any revisions; and
  - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2035 (2013-03-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 2.2 Supplemental Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

### 2.3 Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Senior Technician: \_\_\_\_\_

## 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 PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the requisite level of SECRET, granted or approved by CISC/PWGSC.
- 3.3 The Contractor MUST NOT remove any PROTECTED/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 CISC/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 the Contract**

The period of the Contract is from date of Contract award for a three year period.

##### **4.2 Option to Extend the Contract**

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

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

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Jessica Spivack  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Telephone: 819-956-0151  
 Facsimile: 819-956-2675  
 E-mail address: jessica.spivack@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** (will be identified at contract award)

The Technical Authority for the Contract is: \_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

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

**5.3 Contractor's Representative** (will be identified at contract award)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

**6. Payment****6.1 Basis of Payment****6.1.1 TA subject to a Limitation of Expenditure**

- a. When the basis of payment specified in a TA authorized and issued under the Contract is 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 TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.
- b. Canada's total 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 Applicable Taxes are extra, if applicable.
- c. 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 specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before

obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- i. when it is 75 percent committed, or
  - ii. four (4) months before the final delivery date specified in the authorized TA, or
  - iii. as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA, whichever comes first.
- d. If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **6.2 Canada's Total Liability**

### **6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized TAs**

- a. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra, if applicable.
- b. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- c. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
  - i. when it is 75 percent committed, or
  - ii. four (4) months before the Contract expiry date, or
  - iii. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.1.1, TA subject to a Limitation of Expenditure), whichever comes first.
- d. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **6.3 Method of Payment**

### **6.3.1 Method of Payment - Authorized TA**

- a. The following method of payment will form part of the authorized TA:
  - i. For the Work specified in an authorized TA subject to a limitation of expenditure:

#### Monthly Payments

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:

- 1) 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; all such documents have been verified by Canada;
- 2) the Work performed has been accepted by Canada.

#### **6.4 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

### **7. Invoicing Instructions**

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

Invoices must be distributed as follows:

- i. The original and one (1) copy must be forwarded to the Project Authority for certification and payment; and
- ii. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **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 term of the Contract. 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.

### **9. Applicable Laws**

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

### **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-03-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any); and,
- (g) the Contractor's bid dated \_\_\_\_\_, (insert date of bid)

Solicitation No. - N° de l'invitation

W8485-11MS01/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

129zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8485-11-TEMS01

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## **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)

## **13. Insurance**

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

## ANNEX A

### STATEMENT OF WORK

#### 1.0 TITLE

For the provision of technical support services for the Directorate of Aerospace Equipment Program Management Radar and Communications Systems (DAEPM (R&CS)) for the Area Surveillance Radar and Secondary Surveillance Radar (ASR/SSR) Project Management Office (PMO).

#### 2.0 PURPOSE

The ASR/SSR project has a requirement for one (1) Senior Technician – Civil Works to coordinate key players logistics to prepare the radar sites with required infrastructure (road construction, foundation preparation, provision of commercial power, generators, communication cabling, etc.) for each Wing. The Senior Technician will gather cross-functional (matrix) personnel, plan work schedules, observe activity progress and, verify deliverable compliance.

#### 2.1 BACKGROUND

The DND/CF DAEPM (R&CS) section has a continuing requirement for technical support services to support Air Traffic Management Systems projects such as the ASR/SSR project. PMO ASR/SSR requires a technician that has experience with the construction of infrastructure, to prepare each of our sites for the upcoming radar replacement. All Canadian Forces controlled airspace require radar surveillance systems that provide a real time picture of all air activity, primarily for the purpose of air traffic control, and also as a contributor to the complete air picture in the defence of Canada. The Canadian Forces currently employs a system comprised of Area Surveillance Radar and Secondary Surveillance Radar to perform the surveillance function, thereby allowing air traffic control to safely reduce the separation between the aircraft and provide for efficient use of airspace. This system is the most commonly one used internationally to provide both military and civilian Air Traffic Services.

