

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Aerobalistic Range upgrade	
<b>Solicitation No. - N° de l'invitation</b> W7701-135608/B	<b>Date</b> 2013-05-22
<b>Client Reference No. - N° de référence du client</b> W7701-13-5608	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-035-15411	
<b>File No. - N° de dossier</b> QCL-2-35552 (035)	<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 2013-07-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lessard, Pascal	<b>Buyer Id - Id de l'acheteur</b> qcl035
<b>Telephone No. - N° de téléphone</b> (418) 649-2819 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> R & D POUR LA DÉFENSE CANADA VALCARTIER 2459 BLVD PIE XI NORD QUEBEC Québec G3J1X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

This bid solicitation cancels and supersedes previous bid solicitation number W7701-135608/A

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Maximum funding

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

### PART 6 - FINANCIAL REQUIREMENTS

1. Financial capability

### PART 7 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. Foreign Nationals (Canadian Contractor)
13. Insurance
14. Progress Reports

**List of Annexes :**

Solicitation No. - N° de l'invitation

W7701-135608/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl035

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

W7701-13-5608

File No. - N° du dossier

QCL-2-35552

CCC No./N° CCC - FMS No/ N° VME

---

Annex A Statement of Work

Annex B Basis of payments

**List of attachments :**

Attachment 1 Financial bid presentation sheet

Attachment 2 Mandatory and point rated technical Criteria

Attachment 3 Certifications precedent to contract award

---

## 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.

### 2. Summary

DRDC Valcartier has currently an aeroballistic range which until 2005 was used primarily for the exterior ballistic evaluation and characterization of the dynamic performance of medium and large caliber projectile in flight. This laboratory was built and configured to conduct tests on weapons of medium and large caliber. Technical obsolescence of the instrumentation resulted in the aeroballistic range being rarely used for ballistic studies in recent years. Temporary changes were made to support the firing of small arms but inadequate ventilation limits the amount of firings that can be performed. Currently, DRDC Valcartier has no multifunctional infrastructure and equipment at the cutting edge of technology capable of characterizing conventional weapons (ranging from 5.56 to 155 mm).

A budget was recently approved for digitalizing the aeroballistic range in order to allow for the characterization of small caliber projectile in flight while maintaining the capacity to study larger caliber projectiles. Furthermore, the digitalization of the laboratory will greatly increase the productivity at the facility.

The upgrade study consists of performing a feasibility study to determine which equipment must be replaced and which components are still usable efficiently. Among the systems that could potentially be replaced, there is the spark gap lighting system, the infrared detector used to trigger the camera, the range control system and the firing console.

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).

The period of the Contract is from date of Contract to **November 30, 2013**.

Solicitation No. - N° de l'invitation

W7701-135608/B

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35552

Buyer ID - Id de l'acheteur

qcl035

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

W7701-13-5608

CCC No./N° CCC - FMS No/ N° VME

---

Estimated amount of available funding for this contract : **150 000\$** GST and all taxes extra, for the period of the contract.

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

### **3. Debriefings**

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

---

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

### 2. Submission of Bids

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

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date at [pascal.lessard@tpsgc-pwgsc.gc.ca](mailto:pascal.lessard@tpsgc-pwgsc.gc.ca). 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 the province of Quebec.

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

### 5. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$150 000.00** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I : Technical Bid (4 hard copies) and 2 soft copies on CD)

Section II : Financial Bid (2 hard copies) and 2 soft copies on CD)

Section III : Certifications ( 1 hard copy)

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

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

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

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

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

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

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

#### Section I : Technical Bid

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

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

## **Section II : Financial Bid**

**1.1** Bidders must submit their financial bid as follows:

- (a) A Total Cost to a Limitation of Expenditure, which must not exceed the maximum funding specified in Part 2. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The information should be provided in accordance with the Financial Bid Presentation Sheet at Attachment 1.
- (b) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

### **1.2 Exchange Rate Fluctuation**

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

## **Section III : Certifications**

Bidders must submit the certifications required under Part 5.

---

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

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

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

Refer to Attachment 2, Mandatory and Point Rated Technical Criteria.

##### **1.1.2 Point Rated Technical Criteria**

Refer to Attachment 2, Mandatory and Point Rated Technical Criteria.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

The bidder must submit a Basis of Payment to a limitation of Expenditure that does not exceed the maximum funding specified in Part 2, GST/HST excluded, FOB Destination (for goods), all applicable customs duty and excise taxes included.

