

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Nanotube de Carbone	
Solicitation No. - N° de l'invitation W7701-125241/A	Date 2012-10-01
Client Reference No. - N° de référence du client W7701-12-5241	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-028-14878	
File No. - N° de dossier QCL-1-34865 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-23	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
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: Roy, Josée	Buyer Id - Id de l'acheteur qcl028
Telephone No. - N° de téléphone (418) 649-2932 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: R & D POUR LA DÉFENSE CANADA - VALCARTIER 2459 BOUL. PIE XI NORD QUÉBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Delivery Required - Livraison exigée VOIR DOC.	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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security requirements, Financial Requirements;
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work or Requirement, Basis of Payment, Contractor Disclosure of Foreground Information, Security Requirements Check List, DND 626, Task Authorization Form

2. Summary

Title

Fabricate and characterize electro-optic (EO) devices based on carbon nanotube and thin film

Objective

The goal of this task authorization contract is to perform the following tasks:

- a) technology literature review;
- b) design;
- c) fabrication and EO characterization of new sensors prototypes to meet the challenges identified in the Defence S&T Strategy, Capability 3.3: New sensing technologies (<http://www.drdc-rddc.gc.ca/drdc/wp-content/uploads/strat-eng.pdf>) ; and
- d) to model the optical, mechanical and thermal performance of the new EO designs.

Background

DRDC Valcartier works since 1998 in the development of new passive infrared sensing detectors or designs to improve the situational awareness of the Canadian Forces (CF), in particular new capabilities for the dismounted soldiers. The objective of this work is to validate the feasibility of new sensing concepts and integrate them into innovative surveillance systems that correspond to specific CF needs not entirely met by the current commercial systems (ex: being able to offer detectors with equivalent or better detection level but at lower fabrication cost, lower power consumption, less bulky, etc).

After literature survey, novel device concept is proposed. Once the design/concept is finalized, microfabrication procedure will be detailed and photomasks will be sketched and ordered according to the design. Fabrication of the EO devices by the appropriate technique (sputtering, chemical vapor deposition, thermal evaporation, photolithography, etc) begins. Several iterations may be required. Subsequently, the new sensing device needs to be fully tested and characterized in the laboratory and ultimately in field, to assess its performance and modify the original concept design. In parallel to the fabrication, and ideally prior to it, modeling such as optical, mechanical and thermal performance of the new design is an asset as it allows understanding, prediction and improvements at the design level of the EO device.

Client department

The services will be rendered to Defence Research and Development Canada (DRDC-Valcartier).

Period of the contract :

The period of the Contract is **from 1st April, 2013 to 31 March, 2017.**

Ownership of Intellectual Property :

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

Other information :

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian services.

Site of Work:

The resources proposed for the microfabrication/characterization of EO devices based on thin film and based on carbon nanotubes must work on site located at 2459 Boul. Pie XI Nord Québec QC G3J 1X5.

Estimated funding available

The maximum funding available for the contract resulting from the bid solicitation is **\$900,000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra).

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Security requirements :

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)" (<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. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

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 to the following email : **Josee.Roy@pwgsc.tpsgc.gc.ca, no later than five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

The Treasury Board, granted Defence Research and Development Canada exemption from the Treasury Board Policy on "Title to Intellectual Property Arising Under Crown Procurement Contracts"

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 3 soft copies on CD or DVD

Section II : Financial Bid (2 hard copies) and 1 soft copy on CD or DVD

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 firm all-inclusive hourly rate for each proposed resource listed in **Attachment 1 - Financial Bid Presentation Sheet**, for each year of the contract period.

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

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No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.

The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1.

- (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.

Section III : Certifications

Bidders must submit the certifications required under **Part 5**.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract).

1.1.1 Point Rated Technical Criteria

Refer to **Attachment 3, Mandatory and Point Rated Technical Criteria.**

1.1.2 Point Rated Technical Criteria

Refer to **Attachment 3, Mandatory and Point Rated Technical Criteria.**

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 or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as detailed in **Attachment 2, Evaluation of Price.**

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;
- (c) obtain the required minimum points for each criterion with a pass mark;
- (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

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Bids not meeting (a) or (b) or (c) or (d) 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 with the lowest evaluated price 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. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

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 for Employment Equity - Certification

2.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the

reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

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

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

2.2 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 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

2.4 Status and Availability of Resources

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

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

2.5 Education and Experience

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

2.6 Language Capability

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

PART 6 - SECURITY, FINANCIAL

1. Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7- Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Financial Capability

SACC Manual clause **A9033T** (2012-07-16), Financial Capability

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 _____ (to be completed at the contract award), dated _____ (**to be completed at the contract award**), as and when requested by Canada during the period of the Contract.