#### 3.0 DEFINITIONS

- ASR/SSR: Area Surveillance Radar and Secondary Surveillance Radar
- ATESS: Aerospace and Telecommunications Engineering Support Squadron
- ATMS: Air Traffic Management Systems
- CF: Canadian Forces
- DAEPM (R&CS): Directorate Aerospace Equipment Program Management Radar and Communications Systems
- DID: Data Item Descriptions
- DND: Department of National Defence
- LCMM: Life Cycle Maintenance Managers
- NCR: National Capital Region (Ottawa)
- PMO: Project Management Office
- PWGSC: Public Works and Government Services Canada
- SOW: Statement of Work
- TA: Technical Authority
- WBS: Work Breakdown Structure



#### 4.0 SCOPE OF WORK

The Senior Technician must provide technical support services related to the construction and installation of infrastructure (roads, foundations, power cabling, communication cabling and conduits, etc.), coordination of communications and activities among personnel, site preparation, and coordination of activities directed by the DND, to the DAEPM (R&CS) ASR/SSR PMO to prepare all radar site installations across Canada so the PMO can progress with the radar replacement implementation at affected Wings.

#### 4.1 OCCUPATIONAL CATEGORIES REQUIRED

The specific requirement is for the provision of one (1) Stream two (2) Senior Technician – Civil Works.

#### 4.2 ESTIMATED LEVEL OF EFFORT

The estimated levels of effort for the initial contract period and option period are as follows:

Required SA Occupational Categories	Estimated Level of Effort (days) per Occupational Category		
	Initial Contract Period 3 years	Option Period One	Option Period Two
Senior Technician	750 days	250 days	250 days

These levels of effort are only estimates made in good faith and are not to be considered in any way as a commitment from Canada.

#### 4.3 TASKS/TECHNICAL SPECIFICATIONS

The Contractor's resource must provide the resource to perform any or all of the following tasks:

##### 4.3.1 Review, evaluate and revise plans and drawings for review by the Technical Authority for construction including modification of facilities to house new equipment:

- A. assist in the definition, refinement, compilation and delivery of plans, drawings, specifications;
- B. review, evaluate and revise existing site surveys, as required, to identify individual site requirements and to deliver the right capabilities;
- C. review and provide comments on PMO technical data in preparation of procurement documentation and evaluate proposals;
- D. review, evaluate and provide comments on Contractor's furnished Site Data Packages including all supporting documentation (plans, drawings, specifications, Integrated Logistic Support Plans, maintenance plans in order to assess adequacy/suitability etc);

- E. review Site Data Packages and other supporting documentation and provide comments and solutions to any issues relating to compliance with relevant construction codes (building code, fire code, electrical code, etc); and
- F. evaluate electrical power consumption requirements, develop specifications and assist in providing technical advice for procurement requirements, installation and testing of a power generation system.

4.3.2 Support the Technical Authority in the preparation, construction and modification of facilities to house the new equipment:

- A. assist in gathering all required contact names on all Wings and all other key matrix personnel to assist with the liaising with key players such as prime contractors, sub-contractors, NDHQ matrix organizations, 1 Cdn Air Div staff, ATESS and the Wings;
- B. prepare documentation for site surveys;
- C. coordinate and participate in site visits, surveys and meetings;
- D. develop and maintain documentation for facility deficiencies with proposed solutions and coordination of resolutions as required;
- E. provide technical services for delivery and testing of cabling, electricity, and other related items as required including backup generators on Wing facilities;
- F. track technical activities and provide solutions to ensure that each site preparation is completed on schedule and advise Technical Authority on issues that could result in potential or actual delays;
- G. provide site preparation status briefings to project related Department of National Defence organizations, Contractors, and others as dictated by the Technical Authority;
- H. monitor site preparation activities and confirm that they are following the specified safety regulations and construction codes, any issues or concerns to be documented for the Technical Authority's review;
- I. attend, as requested by the Technical Authority, design, technical and management reviews or meetings in support of R&CS and PMO ASR/SSR in order to monitor progress and advise on potential problems and opportunities;
- J. assist in the development of procurement documentation (SOW, specifications and evaluation criteria) and Work Orders to contractually support construction activities on each Wing;
- K. assist in the evaluations of technical proposals;
- L. prepare responses to Information Requests that are associated to the Contractor's domain of assigned responsibilities; and
- M. provide advice and recommendations on project management activities including Integrated Logistic Support and Life Cycle Maintenance Management areas.

