

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Soil for Metal Detector Testing	
Solicitation No. - N° de l'invitation W7702-125506/A	Date 2012-08-31
Client Reference No. - N° de référence du client W7702-125506	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-002-9526	
File No. - N° de dossier EDM-2-35135 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-15	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Jasmine	Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780) 497-3578 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEFENCE R&D CANADA - SUFFIELD BLDG 560 RECEIVING CFB SUFFIELD RALSTON ALBERTA T0J 2N0 CANADA	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

Defence Research and Development Canada (DRDC) - Suffield, Medicine Hat, Alberta has a requirement for a type of soil which has a highly frequency dependent magnetic susceptibility for testing metal detectors which may be used by the Canadian Forces, as outlined in the Statement of Work, Annex "A" and in accordance with the terms and conditions contained in the Request for Proposal.

The period of the Contract is four (4) months from date of award.

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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

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

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

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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

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 (2 hard copies)
Section II: Management Bid (2 hard copies)
Section III: Financial Bid (1 hard copies)
Section IV: Certifications (1 hard copies)

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 (<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 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Management Bid

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

Section III: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

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

Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1 Technical & Management Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "C".

1.2 Financial Evaluation

The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- i) Location, Identification & Reporting of Findings in the Statement of Work will be determined by a firm lot price as outlined in the Basis of Payment, Annex "B";
- ii) Option to purchase soil as per Final Report will be determined by multiplying the % Mark-Up as outlined in the Basis of Payment, Annex "B" by the estimated funding of \$25,000.00 (excluding GST);
- iii) The results of the calculations in (i) and (ii) above will be added together to obtain the total evaluated bid price.

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

2. Basis of Selection

Basis of Selection as included in Annex "C".

PART 5 - CERTIFICATIONS

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

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

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

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

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

2. **Certifications Precedent to Contract Award**

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

2.1 **Federal Contractors Program - Certification - 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>).

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

2.3 Status and Availability of Resources

2.3.1 SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

2.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

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

2010A (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4009 (2012-07-16), 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 four (4) months from date of Contract award.

The final report as outlined under A) Location, Identification & Reporting of Findings in the Statement of Work, is required within one (1) month from date of Contract award.

If the option to purchase the soil as per final report is exercised, this requirement is to be completed within three (3) months from completion of the final report.

4.2 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described as B) OPTION to Purchase Soil as per Final Report at Annex "A", Statement of Work and Annex "B", Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

Solicitation No. - N° de l'invitation

W7702-125506/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm002

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

W7702-125506

File No. - N° du dossier

EDM-2-35135

CCC No./N° CCC - FMS No/ N° VME

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jasmine Scott
Supply Specialist
Acquisitions, Western Region
Department of Public Works and Government Services
Telus Plaza North,
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578
Facsimile: (780) 497-3510
E-mail address: jasmine.scott@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority

(To be filled in at Contract Award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

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

5.3 Administrative Authority

(To be filled in at Contract Award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____

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

Name: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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 \$_____ (*insert the amount at contract award*). Customs duties included 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 \$_____ (*insert the amount at contract award*). Customs duties are included 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 Progress Payments

6.3.1. 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 if:

- (a) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, 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) all certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives.

6.3.2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights 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.

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department-
C0705C (2010-01-11), Discretionary Audit
C2000C (2007-11-30), Taxes - Foreign-based Contractor

7. Invoicing Instructions

7.1 Invoice Instructions - Progress Payment Claim

- 7.1.1 The Contractor must submit a claim for payment using form PWGSC-WR01, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-WR01;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

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

- 7.2.1 The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim.

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

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

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 Alberta.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4009 (2012-07-16), Professional Services - Medium Complexity;
- (c) the general conditions 2010A (2012-07-16), General Conditions - Goods (Medium Complexity);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the Contractor's bid dated _____.

