

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet DATA GATHERING	
Solicitation No. - N° de l'invitation W7714-115155/A	Date 2012-03-05
Client Reference No. - N° de référence du client W7714-115155	
GETS Reference No. - N° de référence de SEAG PW-\$\$\$V-058-23837	
File No. - N° de dossier 058sv.W7714-115155	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-16	
Time Zone Fuseau horaire Eastern Standard Time EST	
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: Oates, Christine	Buyer Id - Id de l'acheteur 058sv
Telephone No. - N° de téléphone (819) 956-1332 ()	FAX No. - N° de FAX (819) 997-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE OTTAWA, ONTARIO	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

Attachments and Annexes

2. Summary

Canadian Content: The Bidder must supply Canadian goods/and or services.

Canadian Forces (CF) personnel are required to make assessments of the effects of meteorological/oceanographic/ice conditions, hereafter referred to as "Met Effects," on the operation of CF equipment. Current methods of assessing Met Effects for the CF rely on a suite of standard NATO criteria and manual or semi-automated processes. More sophisticated systems exist that offer improved estimates through automated software applications.

One such system, Navy Integrated Tactical Environmental System, Variant II Redesign (NITES IIR or N2R), is a sophisticated Met Effects assessment application with performance degradation predictions for known capabilities. For each specific piece of equipment, the N2R application forms an assessment based on certain aspects of the equipment's operating characteristics and technical specifications and how they react to varying meteorological, oceanographic, or ice conditions. These characteristics and specifications are provided to the application in the form of descriptive data that are formatted according to the equipment category. Algorithms of the type used by this application can significantly improve the equipment performance information available to Canadian commanders.

One problem with using systems such as N2R is that in order to assess Met Effects on CF assets, the associated databases must be populated with data specific to each piece of equipment to be assessed. The Contractor is responsible for determining the N2R data requirements and assessing the availability of this data for the CF equipment to be assessed by the application. The Contractor is also responsible for collecting, cataloguing, and manipulating this data into a format that is usable by N2R.

The purpose of this work is to determine the data requirements for assessing meteorological/oceanographic/ice effects on military equipment using an automated software application.

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The Contractor will determine the requirements for the data, provide an evaluation of the data sources and availability, and will begin data collection and formatting activities. The data is intended to serve as input to an automated meteorological effects assessment system.

The Contractor must commence the work upon contract award. The Contract is expected to be completed within six (6) months after contract award.

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

3. Communications Notification

As a courtesy, the Government of Canada requests that the successful bidder notify the Contracting Authority in advance of their intention to make public any announcement related to the award of a contract.

4. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (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* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

1.1 SACC Manual Clauses

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

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. Basis for Canada's Ownership of Intellectual Property

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

7. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is \$45,000.00 (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 1 PDF soft copy on CD/DVD)
Section II :	Financial Bid	(1 hard copy)
Section III :	Certifications	(1 hard copy)

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

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

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

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

Section I : Technical Bid

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

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

Section II : Financial Bid

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

- (a) A Total Cost to a Limitation of Expenditure, which should not exceed the estimated funding specified below. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable. The information should be provided in accordance with the Financial Bid Presentation Sheet at Attachment 1.

The estimated funding available for the Contract resulting from the bid solicitation is \$45,000 CAD, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, customs duties and excise taxes included, if applicable. This disclosure does not commit Canada to pay the estimated funding available.

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

1.1.1 Price Breakdown

Bidders are requested to detail the following elements for the performance of the Work, as applicable:

- (a) Labour : For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and exclusive of profit; and ii) the estimated number of hours.
- (b) Equipment : Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) Materials and Supplies : Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Travel and Living Expenses : Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> , and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable.
- (e) Subcontracts : Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (f) Other Direct Charges : Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis .
- (g) Profit : Indicate the rate of profit, as a firm percentage rate of (a), (c) and (e) above.
- (h) GST/HST : Identify any applicable GST or HST separately.

1.2 SACC Manual Clauses

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria, the management evaluation criteria and the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

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

1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria are included in Attachment 2.

1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria are included in Attachment 3.

1.2 Financial Evaluation

1.2.1 Evaluation of Price

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

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

The Total Estimated Cost, as detailed in Attachment 1, the Financial Bid Presentation Sheet.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical evaluation criteria; and
- (c) 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) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below.