4.3.3 Perform civil works construction activities related to access road preparation, foundation construction, provision of commercial power and back-up generators to a site, trenching & conduit preparation, communication cabling, routing of fire & intrusion alarms between buildings including:

- A. liaise with all key players across Canada;
- B. gather all requirements for all seven radar sites and define technical specifications;
- C. assist and provide technical advice in preparing procurement technical documentation and assist in procurement related services as required;
- D. coordinate installation between the Wing personnel and Contractors; and
- E. test installation performance and report any deficiencies.

## 5.0 DELIVERABLES

5.1 Monthly Progress Reports: The Contractor's resource will prepare monthly progress reports of the work performed in a contractor format acceptable to the TA, to be attached to each invoice. As a minimum, each monthly progress report will document the following information:

- a) All significant activities performed within each subject category during the period covered by the invoice;
- b) Status of all action/decision items as well as a list of outstanding activities;
- c) A description of any problems encountered which are likely to require attention of the TA;
- d) Any recommendations relating to the conduct of the work;
- e) Total number of days charged during the covered period;
- f) Cumulative number of days charged; and
- g) Travel costs incurred including all applicable receipts.

Monthly reports are not required for any month in which services were not provided.

5.2 Deliverables resulting from services provided: During the progression of the project, the Contractor's resource will contribute to, prepare and submit various deliverables in collaboration with the TA team such as:

-List of involved Wings and matrix personnel, WBS, Schedules, Site Surveys, Site deficiencies and requirements, procurement documentation (Technical Specifications, DID's, Statement(s) of Work and Bid Evaluation Plans), Wing Work Orders to prepare facilities (communication cabling, backup generators), Status Briefings, Acceptance Tests, Handover Packages (Wings and LCMM);

-Written comments on project deliverables such as but not limited to: Systems Engineering Management Plans, WBS, schedule and activities, Integrated Logistic Support Plans, Handover Packages; and

-Any project related reports and documents.

5.3 The Contractor's resource must prepare and present, when requested, technical presentations to a group of individuals selected by the Technical Authority. These presentations will be performed in the National Capital Region and facilities will be provided by Canada. Canada will provide all equipment required for the presentation, subject to approval by the Technical Authority. The Contractor's resource must identify all equipment required a minimum of two (2) weeks before the date of the presentation.

5.4 If required by the Technical Authority, the resource must prepare and maintain minutes of all discussions and/or record of decisions of the meeting(s) and must provide them to the Technical Authority, for review and approval, no later than ten (10) working days after each meeting.

5.5 The Sr. Technician will perform inspections/tests to validate that delivered services and/or materiel conform to the PMO requirements and specifications where all the resource's reports/findings/final documents will all belong to the Technical Authority for final review, editing, approval and sign off.

## 6.0 GOVERNMENT SUPPORT

6.1 To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:

- A) All available data and documents and other data deemed necessary by the TA for the provision of services under this SOW;
- B) Consultation with the TA and other Crown specialists as may be arranged by the TA; and
- C) Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA.

6.2 Canada will provide training on an "as and when required" basis to the Contractor's resource for unique DND equipment and systems that have been recently implemented or changed. These systems include DRMIS and RDIMS. The DRMIS course is within the NCA and estimated to be five (5) days, while the RDIMS is a one day in-house seminar. Canada will not incur per diem charges from the Contractor for time while the Contractor's resource is on course. Upon completion of the courses provided by Canada to the Contractor's resource, should the trained resource leave or need to be replaced during the life of the Contract, the Contractor must pay all expenses to train the replacement resource.