11. Defence Contract

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

12. SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)(*if applicable*)

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)(*if applicable*)

B6800C (2007-11-30), List of Non-consumable Equipment and Material

G1005C (2008-05-12), Insurance

ANNEX "A" STATEMENT OF WORK

1. Title:

Soil Acquisition for Metal Detector Testing

2. Background:

DRDC Suffield is responsible for testing metal detectors which may be used by the Canadian Forces, as well as other governments and Non-Government Organizations (NGOs) worldwide, for detection of landmines and improvised explosive devices (IEDs). In order to carry out a thorough evaluation of a detector, a variety of soils is required. Currently, DRDC Suffield is lacking a type of soil needed to carry out a thorough evaluation of a detector.

3. Objective:

DRDC Suffield has a requirement for a soil which has a highly frequency dependent magnetic susceptibility. Since this kind of soil is not typically found in Canada, a Contractor is needed to help locate appropriate soil, and arrange for import to Canada by providing a report outlining the work required and expected costs to acquire and ship the soil. The Contractor must be familiar with the principles of electromagnetic metal detection, soil properties, and have experience operating in areas which contain the needed soil (Mozambique has been identified as one possible source).

4. Scope of Work:

A) Location, Identification & Final Report for Soil

The Contractor will have several tasks to assist DRDC Suffield in acquiring the needed soil: The shipment of the soil from a port in the source nation to Canada is not included as part of this contract, though the Contractor may be needed to assist in dealing with any bureaucracy related to exporting soil from the source nation.

1. Locate and identify soil which exhibits the desired characteristics of high magnetic susceptibility with a high frequency dependence. This includes measurement of the magnetic susceptibility within a frequency range of 465 Hz to 4.65 kHz using a magnetic susceptibility meter.
2. Liaise with the owner of the soil, the local government, and other authorities which have control over the export of the soil to identify costs, time lines, and appropriate methods of work.
3. Determine costs and resources required for the excavation and transportation of the soil in shipping containers. The quantity of soil which will be required is approximately 64 m³.
4. Provide a final report within one (1) month of the contract award date outlining the cost, location, and availability of the soil, and any additional costs associated with excavation and movement of the soil to a local port.

B) OPTION to Purchase Soil as per Final Report

Upon completion of the work outlined in this contract and receipt of the final report, there may be an opportunity for the Contractor to accept further work relating to this contract, which would involve the execution of the work outlined in the final report, including organizing and overseeing the purchase, excavation, packaging, and transport of the soil to a local port.

5. Meetings:

There is no requirement for the Contractor to visit DRDC Suffield or any DND facilities. The Contractor will be required to travel to the area where the soil is located in order to carry out measurements. The cost of this travel is included in the contract and claimed at the rates set within the Treasury Board guidelines.

6. Reports and Deliverables:

The Contractor is expected to provide regular updates by e-mail regarding the status of the work. A final report is required showing the location of the soil, and test data which shows the magnetic susceptibility of each part of the soil (e.g. one sample per cubic metre). The report will also outline any requirements or special procedures for moving the soil from its location to a port, and exporting it. The quality of the report must be comparable to a DRDC Suffield Technical Memorandum, for which a guideline and example will be provided upon contract award.

7. Government Furnished Support/Equipment/Information:

There will be no government furnished support, or equipment provided to the Contractor. A Contractor report template will be provided to ensure the final report meets appropriate standards for formatting and content.

8. Special Considerations:

The Contractor is responsible for their own safety and security when carrying out the work specified in the contract. Travel to the location of the soil will be required, and the Contractor should be familiar with the local business climate. Part of the contract may require hiring of local personnel to assist in soil testing and other tasks associated with the testing.

9. Acceptance Criteria:

The work will be monitored regularly for adherence to the work plan and to approve any modifications which may be required. Acceptance will be determined following examination, satisfactory completion and acceptance of the final report by the Technical Authority. In order for the work to be considered complete, the soil should be located, tested, and available to be excavated and moved to a port, with all required paperwork completed to allow the soil to be exported.