1.1 Certifications Precedent to Contract Award

The certifications in Attachment 4, 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.

1.2 Certifications Required with the Bid

Bidders must complete and submit the certifications in Attachment 5, Certifications Required with the Bid, as part of their bid.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

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

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

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

2. Financial Capability

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

3. Controlled Goods Requirement

SACC Manual clause A9130T (2008-12-12), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.1 Work Authorization

Despite any other condition of the Contract, the Contractor is only authorized to perform the Work required to complete the Contract, at a cost **not to exceed \$ 45,000 CAD (taxes extra)**.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual* issued by Public Works and Government Services Canada.

2.1 General Conditions

2040 (2011-05-16), General Conditions - Research & Development, apply to and form part of the Contract.

2.2 SACC Manual Clauses

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

2.3 Non-disclosure Agreement

The Contractor must obtain from its employee(s) and, or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

3. Security Requirement

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

3.2 The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must be citizens of Canada, and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC. Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel MAY NOT HAVE ACCESS to CLASSIFIED information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.

- 3.3 The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 3.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 3.5 The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The period of the Contract is for six (6) months from date of contract award, inclusively.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Christine Oates
 Intern Supply Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Science Procurement Directorate
 Place du Portage, Phase III, 11C1
 11 Laurier Street
 Gatineau, Quebec
 K1A 0S5

Telephone: (819) 956-1332
 Facsimile: (819) 997-2229
 E-mail address: Christine.Oates@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

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

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Facsimile: _____
E-mail address: _____

(Information to be provided at contract award)

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

The Contractor's Representative is:

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

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

(Information to be provided at contract award)

5.4 Procurement Authority

The Procurement Authority for the Contract is:

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

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

(Information to be provided at contract award)

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

6. Payment

6.1 Basis of Payment

The Contractor will be 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 are included and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) 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 included and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) 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) three (3) 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 ninety percent (90%) 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 ninety percent (90%) 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.

6.4 SACC Manual Clauses

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

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

C0305C (2008-05-12), Cost Submission

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

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;
- (d) expenditures plus pro-rated profit or fee;
- (e) the description 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) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - (c) a copy of the most recent 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 **Contracting Authority** for certification.

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

4. 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 entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2011-05-16), General Conditions - Research & Development
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Non-disclosure Agreement;
- (g) the Contractor's bid dated _____ **(To be inserted at contract award)**

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

OR

12. Foreign Nationals (Foreign Contractor)

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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

13. Insurance

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

14. Controlled Goods Program

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

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

ATTACHMENT 1**FINANCIAL BID PRESENTATION SHEET**

1. **LABOUR:** at firm rates, inclusive of overhead, exclusive of profit, GST/HST extra, FOB destination (for goods), in accordance with the following:

BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER CATEGORY OF PERSONNEL REQUIRED, FOR THE CONTRACT PERIOD.

Labour Category	Contract Period		
	Firm Hourly Rate	Total Estimated Hours	Extended Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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

(a)

(b)

TOTAL ESTIMATED EQUIPMENT: \$ _____

3. RENTALS: at actual cost without markup

Description	Price
-------------	-------

(a)

(b)

TOTAL ESTIMATED RENTALS: \$ _____

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

Description	Price
-------------	-------

(a)

(b)

TOTAL ESTIMATED MATERIALS AND SUPPLIES: \$ _____

5. SUBCONTRACTS: at actual cost without markup

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

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: \$ _____

8. PROFIT: If Canada has requested that the labour rates and other cost items be exclusive of profit, quote the total estimated profit requested, as a firm rate of _____ % of items 1, 4, and 5 above.

CEILING PROFIT: \$ _____

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

ATTACHMENT 2

MANDATORY TECHNICAL EVALUATION CRITERIA

1. Mandatory Technical Criteria

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

The Bidder should provide résumés of the proposed resource(s) in sufficient detail (relevant education, qualifications, experience, and security clearance) to clearly demonstrate that they meet or exceed all of the requirements of this solicitation.

- M1.** The proposed resources must possess a minimum of a Bachelor's degree from an accredited post secondary institution in mechanical, aerospace or naval engineering, or physics, or have a minimum of five (5) years of experience in any combination of these disciplines.
- M2.** The proposed resources must each have worked on a minimum of one (1) project of similar work (e.g. cataloguing data/specifications on technical performance).
- M3.** At bid closing, the proposed resources must possess a minimum "Secret" security clearance level.
- M4.** At bid closing, the proposed resources must be approved to handle "Controlled Goods" by the Controlled Goods Directorate.