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

1.1 Task Authorization

1.1.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **The Procurement and Payment group at Defence Research and Development Canada - Valcartier, represented by the DND Procurement Authority**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

1.1.2 Task Authorization Process

Task Authorization:

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The DND Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the DND Procurement Authority, **within five (5) calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the DND Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.3 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$100,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

1.2 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex C stating that all applicable disclosures were submitted.

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

2.1 General Conditions

2040 (2012-07-16), General Conditions - Research & Development, apply to and form part of the Contract.

The text under Subsection 4 of Section 52 - Code of Conduct and Certifications of 2040 (2012-07-16) referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

2.2 Supplemental General Conditions

4002 (2010-08-16), Software Development or Modification Services

2.3 SACC Manual Clauses

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

K3305C (2008-05-12), License to Intellectual Property Rights in Foreground Information

3. Security requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

-
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
 3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
 5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The period of the Contract is **from 1st April, 2013 to 31 March, 2017.**

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Josée Roy

Supply Officer

Public Works and Government Services Canada

601-1550, D'Estimauville avenue

Quebec city, Quebec

G1J 0C7

Telephone: 418-649-2932

Facsimile: 418-648-2209

E-mail address: Josee.Roy@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 (to be completed by Canada at the contract award)

The Technical Authority for the Contract is:

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

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

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

Administrative representative :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

Name :
Telephone :
Facsimile :
Email :

5.4 DND Procurement Authority (to be completed by Canada at the contract award)

The DND Procurement Authority for the Contract is:

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

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

6. Payment

6.1 Basis of Payment

One of the following types of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

(a) Firm Unit Price(s) or Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

(c) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

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

6.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2.1 Title Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$900 000.00**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. 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 Payments will be made not more frequently than once a month.

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

6.3.2.1 Single Payment (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

6.3.2.2 Milestone Payments (For a Firm Price TA)

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, 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) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.3.2.3 Progress Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete complete claim for payment using form PWGSC-TPSGC 1111, 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;
 - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;

- (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
- (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) 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

C0305C (2008-05-12), Cost Submission

6.5 Discretionary Audit

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

7. Invoicing Instructions

7.1 Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

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) the Task Authorization (TA) number;
- (d) the description of the milestone invoiced, as applicable.

2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:

- (a) a list of all expenses, in accordance with the TA;
- (b) a copy of time sheets to support the time claimed;

(c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

(d) a copy of the monthly progress report.

3. 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.

4. 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.

ATTN : Mrs Suzanne Larrivée

Supply Support Clerk

Public Works and Government Services Canada

601-1550 Avenue D'Estimauville

Québec, Québec

G1J 0C7

E-mail address : Suzanne.Larrivee@tpsgc-pwgsc.gc.ca

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.

5. 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 Québec**.

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 **4002** (2010-08-16), Software Development or Modification Services;
 - (c) the general conditions **2040** (2012-07-16), General Conditions - Research & Development;
 - (d) Annex A, Statement of Work;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Contractor Disclosure of Foreground Information;
 - (g) Annex D, Security requirement check list;
 - (h) Annex E, DND 626, Task Authorization;
 - (i) the signed Task Authorizations (including all of its annexes, if any);
 - (j) the Contractor's bid dated _____ (**to be completed at Contract award**).