##### **1.2.2 Evaluation of Price**

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

## **2. Basis of Selection**

### **2.1 Basis of Selection - Highest Rated Within Budget**

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical evaluation criteria;
- (c) obtain the required minimum points for each criterion with a pass mark; and
- (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. In the event that the highest number of points is obtained by more than one responsive bid, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

---

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications 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 that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Contract Award

The certifications in Attachment 3, Certifications Precedent to Contract Award, should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Solicitation No. - N° de l'invitation

W7701-135608/B

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35552

Buyer ID - Id de l'acheteur

qcl035

CCC No./N° CCC - FMS No/ N° VME

W7701-13-5608

---

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

### **1. Financial Capability**

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

---

## PART 7 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

See Annex A - Statement of Work

### 3. 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.

#### 3.1 General Conditions

2010B (2013-04-25), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to november 30, 2013 inclusive.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Pascal Lessard  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: (418) 649-2819  
Facsimile : (418) 648-2209  
E-mail : pascal.lessard@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 completed by Canada at contract award)

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Organization : \_\_\_\_\_  
 Address : \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

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

### Administrative representative :

Nom : \_\_\_\_\_  
 Titre : \_\_\_\_\_

Téléphone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Télécopieur : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Courriel : \_\_\_\_\_

### Technical representative :

Nom: \_\_\_\_\_  
 Titre: \_\_\_\_\_

Téléphone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Télécopieur : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Courriel : \_\_\_\_\_

## 5.4 Procurement Authority (will be completed by Canada at contract award)

The Procurement Authority for the Contract is:

\_\_\_\_\_ (Name of Procurement Authority)  
 \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Organization)  
 \_\_\_\_\_ (Address)

Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_.

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

## 6. Payment

### 6.1 Basis of Payment - Limitation of expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, and profit, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ **(the amount will be inserted at contract award)**. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(amount to be inserted at contract award)** . Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the Contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the Basis of payment;

- (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
  3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### 6.3.2 Funding by fiscal Year

Despite the Total Estimated Cost (Limitation of Expenditure) specified in the Contract, and unless otherwise authorized in writing by the Contracting Authority, the maximum amount which may be paid for work completed in the period ending 31 March of the year specified is as follows:

Period from contract award to 30 November 2013 : **\$150 000**

### 6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2008-05-12), Cost Submission

### 6.5 Discretionary Audit

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

## 7. Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses;

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

- 
- (c) a copy of the monthly progress report.
2. Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the following address for certification.

**ATTN : Mrs Olfa Ben Mahmoud**

Supply Support Clerk

Public Works and Government Services Canada

601-1550 Avenue D'Estimauville

Québec, Québec

G1J 0C7

**E-mail address** : olfa.benmahmoud@tpsgc-pwgsc.gc.ca

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

**8. Certifications**

**8.1 Compliance**

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

**9. Applicable Laws**

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2013-04-25), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## 11. Defence Contract

SACC Manual clause A9006C (2012-07-16), 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

## 14. Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

2. The progress report must contain three parts:

(a) PART 1: The Contractor must answer the following three questions:

(i) Is the project on schedule?

(ii) Is the project within budget?

(iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

(b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.

---

## ANNEX "A"

### STATEMENT OF WORK

#### 1. General

##### 1.1 Title

Aeroballistic Range Upgrade Specification Determination Study

##### 1.2 Objective

To investigate possible solutions in order to upgrade the aeroballistic range control system, the data acquisition system as well as the orthogonal shadowgraph stations through an examination of the equipment used in other similar facilities. The required specifications for the various pieces of equipment that will be identified as needing to be replaced or upgraded will be supplied by the contractor.

##### 1.3 Background

DRDC Valcartier has currently an aeroballistic range which until 2005 was used primarily for the exterior ballistic evaluation and characterization of the dynamic performance of medium and large caliber projectile in flight. This laboratory was built and configured to conduct tests on weapons of medium and large caliber. Technical obsolescence of the instrumentation resulted in the aeroballistic range being rarely used for ballistic studies in recent years. Temporary changes were made to support the firing of small arms but inadequate ventilation limits the amount of firings that can be performed. Currently, DRDC Valcartier has no multifunctional infrastructure and equipment at the cutting edge of technology capable of characterizing conventional weapons (ranging from 5.56 to 155 mm).