ATTACHMENT 3

POINT RATED TECHNICAL EVALUATION CRITERIA

1. Point Rated Technical Criteria

Bidders are requested to submit a description of the Project Approach and Methodology proposing tools for the work, demonstrating breadth of knowledge of CF equipment and sources of met effects data, and demonstrating an understanding of NITES II.

Bidders are requested to include a work plan, including a timeline and plans for meeting the milestones.

The technical bid will be evaluated and scored in accordance with the following evaluation criteria.

Total Overall Points: 170 Minimum required points: 55

Rated Criteria			
	Criteria	Max Points	Scoring Guidelines
R1	<p>Education:</p> <p>a. A diploma or degree from an accredited academic institution in mechanical, aerospace or naval engineering, or an associated discipline (maximum 10 points).</p> <p>b. Courses (give name, institution, year, and short description) related to the project under the following topics: meteorology, vehicle/air frame/sea vessel design, electromagnetic wave propagation, ballistics (maximum 10 points).</p>	20	<ul style="list-style-type: none"> • College Diploma = 5 points • Bachelor's degree = 7 points • Master's degree = 9 points • Doctorate degree = 10 points • 1 course = 3 points • 2 to 3 courses = 7 points • 4 or more courses = 10 points

Rated Criteria			
	Criteria	Max Points	Scoring Guidelines
R2	<p>Resources have technical knowledge or operational experience with similar projects in the last five (5) years:</p> <p>a. Experience with writing military equipment specifications (maximum 10 points).</p> <p>b. Experience in the development, stand-up, operation, education, or research of CF Maritime, Land, and/or Air platforms (maximum 10 points).</p> <p>c. Experience in the development, stand-up, operation, education, or research of CF weapons systems (maximum 10 points).</p> <p>d. Experience in the development, stand-up, operation, education, or research of CF sensor equipment (maximum 10 points).</p> <p>e. Experience in the development, stand-up, operation, education, or research of CF radio equipment (maximum 10 points).</p> <p>f. Experience in the development, stand-up, operation, education, or research of methodologies for assessing met effects on CF platforms, weapons systems, sensor equipment, or radio equipment (maximum 20 points).</p>	70	<ul style="list-style-type: none"> • 1-2 projects = 5 points • 3 or more projects = 10 points • 1 type of platform = 5 points • 2 or more types of platform = 10 points • 1 weapons system = 5 points • 2 or more weapons systems = 10 points • 1 type of sensor = 5 points • 2 or more types of sensor = 10 points • 1 type of radio = 5 points • 2 or more types of radio = 10 points • 1 project = 10 points • 2 or more projects = 20 points

Rated Criteria			
	Criteria	Max Points	Scoring Guidelines
R3	<p>Professional Experience - The proposed resource should possess demonstrated working experience in the last five (5) years:</p> <p>a. Demonstrated working experience (development, stand-up, operation, education, or research) in CF platforms, weapons systems, and/or sensor systems (maximum 5 points).</p> <p>b. Experience in the development, stand-up, operation, maintenance, education, or research of NITES II application or similar met effects assessment software/methodologies (maximum 10 points).</p> <p>c. Development of CF equipment (platform, weapons systems, and/or sensor systems) specifications and/or operating manuals (maximum 10 points).</p> <p>d. Demonstrated working knowledge of platforms, weapons systems, and/or sensor systems from multiple operational environments (Maritime, Land, and/or Air)</p>	30	<ul style="list-style-type: none"> • 1 point for every full year of experience (up to 5 points) • 1-2 projects = 5 points • 3 or more projects = 10 points • 1-2 projects = 5 points • 3 or more projects = 10 points • 5 points

Rated Criteria			
	Criteria	Max Points	Scoring Guidelines
R4	<p>Adequacy of project approach and methodology:</p> <ul style="list-style-type: none"> • Breadth of knowledge of CF equipment. • Knowledge and understanding of the different <u>internal</u> CF sources of required data. • Knowledge and understanding of the different <u>external</u> sources of required data. • Proposed tools to carry out the work and format the data. • Demonstrated knowledge and understanding of the NITES II application and data requirements. 	25	<ul style="list-style-type: none"> • 25 points – Excellent (Comprehensive approach that fully addresses all SOW requirements and presents methods to overcome all challenges) • 20 points – Good (Approach addresses all SOW requirements and presents methods to overcome most challenges) • 13 points – Acceptable (Approach addresses all SOW requirements but contains some weaknesses, does not deal adequately with challenges) • 5 points – Weak (Approach has major weaknesses, inadequately addresses SOW requirements) • 0 points – Poor (Approach not included or does not address SOW requirements)