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

13. Insurance

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

14. Canadian Forces Site Regulations

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

15. Identification Badge

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

When a person is required to wear a safety helmet, the Contractor, if requested to do so by the Contracting Authority, must paint the number appearing on the badge on the front of the safety helmet

ATTACHMENT 1**FINANCIAL BID PRESENTATION SHEET**

1. Firm all-inclusive rates (GST/HST extra, including profit and overhead) as follows :

Note to bidders:

- 1) Bidders must enter a rate for each proposed resource and for each year of the contrat.
- 2) The bidder must propose a minimum of one (1) resource for each labour category.
- 3) If the resource works for a subcontractor, the bidder must also include the name of the subcontractor.
- 4) The rates must included the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, boul. Pie-XI Nord, Québec, Québec, G3J 1X5 or the work performed in Quebec city region.
- 5) The estimated percentage of effort per labour category specified in the following table are only estimates of the requirements provided in good faith for the purpose of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada.
- 6) If bidders propose a resource for the labour caterogy "MEMS or Metamaterials", the estimated percentage of effort per labour category for "Characterization / fabrication of EO devices bases on thin films" will be 25% and he does not, it will be 30%.

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Project Manager Name:_____	_____\$ / hour	_____\$ / hour	_____\$ / hour	_____\$ / hour	5%
Characterization/fabrication of EO devices based on thin films Name:_____ Name:_____	_____\$ / hour _____\$ / hour	_____\$ / hour _____\$ / hour	_____\$ / hour _____\$ / hour	_____\$ / hour _____\$ / hour	25%
Characterization/fabrication of EO devices based on carbon nanotubes Name:_____	_____\$ / hour	_____\$ / hour	_____\$ / hour	_____\$ / hour	45%
Optical modeling	_____\$ / hour	_____\$ / hour	_____\$ / hour	_____\$ / hour	15%

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Name: _____					
Mechanical/thermal Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
MEMS or Metamaterials Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%

2. **EQUIPMENT:** at laid down cost without markup
3. **RENTALS:** at actual cost without markup
4. **MATERIALS AND SUPPLIES:** at laid down cost without markup
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.

The bidders must include the information about the labour, in the labour table (see section 1 of this attachment)

6. **TRAVEL & LIVING:**
 - (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
 - (b) For services to be provided outside the Québec City Region, 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

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(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".

- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

7. **OTHER DIRECT CHARGES:** at actual cost without markup

TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE:

\$900,000.00

(GST / HST EXTRA)

ATTACHMENT 2

EVALUATION OF PRICE

NB: The estimated amounts of effort specified and various estimated quantities are only estimates of the requirements provided in good faith for the purposes of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada.

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

1- Calculation of bid price

The bid price will be evaluated on the basis of the following approximate percentages of use :

- Project Manager: 5%
- Characterization/fabrication of EO devices base on thin films: 30%
- Characterization/fabrication of EO devices based on carbon nanotubes : 45%
- Optical modeling: 15%
- Mechanical/thermal: 5%
- MEMS or Metamaterials: optional

2 – Calculation of average hourly rate per human resource category

The average hourly rate will be calculated as being the average of the hourly rates proposed for each human resource category. **The average hourly rate will not be used in the contract; instead, it will be used for evaluation purposes only.**

3 - Cost of labour :

To establish labour costs, the effort available in terms of hours must be determined. The effort available for each resource category will be calculated as follows:

Effort available	[Total funding] X [Approximate percentage use]
=	[Average hourly rate for the resource category]

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category (for a given bid).

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid..

For example:

- Anticipated funding = \$900 000.00
- Percentage of use for Project Manager = 5%
- If the average hourly rate for bid A = \$60, for bid B = \$80 and for bid C = 150\$ then the average hourly rate for the resource category = \$96.67.

Therefore,

Effort available $\$900\,000.00 \times 0.05 / \$96.67 = 465.52$ hours

and

- Labour costs for Project Manager for Bid A
= 465.52 hours X \$60.00 = \$27 843.60
- Labour costs for Project Manager for Bid B
= 465.52 hours X \$80.00 = \$37 124.80
- Labour costs for Project Manager for Bid C
= 465.52 hours X \$150.00 = \$69 609.00