A budget was recently approved for digitalizing the aeroballistic range in order to allow for the characterization of small caliber projectile in flight while maintaining the capacity to study larger caliber projectiles. Furthermore, the digitalization of the laboratory will greatly increase the productivity at the facility.

The upgrade study consists of performing a feasibility study to determine which equipment must be replaced and which components are still usable efficiently. Among the systems that could potentially be replaced, there is the spark gap lighting system, the infrared detector used to trigger the camera, the range control system and the firing console.

Additional shadowgraph stations will have to be added to the existing one in order to be able to study small caliber projectiles.

The existing film cameras will have to be replaced by digital cameras. The specification of these cameras will have to be determined.

The range calibration method will also have to be evaluated and a detailed procedure to calibrate the range produced. The accuracy of the proposed method should be equivalent or surpass what was achieved in the past.

---

## 1.4 Acronymes

DRDC            Defence Research and Development Canada

## 2. APPLICABLE DOCUMENTS (references)

## 3. SCOPE OF THE WORK

The approach consists of identifying components required in order to upgrade the aeroballistic range control station, the chronographs, the communication system as well as the shadowgraph stations. A shadowgraph station includes a camera, lenses, a light source, a screen and a projectile detector.

### 3.1 Tasks

#### Task 1 - Aeroballistic range control system

Determine the equipment required in order to upgrade the control system and the data acquisition system of the aeroballistic range. The contractor will be required to consult with a DRDC Valcartier technician for this task as a portion of the upgrade work is performed internally at DRDC Valcartier.

#### Task 2 - Shadowgraph station cameras requirements:

Determine the specifications for new digital cameras which will be used in the aeroballistic range orthogonal shadowgraph stations. The specifications of the cameras must be such that a 5.56mm projectile motion can be analysed with a degree of accuracy comparable to what is currently achieved in existing small-caliber ranges. The light source-camera combination must be able to take clear pictures of projectiles flying at speed up to Mach 7 without any smearing.

#### Task 3 - Shadowgraph stations light source requirements

Determine the specifications for a new light source which will be used in the aeroballistic range orthogonal shadowgraph stations. The study must consider keeping the existing spark gap system and the supplier must propose alternative types of light sources that would match or exceed the performance of the existing system. The light source-camera combination must be able to take clear pictures of projectiles flying at speed up to Mach 7 without any smearing.

#### Task 4 - Shadowgraph station lenses requirements

Determine whether or not lenses are required to obtain the required resolution on the projectile picture when testing small caliber projectile. Should lenses be required, the specifications for the lenses must be provided.

#### Task 5 - Additional shadowgraph stations requirements

Determine whether or not new shadowgraph stations will be required to study small caliber projectiles. Should new stations be required, the study must describe the integration of the new stations with the current ones.

The specifications of the various shadowgraph stations components must be such that a 5.56mm projectile motion can be analysed with a degree of accuracy comparable to what is currently achieved in

---

existing small-caliber range. That is an accuracy of 0.6 mm on the position of the projectile and an accuracy of 0.075 degrees on the angles.

#### **Task 6 - Chronograph requirements:**

Determine the specifications for a suitable chronograph which will be used in the upgraded aeroballistic range. An upgraded chronograph is already available for the DRDC range and it must be evaluated along with other options the contractor might feel is more suitable in order to obtain the required performances.

#### **Task 7 - Range calibration system:**

Evaluate the actual range calibration method and prepare a procedure to calibrate the range. The accuracy of the proposed method must be equivalent or surpass what was achieved in the past using dynamic calibration or by surveying the range. The requirements for additional beads along the fiducial wires system must also be investigated and reported.

#### **Task 8 - Firing system coordination with chronograph:**

Study the various ways to trigger the chronograph once the weapon system is fired and provide recommendations on the most efficient way to operate the chronograph.

#### **Task 9 - Shadowgraph station trigger:**

Study various ways to trigger the shadowgraph stations as the projectile flies down the range and provide recommendations.

### **4. REPORTS AND OTHER DELIVERABLES**

#### **Deliverables for tasks 2 to 5**

- A non-formal letter report describing the work progress and detailing the specifications for each of the equipments required to upgrade the shadowgraph stations. The letter report must be provided in Word format and written in English.

Deliverable due date: 3 months after date of contract award.

Other deliverables

- A final report describing at a minimum the specifications of each equipment required to upgrade the shadowgraph stations mentioned in Tasks 1 to 8 must be supplied.