Rated Criteria			
	Criteria	Max Points	Scoring Guidelines
R5	Work Plan timeline, including plans for meeting the milestones.	25	<ul style="list-style-type: none"> • 25 points –Proposal will likely deliver before required milestones • 20 points –Proposal will deliver by required milestones • 10 points –Proposal will likely not deliver by required milestones • 0 points –Proposal provides unrealistic or no milestones
	Total Maximum Points Available	170	
	Minimum Points Required	55	

ATTACHMENT 4

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

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

3. Status and Availability of Resources

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

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

4. Education and Experience

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

5. Language Capability

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

ATTACHMENT 5

CERTIFICATIONS REQUIRED WITH THE BID

1. Canadian Content Certification

This procurement is solely limited to Canadian services.

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

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

The Bidder certifies that:

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

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

ANNEX A

STATEMENT OF WORK:

DATA GATHERING FOR A CANADIAN METEOROLOGICAL EFFECTS ASSESSMENT APPLICATION

1.0 Objective

The purpose of this work is to determine the data requirements for assessing meteorological / oceanographic / ice effects on military equipment using an automated software application. The Contractor will determine the requirements for the data, provide an evaluation of the data sources and availability, and will begin data collection and formatting activities. The data is intended to serve as input to an automated meteorological effects assessment system.

2.0 Background

CF personnel are required to make assessments of the effects of meteorological//conditions, hereafter referred to as "Met Effects," on the operation of CF equipment (approximately 150 sensors, 15 radio systems, 60 weapons, and 50 platforms).

Current methods of assessing Met Effects for the CF rely on a suite of standard NATO criteria and manual or semi-automated processes (spreadsheets/matrices). More sophisticated systems exist that offer improved estimates through automated software applications.

One such system, Navy Integrated Tactical Environmental System, Variant II Redesign (NITES IIR or N2R), is a sophisticated Met Effects assessment application with performance degradation predictions for known capabilities. For each specific piece of equipment, the N2R application forms an assessment based on certain aspects of the equipment's operating characteristics and technical specifications and how they react to varying meteorological, oceanographic, or ice conditions. These characteristics and specifications are provided to the application in the form of descriptive data that are formatted according to the equipment category. Algorithms of the type used by this application can significantly improve the equipment performance information available to Canadian commanders.

One problem with using systems such as N2R is that in order to assess Met Effects on CF assets, the associated databases must be populated with data specific to each piece of equipment to be assessed. The Contractor is responsible for determining the N2R data requirements and assessing the availability of this data for the CF equipment to be assessed by the application. The Contractor is also responsible for collecting, cataloguing, and manipulating this data into a format that is usable by N2R.

It should be noted that another software system with similar data requirements may be used instead of N2R. However, unless otherwise notified, the Contractor will use N2R as a basis for the data collection.

3.0 Abbreviations and Acronyms

The following abbreviations and acronyms are using in the Statement of Work.

CF	Canadian Forces
CSNI	Canadian Secret Network Infrastructure
DND	Department of National Defence
DRENet	Defence Research Establishment Network
DWAN	Defence Wide Area Network
NATO	North Atlantic Treaty Organization
NITES IIR or N2R	Navy Integrated Tactical Environmental System Variant II Redesign
TA	Technical Authority
SOW	Statement of Work
TS/SA	Top Secret/Special Access
USN	United States Navy

4.0 Requirement

4.1 Scope

This project will be an initial study to understand the true breadth and depth of the data required to operate a sophisticated Met Effects assessment application. This work will provide valuable information on the amount of data that is currently available, and thus, what future work will be required to determine the information gaps and how to fill them.

4.2 Tasks

The specific tasks for the Contractor to perform are as follows:

4.2.1 Task 1: Data Requirements Using N2R documentation and access to its U.S. databases as available, the Contractor will provide a list of the data required for N2R (or for a similar Met Effects assessment application specified by the Technical Authority [TA]) to perform Met Effects assessment calculations. This will include, but is not limited to defining the data (what information is represented by each datum), stating the data types, providing the units of measure, and determining the required format in order for it to be usable by a Met Effects assessment application such as N2R.