4 - Sample calculations for the price of the three bids

Categories	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Estimated hours
Project Manager	5%	\$60.00	\$27,931.03	\$80.00	\$37,241.38	\$150.00	\$69,827.59	\$465.52
Characterization / fabrication of EO devices based on thin films	25%	\$60.00	\$144 648.00	\$80.00	\$192 864.00	\$140.00	\$337 512.00	\$2 410.80
Characterization / fabrication of EO devices based on carbon nanotubes	45%	\$60.00	\$270,000.00	\$80.00	\$360,000.00	\$130.00	\$585,000.00	\$4,500.00
Optical Design	15%	\$60.00	\$93,461.54	\$80.00	\$124,615.38	\$120.00	\$186,923.08	\$1,557.69
Mechanical/thermal	5%	\$60.00	\$31,153.85	\$80.00	\$41,538.46	\$120.00	\$62,307.69	\$519.23
MEMS or Metamaterials	5%	\$60.00	\$29 929.60	\$80.00	\$38 572.80	\$140.00	\$67 502.40	\$482.16
			\$596,117.85		\$794,823.80		\$1,309,058.36	

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

	Evaluated price	Total	Calculation	\$/points	Winner
A	596 117.85	75	596 117.85\$ / 75	7 948.24	
B	794 823.80	82	794 823.80\$ / 82	9 692.97	
C	1 309 058.36	82	1 309 058.36\$ / 82	15 964.13	

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ATTACHMENT 3
Mandatory and Point Rated Technical Criteria

Technical Evaluation

More than one resource can be proposed for a resource category. If a bidder cannot propose a resource for each mandatory resource category mentioned, sub-contractors could be identified. A given resource can be proposed for more than one resource category.

Bidders should attach the CV of each proposed resource for this contract. Bidders should clearly indicate the experience of the resources (in months of experience) in relevant activity sectors relating to the various technical evaluation criteria (mandatory and rated). Moreover, it should be possible to verify the information contained in the résumés. Thus, bidders should provide the name and coordinates of the client.

For all of the experience relevant to technical evaluation criteria (mandatory and rated), bidders should describe the projects completed by the proposed resource or company, as applicable. The description should provide sufficient detail to allow a complete evaluation of the criteria. If it is impossible to demonstrate the experience of the proposed resources or company (as appropriate), the bid will be considered non-responsive (if it is a mandatory technical criterion), or no points will be awarded for insufficiently demonstrated experience (if it is a technical rated criterion).

Information that should be provided for each project presented, include:

- 1) a description of the project (including title, objectives and scope);
- 2) the period of the project and the exact duration of the resource's involvement in the project (start month and year and completion month and year);
- 3) the description of the role and responsibilities of the proposed resource in the project, a full description of the work done by the resource and the results obtained;
- 4) the approximate duration of each task carried out by the proposed resource, the number of full-time equivalent resources working on the project, fabrication solutions involved in the project (if applicable).

Please note that the same type of information should be provided to describe the experience of the company (rated technical criteria 2.1).

1 Mandatory technical criteria

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

- 1.1 At minimum, each proposed resource must have at least a bachelor's degree from a recognized Canadian institution, or equivalent, determined by an evaluation service for credentials recognized in Canada* if the diploma or certificate has been obtained outside Canada.

*The list of recognized organizations can be found on the Canadian Information Centre for International Credentials web site at <http://www.cicic.ca>.

- 1.2 Bidders must clearly indicate the name of the proposed resources for each resource category required for the contract.
- 1.3 Bidders must propose a min. of one (1) resource for each of the following personnel categories:
 - (a) Project management
 - (b) Optical modeling
 - (c) Thermal/mechanical modeling
 - (d) Microfabrication and characterization of electro-optic (EO) devices based on carbon nanotubes.
- 1.4 Bidders must propose a min. of two (2) resources for the following personnel category:
 - (a) Microfabrication and characterization of EO devices based on thin films.