The final report must be provided in at least 3 (printed and bounded) copies. A PDF version of the report must also be provided. The final report must be written in English and must be formatted in accordance with the DRDC standard. The standard can be obtained through the project's technical authority.

Deliverable due date: November 30, 2013 at the latest.

Note:

---

- Deliverable and/or materiel must be provided to the DRDC Valcartier technical authority

#### **4.1 Publications**

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

#### **5. MEETINGS**

Upon contract award, monthly meetings will be held as schedule by the technical authority. The meetings could take place at DRDC Valcartier, at the contractor's location, by telephone conference or videoconference. The travel expenses, if any, will be assumed by the contractor.

#### **6. GOVERNMENT SUPPLIED MATERIAL**

All printed and electronic documents, software and source code. used, produced, modified and/or reviewed during this contract. These must be returned to the Technical Authority at the end of the contract.

#### **7. GOVERNMENT FURNISHED EQUIPMENT**

N/A

#### **8. SPECIAL CONSIDERATIONS**

The contractor winning this contract will be excluded from any competition aiming at acquiring the equipment required to upgrade the facility.

#### **9. WORK LOCATION**

The work will be performed at the contractor's location. The contractor may however be require access to DRDC Valcartier's site for meetings or to visit the installations, in which event the contractor will be escorted at all times.

**ANNEX "B"****BASIS OF PAYMENT***(to be completed at Contract award)****(Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet at Attachment 1)***

1. **LABOUR:** at firm all-inclusive rates, GST/HST extra, in accordance with the following:

Proposed Resources	Firm Hourly Rate Proposed Contract Period		Extended Total per Resource
	Date of Award to 30 November 2013	Total Est. Hours	
<b>Task 1 - Aeroballistic range control system</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 2 - Shadowgraph station cameras requirements:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 3 - Shadowgraph stations light source requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 4 - Shadowgraph station lenses requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 5 - Additional shadowgraph stations requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 6 - Chronograph requirements:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 7 - Range calibration system:</b>			
1	\$		\$

2	\$		\$
3	\$		\$
<b>Task 8 - Firing system coordination with chronograph:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 9 - Shadowgraph station trigger:</b>			
1	\$		\$
2	\$		\$
3	\$		\$

\* Please note that for task 2 to 5 the deliverable due date is 3 months after date of contract award.

- Est.: \$ \_\_\_\_\_**
2. **EQUIPMENT:** at laid down cost without markup **Est.: \$ \_\_\_\_\_**
3. **RENTALS:** at actual cost without markup **Est.: \$ \_\_\_\_\_**
4. **MATERIALS AND SUPPLIES:** at laid down cost without markup **Est.: \$ \_\_\_\_\_**
- 
5. **TRAVEL AND LIVING EXPENSES:** **Est.: \$ \_\_\_\_\_**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable.

All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

6. **SUBCONTRACTS:** at actual cost without markup **Est.: \$ \_\_\_\_\_**
7. **OTHER DIRECT CHARGES:** at actual cost without markup **Est.: \$ \_\_\_\_\_**

**ESTIMATED COST TO A LIMITATION OF EXPENDITURE - \$ \_\_\_\_\_**  
**FIRM PORTION OF THE WORK (GST/HST extra)**

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

**ATTACHMENT 1****FINANCIAL BID PRESENTATION SHEET**

1. **LABOUR:** at firm all-inclusive rates, GST/HST extra, F.O.B. Destination (for goods), in accordance with the following:

**BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER PROPOSED RESOURCE, PER TASK.**

If the ressource works for a subcontractor, bidders must also provide the name of the subcontractor.

Proposed Resources	Firm Hourly Rate Proposed Contract Period		Extended Total per Resource
	Date of Award to 30 November 2013	Total Est. Hours	
<b>Task 1 - Aeroballistic range control system</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 2 - Shadowgraph station cameras requirements:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 3 - Shadowgraph stations light source requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 4 - Shadowgraph station lenses requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 5 - Additional shadowgraph stations requirements</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 6 - Chronograph requirements:</b>			
1	\$		\$

2	\$		\$
3	\$		\$
<b>Task 7 - Range calibration system:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 8 - Firing system coordination with chronograph:</b>			
1	\$		\$
2	\$		\$
3	\$		\$
<b>Task 9 - Shadowgraph station trigger:</b>			
1	\$		\$
2	\$		\$
3	\$		\$

\* Please note that for task 2 to 5 the deliverable due date is 3 months after date of contract award.