4.2.2 Task 2: CF Equipment List In consultation with the TA, the Contractor will prepare a full list of CF equipment (from UNCLASSIFIED up to SECRET systems) to be included in the Met Effects assessment system.

4.2.3 Task 3: Data Availability Through consultation with the TA, the Contractor will report on the availability of the data required to perform Met Effects assessment on the CF equipment from various sources (academia, manufacturers, internal, etc.). Included in this report will be a statement on an evaluation of the presumed trustworthiness of the data available.

4.2.4 Task 4: Data Collection As available data for Met Effects assessment is found, the Contractor will collect and catalogue this data in a database to be provided to the TA upon completion of the project. Data will be stored in proper units in a format that can be easily modified for use in a Met Effects assessment application such as N2R. The Contractor will provide a report summarizing the collected data in a template provided by the TA.

4.2.5 Task 5: Contact Development Through the course of this work, the Contractor will come into contact with, and collect data from, a number of key subject matter experts, (typically CF personnel) who may be able to provide or develop further data after the completion of the contract. The Contractor will provide a full list of the names, affiliations, and context of these contacts to the TA.

5.0 Constraints

5.1 Technical Environment. At the DND workspace, the Contractor will have access to:

- **Networks and Workstations:** The Contractor will perform their tasks on their own computers or, where required, on standard DND DWAN or DND CSNI or DRDC DRENet workstations running Windows XP.
- **Business Applications:** The Contractor will have access to the following DND business applications to perform their tasks:
 - Microsoft Office 2003 components (e.g. MS Word, MS Excel, MS Access)
- **Relational Databases:** Any data collected by the Contractor will be provided to the TA in a MS Access/MySQL format.
- **Technical Applications:** It is understood that for the Contractor to fully perform the data requirements task, that access to N2R documentation and databases must be available. Contractor access to the N2R source code and databases cannot be guaranteed at this time. However, every effort will be made to give the Contractor as full access as possible. Should this access not be obtained, a specification of data requirements to investigate will be provided.

5.2 Total Effort. A total of 30 person days (7.5 hours per day) of effort are estimated for the Contractor resource(s). Effort is expected to be near full-time.

5.3 Non-Approved Software. DND's network usage policies do not permit the loading or running of non-approved software. While using the provided workstation, the Contractor will be restricted to those tools and applications as identified in the Technical Environment.

6.0 Schedule of Milestones and Deliverables

Deliverables will be in the form of reports and databases provided to the TA as described below:

6.1 Kick-Off Meeting:

- The Contractor shall participate in a kick-off meeting to clarify the proposed approach, work plan and schedule.
- The kick-off meeting shall take place within one (1) week of contract award.

6.2 List of Sources:

- **Deliverable 1 (D1)** The Contractor shall provide a preliminary list of sources that will be used to gather the data. The list shall be provided no later than 31st May, 2012.

6.3 Data Requirements:

- The Contractor shall provide the database(s) developed to collect and catalogue the available data. The developed databases shall be in MS Access and/or MySQL format, and data shall be stored in the units prescribed by N2R.

- Deliverable 2 (D2) The Contractor shall provide a preliminary database, based on unclassified data no later than 30th June, 2012. Though this database should exclude classified information, it can contain information about classified data, if such information is itself not classified.
- Deliverable 3 (D3) The Contractor shall provide the final database, based on all sources, no later than 31st August, 2012.

6.4 Documentation Requirements:

Deliverable 4 (D4) The following items must be provided no later than 31st August, 2012:

- The Contractor shall provide a full, written report on the data requirements of the N2R application. If N2R is not available during the contract period, this report shall be on a Met Effects assessment application of similar capability to N2R (as defined by the TA). This report shall include, but is not limited to a definition of the data variables, the data types, and the units of measure.
- The Contractor shall provide a written report listing relevant CF equipment and assessing the availability of data on said equipment to populate the N2R (or similar Met Effects assessment application) databases. This report will include an updated list of the sources of available data, comment on the trustworthiness of the available data, and offer a rationale for this assessment to the degree possible.
- The Contractor shall provide a written report summarizing the data that were collected through the course of this work.
- The Contractor shall provide a written report listing the key people they interviewed to obtain the required data. This report shall include, but is not limited to, names, positions, organizations, and contextual information.