2 Rated technical criteria		Max	Min
2.1 Company experience		25	16
<p>2.1.1 Company experience in the microfabrication and electro-optic (EO) characterization of thin films, and EO devices based on thin films</p> <p>By significant project, we mean a project longer than one year, with a min. of one full-time (37.5 hours / week) resource working on the project.</p>	<p>- The company shows no experience in this field (0 pt.)</p> <p>- The company completed one significant project related to the field (3 pts.)</p> <p>- The company has completed more than one significant project related to the field (5 pts.)</p>	5	
<p>2.1.2 Company experience in the microfabrication and electro-optic characterization of carbon nanotubes (vertically oriented and "spaghetti" types, etc.) and EO devices based on carbon nanotubes</p> <p>By significant project, we mean a project longer than one year, with a min. of one full-time (37.5 hours / week) resource working on the project.</p>	<p>- The company shows no experience in this field (0 pt.)</p> <p>- The company completed one significant project related to the field (10 pts.)</p> <p>- The company has completed more than one significant project related to the field (15 pts.)</p>	15	
<p>2.1.3 Company experience in modeling of solid films stacks</p> <p>By significant project, we mean a project longer than one year, with a min. of one full-time (37.5 hours / week) resource working on the project.</p>	<p>- The company shows no experience in this field (0 pt.)</p> <p>- The company completed one significant project related to the field (3 pts.)</p> <p>- The company has completed more than one significant project related to the field (5 pts.)</p>	5	
2.2 Management		10	5
<p>2.2.1 Management method and tools. The company should describe how it proposes to control the management of the project</p> <p>Bidders should describe how they propose to control the management of the project. It should also present the tools that will be used to carry out the project. The aspects that</p>	<p>-Other status (0 pt.)</p> <p>-Most strategies, methodologies and proposed plans are poorly adapted to the specific project details. At least one appropriate management tool is proposed by the bidder. (1 pt.)</p> <p>-The aspects covered by bidders are appropriate and reflect the risks and</p>	10	

<p>should be addressed by bidders include:</p> <p>(a) its method of monitoring each task authorization separately (billing, monitoring the progress of work, etc.);</p> <p>(b) its management approach with regard to the unpredictability of a task authorization contract;</p> <p>(c) its contingency plan for the replacement of resources (e.g. what happens if a proposed resource is no longer available?);</p> <p>(d) its method of managing subcontracted work (if applicable); and;</p> <p>(e) if the bidder is a consortium, the latter should provide a clear description of any agreements between consortium members and the management process to be put in place to continuously manage its performance.</p>	<p>details of the project. At least one appropriate management tool is offered by the bidder. (5 pts.)</p> <p>-Most strategies, methodologies and proposed plans are adequate and reflect the risks and details of the project. Few appropriate management tools are also offered by bidders. (8 pts.)</p> <p>-Strategies, methodologies and proposed plans for all elements are appropriate and reflect the risks and details of the project. Various appropriate management tools are proposed by bidders and their effectiveness is demonstrated. (10 pts.)</p>		
<p>2.3 PROPOSED RESOURCES (by resource category)</p> <p>More than one resource can be proposed per category. In this case, each resource will be evaluated individually. The overall scores obtained by each resource in the given category will be added and then divided by the number of resources available to obtain an average. The average will be the rating assigned to bidders.</p> <p>The experience gained during the study period may be accepted if its relevance to the criteria is sufficiently demonstrated.</p>		150	62

2.3.1 Proposed resources in the project management resource category		8	4
<p>2.3.1.1</p> <p>Training (education) of the proposed resource (max. of 2 pts.)</p>	<p>2 pts.: Bachelor's degree (or higher) in science, engineering, project management or business administration</p> <p>1 pt.: Other bachelor's degree (or higher diploma)</p> <p>0 pt.: Any other situation</p>	2	
<p>2.3.1.2</p>	<p>6 pts.: At least 24 months of experience in this field</p>	6	

Experience of the proposed resource in R&D project management (max. of 6 pts.)	<p>4 pts.: 12 to 23 months of experience in this field</p> <p>2 pts.: At least 6 months but less than 12 months of experience in this field</p> <p>0 pt.: Less than 6 months of experience in this field</p>		
2.3.2 Proposed resources in fabrication and characterization of EO devices based on the thin films resource category		42	19
<p>2.3.2.1</p> <p>Training (education) of the proposed resource</p>	<p>a. Master's degree or higher in engineering physics or related engineering field or science, such as physics (5 pts.)</p> <p>b. Bachelor's degree in engineering physics or related engineering field or science, such as physics and at least 6 years of experience in research and development (3 pts.)</p> <p>c. Bachelor's degree in engineering physics or related engineering field or science, such as physics (1 pt.)</p> <p>d. Any other degree (0 pt.)</p>	5	
<p>2.3.2.2</p> <p>Experience of the proposed resource in the following characterization techniques</p> <p>a) Stylus profilometry: 1 pt.</p> <p>b) Optical profilometry: 1 pt.</p> <p>c) Four point resistivity: 1 pt.</p> <p>d) Electrical probing: 1 pt.</p> <p>e) Ellipsometry, fixed wavelength: 1 pt.</p> <p>f) Ellipsometry, wavelength varying from visible to 2.0 µm: 2 pts.</p> <p>g) Ellipsometry, wavelength varying up to 12 µm: 3 pts.</p> <p>h) Film stress measurement with the use of automated instrument: 2 pts.</p> <p>i) Scanning electron microscopy (SEM): 2 pts.</p> <p>j) Transmission/reflection measurement: 1 pt.</p> <p>k) Transmission/reflection measurement with the use of automated systems such as BRUKER VERTEX 70V: 2 pts.</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p>		17	