## 7.0 TRAVEL AND LIVING.

7.1.1 - The Senior Technician may be required to travel internationally, therefore requiring a valid passport at time of travel as well as internally to required Wings across Canada.

The Sr. Technician will conduct the majority of the work with the PMO in the NCR. The PMO will install the radars at different Wings across Canada and the Sr. Technician will have to often travel to these sites to coordinate activities with local personnel until each site is ready for the contracted deliverables. The Sr. Technician will also contribute to the factory and site acceptance tests which may include international travel. During Wing operations, the Sr. Technician could expect unusual client requests, long or unusual hours, interruptions of work due to customer's operational requirements, difficult site conditions related to severe weather and potential high noise environment.

## 8.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

- 
- 8.1 Services must be provided on-site at Cumberland Building, 400 Cumberland Street, Ottawa or at Louis St-Laurent Building, Boul. De la Carrière, Hull (new planned location in 2012) or at the specified Wing locations. DND will provide sufficient office space, general purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements), for one (1) Senior Technician.
- 8.2 Furthermore, DND must provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the tasks associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- 8.3 All of the above provisions must, in all cases, be subject to the availability of suitable DND office facilities where the PMO resides.
- 8.4 Due to the uncertain future availability of DND office facilities in the National Capital Region, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of contracted service from their own offices or place of business and adequate work space and office equipment if, for any reason, suitable DND office facilities become unavailable.

## ANNEX B BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### 1.0 Professional Fees

- a. The Contractor will be paid firm all inclusive per diem rates as follows:

SA Occupational Category	Initial Contract Period	Option Period 1	Option Period 2
Senior Technician	\$	\$	\$

- b. For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all inclusive per diem rate must be prorated to reflect the actual time worked.

### 2.0 Cost Reimbursable Expenses

#### 2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

For the requirements relative to travel described in the Statement of Work in Annex A:

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 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".

All travel must have the prior authorization via email of the Project Authority

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>; and
- b. Any travel between the Contractor's place of business and the NCR;
- c. Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the firm all-inclusive per diem rates specified in article 1.0 above.
- d. All travel must have the prior authorization of the Technical Authority.
- e. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses per Year: \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation

W8485-11MS01/B

Amd. No. - N° de la modif.

File No. - N° du dossier

129zhW8485-11MS01

Buyer ID - Id de l'acheteur

129zh

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

W8485-11-TEMS01

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

*See Attached*

Solicitation No. - N° de l'invitation

W8485-11MS01/B

Amd. No. - N° de la modif.

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CCC No./N° CCC - FMS No/ N° VME