10. Estimated Cash Phasing

Fiscal Year 2012 - \$15,000.00 + GST for Firm Contract
- \$25,000.00 + GST for Option if exercised

ANNEX "B" BASIS OF PAYMENT

A) Location, Identification & Final Report for Soil

- Lot price quoted is firm for the duration of the Contract.
- Lot price includes ALL costs required to do the Work (including but not limited to: labour, equipment, materials, etc.) **except for travel and living expenses.**
- FOB Destination for report.
- Prices quoted do not include GST/HST. However, GST/HST will be added as a separate item on any invoices issued against this Contract.
- **Authorized travel and living expenses at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive Policy is available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp**
Travel costs are not to include a mark-up.

Item	Description	Unit	Firm Lot Price
1.	Firm Lot Price for Final Report as defined in the Statement of Work, Annex "A".	1 Lot	\$ _____
Total Firm Lot Price			\$ _____

B) OPTION to Purchase Soil as per Final Report

- The purchase, excavation, packaging, and transport of the soil to a local port will be at actual costs incurred supported by invoices and based on the information provided in the final report plus the Contractor's % mark-up on actual costs incurred, not including travel and living expenses.
- **Authorized travel and living expenses at actual cost incurred, except for meals and private vehicle mileage, which are not to exceed the rates given in the Treasury Board Travel and Living Guidelines in effect at the time of travel. A copy of the current Travel Directive Policy is available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp**
Travel costs are not to include a mark-up.

Item	Description	% Mark-Up
1	Administrative Consultant % Mark-Up to organize & oversee purchase of soil as defined in the Statement of Work, Annex "A".	_____ %

ANNEX "C"
MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD

I. MANDATORY CRITERIA

Mandatory Criteria at Solicitation Closing

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

1. Experience: Documented experience in metal detector testing.
2. Experience: Documented experience in the demining industry.

EVALUATION CRITERIA

II. Point Rated Criteria

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

II. POINT RATED REQUIREMENTS:	MAXIMUM POINTS	SCORE
A. TECHNICAL PROPOSAL		
a) understanding of the scope and importance of the requirement	10	
b) proposed approach, methods and controls	15	
c) level of effort (realistic?)	10	
d) potential problems & methods of handling	10	
B. TRAINING & EXPERIENCE		
a) relevant training & experience of personnel :		
i) documented experience working in the demining industry within the country where the soil is located.	10	
ii) documented experience testing and quantifying metal detector performance in various soil types	10	
iii) documented knowledge of relevant soil characteristics	10	
3. ORGANIZATION		
a) adequacy, availability and allocation of personnel	5	
b) time management, including work schedule and commitment to completion dates	5	
c) liaison with necessary parties	10	
d) overall organization of the project	5	
TOTAL POINTS AVAILABLE		100
MINIMUM ACCEPTABLE POINTS OVERALL		70.0
TOTAL POINTS AWARDED		
III. CONTRACT SELECTION - ASSESSED BEST VALUE		
MERIT:		
Proponent's Overall Total Point Score/Total Points Available X 60		

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W7702-125506/A

edm002

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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COST:	
Lowest Total Estimated Cost/Proponent's Total Estimated Cost X 40	
ASSESSED BEST VALUE (MERIT + COST)	

EVALUATION:

Each proposal must meet all of the mandatory requirements set out in the evaluation criteria. Proposals that fail to meet these requirements will be discarded without further consideration. Each evaluation criterion has a point allotment that reflects its importance in proposal submissions. The degree to that the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to the total point allotment, with 0 meaning the proposal completely fails to satisfy the requirements, and the total allotment meaning the proposal fully meets the outlined criterion.

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

SELECTION METHOD:

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

Sample Calculation of Combined Merit/Cost Selection:

Evaluation Criteria as set out in RFP:

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

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

Responsive Proposals	Proposal 1	Proposal 2	Proposal 3
Proposal Technical Rating (points)	90.0	86.0	75.0
Price	\$80,000.00	\$70,000.00	\$65,000.00

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

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edm002

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ANNEX "D"
CONSENT TO A CRIMINAL RECORD VERIFICATION

Please see Consent to a Criminal Record Verification Form 229 attached to this document.



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

**This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.**

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
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The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
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Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male / Masculin <input type="checkbox"/> Female / Féminin	Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement
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Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante

Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat	Date of Request (Y-A M D-J) Date de la demande
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Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource
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