TOTAL ESTIMATED LABOUR: \$ \_\_\_\_\_

Items 2. through 7. shall be completed if the Bidder's rates in 1. above do not include the following:

2. EQUIPMENT: at laid down cost without markup

Description	Price
_____	_____
_____	_____
_____	_____

TOTAL ESTIMATED EQUIPMENT: \$ \_\_\_\_\_

3. RENTALS: at actual cost without markup

Description	Price
_____	_____
_____	_____
_____	_____

TOTAL ESTIMATED RENTALS: \$ \_\_\_\_\_

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

Description	Price
_____	_____
_____	_____
_____	_____

TOTAL ESTIMATED MATERIALS AND SUPPLIES: \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation

W7701-135608/B

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-2-35552

Buyer ID - Id de l'acheteur

qcl035

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

W7701-13-5608

CCC No./N° CCC - FMS No/ N° VME

- 
5. SUBCONTRACTS: at actual cost without markup (except for proposed ressources of section 1 - Labour)

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

TOTAL ESTIMATED SUBCONTRACTS: \$ \_\_\_\_\_

6. TRAVEL & LIVING: at actual cost without markup but not to exceed the limits of the Treasury Board Travel Directive. With respect to the TB Travel Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the TB Travel Directive <http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/> and the other provisions of the directive referring to "travellers" rather than those referring to "employees", are applicable. *Details are to be provided on a separate sheet.*

TOTAL ESTIMATED TRAVEL & LIVING: \$ \_\_\_\_\_

7. OTHER DIRECT CHARGES: at actual cost without markup

TOTAL ESTIMATED OTHER DIRECT CHARGES: \$ \_\_\_\_\_

**ESTIMATED COST TO A LIMITATION OF EXPENDITURE : \$ \_\_\_\_\_ (GST/HST extra)**

## ATTACHMENT 2

### 1. Point Rated Technical Criteria

*Note for criteria evaluating experience*

*For all criteria evaluating the experience of the proposed resources, points will be given only for experience that is sufficiently demonstrated.*

*Bidders should therefore provide sufficient information to allow for the complete evaluation of each example of experience mentioned.*

*The points will not be awarded if the information provided is insufficient to confirm that the experience is in conformity with the criterion requirements.*

*Here are examples of information allowing for the complete evaluation of experience (applicable depending on the criterion):*

- *subject of the project or experience;*
- *nature of the project or experience;*
- *client name, including the name and telephone number of a client contact person who can confirm the information;*
- *exact dates of the project or experience (start and end dates – month and year);*
- *exact dates of resource's involvement in the project (start and end dates – month and year);*
- *tasks carried out by the resource during the project or experience.*

*Please note that overlapping experiences will be counted only once.*

#### Rated criteria:

DESCRIPTION	MINIMUM RATING	MAXIMUM RATING	EVALUATION ELEMENTS
<b>1 - TECHNICAL PROPOSAL</b>	<b>27</b>	<b>45</b>	
1.1 - Understanding of project objectives and proposed technical solutions	N/A	25	<p>The proposal must demonstrate that the bidder understands the objectives of the project components. The bidder must clearly describe the tasks to be performed and propose realistic and innovative technical solutions.</p> <p><b>25 points:</b> Evidence of an excellent understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible. All major components are defined and addressed.</p>

			<p><b>20 points:</b> Evidence of a very good understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible. Almost all the major elements are identified and addressed.</p> <p><b>15 points:</b> Evidence of a good understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible. Most major components are defined and addressed.</p> <p><b>10 points:</b> Evidence of a limited understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible. Some major components are defined and addressed.</p> <p><b>5 points:</b> Evidence of a poor understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible. Few major components are defined and addressed.</p> <p><b>0 point:</b> No evidence of an understanding of the objectives of the tasks to perform and realistic and innovative technical solutions possible.</p> <p>Major components:</p> <p>Report on the equipment specifications required to upgrade DRDC's aeroballistic range:</p> <ul style="list-style-type: none"> <li>- control system and data acquisition equipment specifications</li> <li>- specifications for new digital cameras</li> <li>- specification for new light sources</li> <li>- specification for camera lenses</li> <li>- specification for the need to add shadowgraph stations</li> <li>- specifications for the chronographs</li> <li>- evaluation of the range calibration system and proposal</li> <li>- chronographs coordination with the firing system</li> <li>- specification for the camera triggering system</li> </ul>
1.2 - Identification of risk	S/O	10	The bidder must clearly describe the components of the project (see 1.1) it