7.0 Conduct of Work

7.1 Reporting Requirements

The Contractor will provide progress reports, in electronic and hard copy formats, to the TA on a weekly basis for the first four weeks, and on a bi-weekly basis thereafter. All reports are to be in MS Word format, documenting as a minimum: (1) the time spent, (2) time remaining in Contract, (3) an updated work breakdown and delivery plan, (4) deliverables completed to date, (5) deliverables currently under development and (6) deliverables planned. A template for the final report will be provided by the TA.

Contractor meetings with the TA will be conducted as required. This requirement is not expected to be more than once per week. The TA has members with basic expertise in the types of tools being used and in the design of database applications. Clarification of tasks required and assessment of deliverables will be carried out by these staff.

7.2 Language Of Work

The Contractor will be required to perform their duties and provide deliverables in the English language.

7.3 Work Location

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Amd. No. - N° de la modif.

File No. - N° du dossier

058svW7714-115155

Buyer ID - Id de l'acheteur

058sv

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A workstation will be made available for the Contractor's use at National Defence Headquarters (NDHQ) in Ottawa, Ontario, henceforth referred to as the Work Location:

Department of National Defence
Ottawa, Ontario

As required, meetings, collaboration sessions, etc. will also take place at this site.

Should the Contractor choose to work off-site, they will be expected to have access to appropriately qualified computers (e.g. for classified work). DND will provide secure digital media for the transfer of files to and from DND computer systems. Access will be provided to DWAN and CSNI workstations as required for completion of tasks.

7.4 Travel Requirements

In all cases, travel time and "travel and living" costs for travel between a Contractor's facilities and the designated Work Location will not be paid/reimbursed by Canada.

The Contractor may be required to travel to DRDC Valcartier to access software and/or data that is relevant to this project. Any such travel must be approved in advance by the TA. Approved travel will be paid in accordance with the Treasury Board of Canada Travel Directive. Travel costs are estimated to be approximately \$2,000.00 and will be paid out of the contract budget.

ANNEX B**BASIS OF PAYMENT**

1. **LABOUR:** at the following firm rates

CATEGORY (OR NAME)**FIRM HOURLY RATE**

\$ _____

\$ _____

etc.

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), 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 Project Manager. 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.: \$ _____

8. **PROFIT:** at a firm rate of ___% of item ___ above

Est.: \$ _____

Estimated Cost to a Limitation of Expenditure: \$ _____
(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

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Work proceeds, provided that these changes have the prior approval of the Technical/Project Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

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File No. - N° du dossier

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex C) is being distributed in hard copy by MERX to all contractors who request the bid solicitation package. It is to be inserted at this point and forms part of this document.

Solicitation No. - N° de l'invitation

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

File No. - N° du dossier

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ANNEX D

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: _____

Signature

Date

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **DND** 2. Branch or Directorate / Direction générale ou Direction: **DRDC CORA**

3. a) Subcontract Number / Numéro du contrat de sous-traitance: 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant:

4. Brief Description of Work / Brève description du travail
 Contractor will provide an assessment of data requirements for a meteorological effects assessment application to be procured by DND for the CF. Contractor will then assess the availability of these data for CF systems (sensors, radios, weapons, and platforms) and collect data as available. Reports on requirements, availability, and points of contacts will be delivered to TA.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>	Restricted to / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:

7. c) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

*175/2010
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W7714 - 115155

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET-SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Handwritten signature and date: [Signature] 12/17/2010



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COUSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMINT TOP SECRET / COMINT TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assistés / Consignations / Bases / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

for 2/1/2010

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Ian Myles Chapman		OR Analyst (Defense Sect)	[Signature]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-996-3886	613-992-3312	ian.chapman@forces.gc.ca	14 June 11
14. Organization Security Authority / Chargé de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Dawn Murray SRCL Team Lead			[Signature]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		E-Mail: dawn.murray@forces.gc.ca	13 June 2011
15. Are there additional instructions (e.g. Security Code, security classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
		No / Non <input checked="" type="checkbox"/>	Yes / Oui <input type="checkbox"/>
16. Procurement Officer / Agenti d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Joelle Smith		CSA	[Signature]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-9487226	N/A	joelle.smith@pwax	Oct. 25/11