Note: If a project has involved more than one instrument listed above, the evaluation team will consider that the proposed resource has expertise with the instruments involved in the project or training (e.g., if during the project "X," the resource has carried out electrical probing and SEM, 2 pts. will be awarded for this project.)			
<p>2.3.2.3 Experience of the proposed resource in the following micro-fabrication techniques</p> <p>a)Radio-frequency sputtering: 1 pt. b)Chemical vapour deposition: 1 pt. c)Thermal growth: 1 pt. d)Plasma etching: 1 pt. e)PECVD (plasma enhanced chemical vapour deposition): 1 pt. f)Photolithography: 2 pts. g)Wire bonding: 1 pt.</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p> <p>Note: If a project has involved more than one of the techniques listed above, the evaluation team will consider that the proposed resource has expertise in using each of the techniques involved in the project or training (e.g., if, during project "X," the resource has experience in PECVD and wire bonding, 2 points will be awarded for this project.)</p>		8	
<p>2.3.2.4 Experience of the proposed resource with thin films</p> <p>By significant project, we mean a project of thin film deposition in which the proposed resource has worked on the project for a full-time equivalent of more than 6 months (37.5 hours / week).</p>	The resource has participated, as main developer, on a significant project where thin films were grown (4 pts. per project, max. of 12 pts.)	12	
2.3.3 Proposed resources for fabricating and characterisation of EO components based on carbon nanotubes		54	23
<p>2.3.3.1 Training (education) of the proposed resource</p>	<p>a. Master's degree or higher in engineering physics or related engineering field or science such as physics (5 pts.)</p> <p>b. Bachelor's degree in engineering physics or related engineering field or science such as physics and at least 6 years of experience in research and development (3 pts.)</p> <p>c. Bachelor's degree in engineering physics or related engineering field or science such as physics (1 pt.)</p>	5	

	d. Any other degree (0 pt.)		
2.3.3.2	Experience of the proposed resource in the following characterization techniques	17	
	<p>a) Stylus profilometry: 1 pt.</p> <p>b) Optical profilometry: 1 pt.</p> <p>c) Four point resistivity: 1 pt.</p> <p>d) Electrical probing: 1 pt.</p> <p>e) Ellipsometry, fixed wavelength: 1 pt.</p> <p>f) Ellipsometry, wavelength varying from visible to 2.0 µm: 2 pts.</p> <p>g) Ellipsometry, wavelength varying up to 12 µm: 3 pts.</p> <p>h) Film stress measurement with the use of an automated instrument: 2 pts.</p> <p>i) Scanning electron microscopy (SEM): 2 pts.</p> <p>j) Transmission/reflection measurement: 1 pt.</p> <p>k) Transmission/reflection measurement with the use of automated systems such as BRUKER VERTEX 70V: 2 pts.</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p> <p>Note: If a project has involved more than one instrument listed above, the evaluation team will consider that the proposed resource has expertise with each of the instruments in the project (e.g., if during the project "X," the resource has made electrical probing and SEM, 2 points will be awarded for this project).</p>		
2.3.3.3	Experience of the proposed resource in the following growth and micro-fabrication techniques	8	
	<p>a) Radio-frequency sputtering: 1 pt.</p> <p>b) Chemical vapour deposition: 1 pt.</p> <p>c) Thermal growth: 1 pt.</p> <p>d) Plasma etching: 1 pt.</p> <p>e) PECVD (plasma enhanced chemical vapour deposition): 2 pts.</p> <p>f) Photolithography: 1 pt.</p> <p>g) Other technique not mentioned above used for growth of carbon nanotubes: 1 pt.</p> <p>The final score for this criterion will be the sum of knowledge demonstrated.</p> <p>Note: If a project has involved more than one of the instruments listed above, the evaluation team will consider that the proposed resource has expertise with each instrument used in the project (e.g., if during the project "X," the resource has PECVD and RF sputtering, 2 points will be awarded for this project).</p>		
2.3.3.4	Experience of the proposed resource with electro-optic devices based on carbon nanotubes	24	
	The resource has participated as the main resource on a significant project requiring the fabrication of electro-optic devices based on carbon nanotubes (8 pts. per project, max. of 24 pts.)		