factors and mitigation plan			<p>considers at risk and provide a mitigation plan that will achieve the performance objectives of the project in respect of costs and time. The elements described must be relevant and mitigation plan must be realistic.</p> <p><b>10 points:</b> The description of project components considered at risk and mitigation plan to achieve the objectives is excellent in terms of clarity, relevance and realism. All major components are defined and treated.</p> <p><b>8 points:</b> The description of project components considered at risk and mitigation plan to achieve the objectives is very good in terms of clarity, relevance and realism. Almost all major components are defined and treated.</p> <p><b>6 points:</b> The description of project components considered at risk and mitigation plan to achieve the objectives is good in terms of clarity, relevance and realism. Most major components are defined and treated.</p> <p><b>4 points:</b> The description of project components considered at risk and mitigation plan to achieve the objectives is limited in terms of clarity, relevance and realism. Some major components are defined and treated.</p> <p><b>2 points:</b> The description of project components considered at risk and mitigation plan to achieve the objectives is poor in terms of clarity, relevance and realism. Few major components are defined and treated.</p> <p><b>0 point:</b> No description of project components considered at risk or mitigation plan.</p>
1.3 - Resource allocation	N/A	10	The bidder must clearly outline how it plans to allocate resources to different tasks and the precise role of each of the resources for these tasks. The allocation of resources should be realistic, relevant and appropriate to the project.

			<p><b>10 points:</b> Perfect proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource. The presentation of the resource allocation is excellent in terms of its realism and its relevance to the project's success.</p> <p><b>8 points:</b> Very good proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource. The presentation of the resource allocation is very good in terms of its realism and its relevance to the project's success.</p> <p><b>6 points:</b> Good proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource. The presentation of the resource allocation is good in terms of its realism and its relevance to the project's success.</p> <p><b>4 points:</b> Limited proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource. The presentation of the resource allocation is limited in terms of its realism and its relevance to the project's success.</p> <p><b>2 points:</b> Poor proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource. The presentation of the resource allocation is poor in terms of its realism and its relevance to the project's success.</p> <p><b>0 point:</b> Proposal in terms of the allocation of resources to various tasks and identifying the roles of each resource inexistent or without value.</p>
<b>2- MANAGEMENT PROPOSAL</b>	<b>17</b>	<b>28</b>	
2.1 - Experience of the project manager in supervising projects related to the design of aeroballistic ranges	N/A	8	<p><b>8 points:</b> The project manager has over 60 months experience in supervision of projects related to the design of aeroballistic ranges</p> <p><b>6 points:</b> The project manager has 48 to 60 months experience in supervision of projects related to the design of aeroballistic ranges;</p> <p><b>4 points:</b> The project manager has 36 to 47 months experience in supervision of projects</p>

			related to the the design of aeroballistic ranges; <b>2 points:</b> The project manager has 24 to 35 months experience in supervision of projects related to the design of aeroballistic ranges; <b>0 point:</b> The project manager has less than 24 months experience in supervision of projects related to the design of aeroballistic ranges;
2.2 - Experience of the project manager in supervising projects related to the operation of aeroballistic ranges	N/A	8	<b>8 points:</b> The project manager has over 60 months experience in supervision of projects related to the operation of aeroballistic range; <b>6 points:</b> The project manager has 48 to 60 months experience in supervision of projects related to the operation of aeroballistic range; <b>4 points:</b> The project manager has 36 to 47 months experience in supervision of projects related to the operation of aeroballistic range; <b>2 points:</b> The project manager has 24 to 35 months experience in supervision of projects related to the operation of aeroballistic range; <b>0 point:</b> The project manager has less than 24 months experience in supervision of projects related to the operation of aeroballistic range;
2.3 - Experience of the project manager in supervising projects related to the analysis of aeroballistic range data	N/A	8	<b>8 points:</b> The project manager has over 60 months experience in supervision of projects related to the analysis of aeroballistic range data; <b>6 points:</b> The project manager has 48 to 60 months experience in supervision of projects related to the analysis of aeroballistic range data; <b>4 points:</b> The project manager has 36 to 47 months experience in supervision of projects related to the analysis of aeroballistic range data; <b>2 points:</b> The project manager has 24 to 35 months experience in supervision of projects related to the analysis of aeroballistic range data; <b>0 point:</b> The project manager has less than 24 months experience in supervision of projects related to the analysis of aeroballistic range data;
2.4 - Experience of the project manager in	N/A	4	<b>4 points:</b> The project manager has over 60