W8485-11-TEMS01

129zhW8485-11MS01

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**ANNEX D**

**DND 626 TASK AUTHORIZATION FORM**

***See Attached***



Solicitation No. - N° de l'invitation

W8485-11MS01/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

129zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8485-11-TEMS01

129zhW8485-11MS01

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**ANNEX E**

**Sample MS Office Excel Spreadsheet for  
Periodic Usage Reports - Contracts with TAs**

*See Attached*

Task Authorization		Autorisation de tâches	
<div>ALL INVOICES/PROGRESS CLAIMS MUST SHOW THE REFERENCE CONTRACT AND TASK NUMBERS</div> <div>TOUTES LES FACTURES DOIVENT INDIQUER LES NUMÉROS DU CONTRAT ET DE LA TÂCHE</div>		<div>Contract No. No du contrat</div> <div>Task No. No de la tâche</div>	
<div>Amendment No. - No de la modification 00:00:00</div>		<div>Increase/Decrease - Augmentation/Réduction</div> <div>Previous Value/Valeur précédente</div>	
<div>To: - A:</div> <div>DELIVERY LOCATION - EXPÉDIEZ À</div> <div>DELIVERY/COMPLETION DATE DATE DE LIVRAISON/D'ACHÈVEMENT Y/A M DJJ</div>		<div>TO THE CONTRACTOR</div> <div>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</div> <div>Please advise the undersigned if the completion date cannot be met. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract.</div> <div>À L'ENTREPRENEUR</div> <div>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</div> <div>Prière d'aviser le signataire si la livraison ne peut se faire dans délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</div> <div>Déte<div>for the Department of National Defence pour le ministère de la Défense nationale</div></div>	
<div>Contract Item No. No d'article du contrat</div>	<div>Services</div>		<div>Cost/Prix</div>
<div>00001</div>	<div>REQUIREMENT/BESOIN</div> <div>Reason for order</div> <div>Special Instructions</div>		
<div>Subtotal</div>			
<div>GST/HST TPS/TVH</div>			
<div>Total</div>			
<div>APPLICABLE ONLY TO PWGSC CONTRACTS:</div> <div>The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract.</div> <div>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</div> <div>La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat.</div> <div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux</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 Department of National Defence		2. Branch or Directorate / Direction générale ou Direction	
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 Technical Engineering and Maintenance Services			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions <input checked="" type="checkbox"/> Aucune restriction relative à la diffusion		All NATO countries <input type="checkbox"/> Tous les pays de l'OTAN	No release restrictions <input type="checkbox"/> Aucune restriction relative à la diffusion
Not releasable <input type="checkbox"/> À ne pas diffuser			
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	PROTECTED A PROTÉGÉ A
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION ESTREINTE	PROTECTED B PROTÉGÉ B
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	PROTECTED C PROTÉGÉ C
CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/>	NATO SECRET NATO SECRET	CONFIDENTIAL CONFIDENTIEL
SECRET SECRET	<input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	SECRET SECRET
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		TOP SECRET TRÈS SECRET
TOP SECRET (SIGINT) TRÈS SECRET	<input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)



**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE<br>DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT TRÈS<br>SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
E60ZH-070002SRCL2

Security Classification / Classification de sécurité  
UNCLAS

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
				Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Periodic Usage Report (Authorized TAs) for the period from _____ to _____																			
PWBC Contract No.	Authorized TA Number	Authorized on	Total Estimated Cost (GSINST area of task numbers)	TA Revision Number 2				TA Revision Number 3				Total Cost Insured, GSINST Years	Total Cost Invoiced, GSINST Years	GSINST Paid, GSINST Invoiced	Total Amount Paid, GSINST Invoiced	Start Date	Completion Date	Active Status	Active Status- Explanation
				2		3		2		3									
				Authorized on	Authorized on	Authorized on	Authorized on	Authorized on	Authorized on	Authorized on	Authorized on								
	1	May 15, 2011	\$5,000.00	\$10,000.00	\$15,000.00	Total	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$12,856.80	\$644.78	\$11,540.20	May 17, 2011	March 2, 2012	100%	
	2	December 11, 2011	\$12,500.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$2,800.00	\$0.00	\$0.00	December 15, 2011	October 30, 2012	20%	
	3	February 5, 2012	\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	February 18, 2011	March 31, 2012	5%	
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
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			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on	Authorized on	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
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			\$0.00	\$0.00	\$0.00	\$0.00	Authorized on	Authorized on	Authorized on										

Summary of all Authorized TAs

Canada's Total Liability All TAs	Total Estimated Cost Authorized in all TAs, GST/HST extra	Total Cost Incurred GST/HST extra - All TAs	Total Cost Invoiced, GST/HST extra - All TAs	Cumulative GST/HST Invoiced- All TAs	Total Amount Paid, GST/HST included - All TAs
\$700,000.00	\$42,000.00	\$16,695.60	\$15,395.60	\$769.78	\$11,540.20