By significant project, we mean a project in which the proposed resource has worked for a full-time equivalent of more than 6 months (37.5 hours / week).			
2.3.4 Proposed resource for the optical modeling resource category		17	6
2.3.4.1 Training (education) of the proposed resource	<p>a. Master's degree or higher in engineering physics with specialization in optics or related engineering field or science, such as physics (5 pts.)</p> <p>b. Bachelor's degree in engineering physics with specialization in optics or related engineering field or science, such as physics and at least 3 years of experience in the field (2 pts.)</p> <p>c. Bachelor's degree in engineering physics or related engineering field or science, such as physics (1 pt.)</p> <p>d. Any other degree (0 pt.)</p>	5	
2.3.4.2 Experience of the proposed resource with optical modeling By significant project, we mean a project in which the proposed resource has worked on the project for a full-time equivalent of more than 6 months (37.5 hours / week).	The resource has participated as the main resource in the optical modeling component on a significant project where optical modeling was done (4 pts. per project, max. of 12 pts.)	12	
2.3.5 Proposed resource for the thermal/mechanical modeling resource category		29	10
2.3.5.1 Training (education) of the proposed resource (max. of 5 pts.)	<p>a. Master's degree or higher in mechanical or engineering physics or related engineering field or science, such as physics (5 pts.)</p> <p>b. Bachelor's degree in mechanical or engineering physics or related engineering field or science, such as physics and at least 3 years of experience in the field (2 pts.)</p> <p>c. Bachelor's degree in mechanical or engineering physics or related engineering field or science, such as physics (1 pt.)</p>	5	

	d. Any other degree (0 pt.)		
<p>2.3.5.2 Experience of the proposed resource with thermal modeling</p> <p>By significant project, we mean a project in which the proposed resource has worked for a full-time (37.5 hours / week) equivalent of more than 3 months.</p>	<p>The resource has participated as the main resource in the thermal modeling component on a significant project where thermal modeling was carried out (4 pts. per project, max. of 12 pts.)</p>	12	
<p>2.3.5.3 Experience of the proposed resource with mechanical modeling</p> <p>By significant project, we mean a project in which the proposed resource has worked for a full-time (37.5 hours / week) equivalent of more than 3 months.</p>	<p>The resource has participated as the main resource in the mechanical modeling component on a significant project where mechanical modeling was carried out (4 pts. per project, max. of 12 pts.)</p>	12	
<p>Bonus points (5 pts.): - Bidders propose at least one resource with a university degree (Master's or higher) in engineering physics or related engineering field or science, such as physics, and has at least 6 months of full-time equivalent experience in MEMS or metamaterials (design and fabrication).</p> <p>To be included in the contract in the resource category 'MEMS or metamaterials,' the proposed resource must demonstrate that it meets all of the conditions contained in the statement above, 'Bonus points.'</p>		5 pts	
TOTAL		185	92.5

ANNEX A

STATEMENT OF WORK

1. General

1.1 Title

Task authorization contract to design, fabricate and characterize new sensing devices based on carbon nanotubes and thin films

1.2 Objective

Support

The goal of this task authorization contract is to perform the following tasks

a) technology literature review;

b) design;

c) fabrication and EO characterization of new sensors prototypes to meet the challenges identified in the Defence S&T Strategy, Capability 3.3: New sensing technologies

(<http://www.drdc-rddc.gc.ca/drdc/wp-content/uploads/strat-eng.pdf>); and

d) to model the optical, mechanical and thermal performance of the new EO designs.