supervising projects related to the upgrade of aeroballistic range			months experience in supervision of projects related to the upgrade of aeroballistic range; <b>3 points:</b> The project manager has 48 to 60 months experience in supervision of projects related to the upgrade of aeroballistic range; <b>2 points:</b> The project manager has 36 to 47 months experience in supervision of projects related to the upgrade of aeroballistic range; <b>1 point:</b> The project manager has 24 to 35 months experience in supervision of projects related to the upgrade of aeroballistic range; <b>0 point:</b> The project manager has less than 24 months experience in supervision of projects related to the upgrade of aeroballistic range;
<b>3 - QUALIFICATIONS OF BIDDER (COMPANY) AND RESOURCES ASSIGNED TO THE PROJECT</b>	<b>44</b>	<b>80</b>	
3.1 – Experience of the team assigned to the design of aeroballistic ranges	8	12	Note: Each proposed resource will be evaluated. The total score awarded to the team will be determined by averaging the scores obtained by the proposed resources.  The minimum score indicated will be achieved by the team and not each resource available.  <b>12 points:</b> More than 60 months experience in the specified field <b>8 points:</b> From 24 to 60 months experience in the specified field <b>4 points:</b> Less than 24 months experience in the specified field <b>0 point:</b> No experience in the specified field
3.2 - Experience of the team assigned to the operation of aeroballistic ranges	8	12	Note: Each proposed resource will be evaluated. The total score awarded to the team will be determined by averaging the scores obtained by the proposed resources.  The minimum score indicated will be achieved by the team and not each resource available.  <b>12 points:</b> More than 60 months experience in the specified field <b>8 points:</b> From 24 to 60 months experience in the specified field

			<p><b>4 points:</b> Less than 24 months experience in the specified field</p> <p><b>0 point:</b> No experience in the specified field</p>
3.3 - Experience of the bidder (company) in the implementation of projects related to the analysis of aeroballistic range data	N/A	10	<p><b>10 points:</b> The Bidder (company) has at least 60 months experience in the field specified</p> <p><b>5 points:</b> The Bidder (company) has from 24 to 60 months experience in the specified field</p> <p><b>0 point:</b> The Bidder (company) has less than 2 years of in the field specified</p>
3.4 - Experience of the bidder (company) in projects related to the upgrade of aeroballistic range	N/A	6	<p><b>6 points:</b> The Bidder (company) has at least 60 months experience in the field specified</p> <p><b>3 points:</b> The Bidder (company) has from 24 to 60 months experience in the specified field</p> <p><b>0 point:</b> The Bidder (company) has less than 24 months experience in the specified field</p>
3.5 - Experience of Bidder (Company) in similar projects.  Using one page maximum by project, the bidder must describe two projects similar to this one (scale (value and complexity) and field) undertaken in the last 5 years. Include name, address, telephone number of customer contact	N/A	40	<p>NOTE: ONLY COMPLETED PROJECTS AT THE TIME OF FILING THE PROPOSAL WILL BE CONSIDERED.</p> <p>For each of the two projects: Fields: (1) design of aeroballistic ranges (2) operation of aeroballistic ranges (3) analysis of aeroballistic range data (4) upgrade of aeroballistic ranges</p> <p><b>20 points:</b> for each project involving four of the above mentioned fields <b>12 points:</b> for each project involving three of the above mentioned fields <b>4 points:</b> for each project involving two of the above mentioned fields <b>0 points:</b> for each project involving one or none of the above mentioned fields</p>
<b>TOTAL</b>	<b>88</b>	<b>153</b>	

## ATTACHMENT 3

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. Federal Contractors Program for Employment Equity - Certification

##### 1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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

The Bidder or the member of the joint venture

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

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

## 2. Former Public Servant Certification

### 2.1 Former Public Servant - Competitive Requirements

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

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

---

## Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

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

### Certification

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

### 3. Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

#### **4. Status and Availability of Resources**

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

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

#### **5. Education and Experience**

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