1.3 Background

DRDC Valcartier works since 1998 in the development of new passive infrared sensing detectors or designs to improve the situational awareness of the Canadian Forces (CF), in particular new capabilities for the dismounted soldiers. The objective of this work is to validate the feasibility of new sensing concepts and integrate them into innovative surveillance systems that correspond to specific CF needs not entirely met by the current commercial systems (ex: being able to offer detectors with equivalent or better detection level but at lower fabrication cost, lower power consumption, less bulky, etc).

After literature survey, novel device concept is proposed. Once the design/concept is finalized, microfabrication procedure will be detailed and photomasks will be sketched and ordered according to the design. Fabrication of the EO devices by the appropriate technique (sputtering, chemical vapor deposition, thermal evaporation, photolithography, etc) begins. Several iterations may be required. Subsequently, the new sensing device needs to be fully tested and characterized in the laboratory and ultimately in field, to assess its performance and modify the original concept design. In parallel to the fabrication, and ideally prior to it, modeling such as optical, mechanical and thermal performance of the new design is an asset as it allows understanding, prediction and improvements at the design level of the EO device.

1.4 Acronymes

DRDC : Defence Research and Development Canada

EO: Electro optic

CF: Canadian Forces

RF: Radio frequency

2. SCOPE OF THE WORK

This task authorisation contract will necessitate the completion of several task comprise in the tasks described below. Based on the work required, it may be necessary to combine many tasks. The tasks may be called in any sequence and be repeated many times as required during the contract life. The tasks are applicable to the EO devices based on carbon nanotubes and thin films. The following subsection defines the nature and the extent of work related to each particular tasks.

2.1 Tasks

Task 1: Technology review and literature survey

The ContractorContractor will review scientific and technical documents related to the EO device under investigation.

Task 2: Design and micro fabrication workactivities

According to the specifications defined in the tasks, the Contractor will work on designs of devices, fabrication procedure and photomasks, and perform device fabrication: cut and clean wafers; thin film deposition (using state of the art techniques such as RF sputtering, chemical vapor deposition, thermal evaporation); photolithography; wire bonding

Task 3: Electro-optic characterization

The Contractor will do electro-optic characterization of fabricated device. Measurements include but are not limited to: film thickness by profilometry, four point resistivity, electrical probing, optical transmission and reflection with a spectrometer. Ellipsometry may also be needed to characterize the optical constants of thin films.

Task 4: Optical, thermal, mechanical modeling support activities

The Contractor will perform modeling of optical, thermal and mechanical characteristics of the EO devices using commercial modeling software packages such as Zeemax, Ansys, Flow Therm, Solid Edge 3D.

3. REPORTS AND OTHER DELIVERABLES

The following table provide a list of the deliverables per task that may be required in the task authorisations.

The deliverables will be identified and described in more details in each task authorization description.

3.1 Description of the deliverables

Tasks	Description of the deliverables
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1	<p>i. A technology or literature review report. The report must cover the following section (but not limited to) :</p> <p>(a) Introduction /conclusion / background section</p> <p>(b) The description of the objectives of the task</p> <p>(c) Methodology used in order to address the objectives (explicit list of the activities conducted).</p> <p>(d) Issues and problems related to these activities.</p> <p>(e) Presentation of all data acquired / results of the review or survey</p> <p>(f) Future work suggested and expected benefits</p> <p>(g) Any other required elements as specified in the task authorization.</p>
2	<p>i. An electro optic device corresponding to the specific need of the task authorization description,.</p> <p>ii. Fabrication procedure of the electro optique device tuned and photolithography masks with optimized designs (in Excel format or other format specified in the task authorization).</p> <p>iii. For each new development or modification of electro optic devices, the Contractor must deliver technical drawings (mechanical, optical), parts lists, wiring diagrams and specifications as well as supporting data such as modeling, simulations, ray tracing, test reports, etc.</p> <p>iv. A Final Task report covering the following section (but not limited to)</p> <p>(a) Introduction /conclusion / background section</p> <p>(b) The description of the objectives of the task</p> <p>(c) Methodology used in order to address the objectives (explicit list of the activities conducted).</p> <p>(d) A description of new procedures developed (if any)</p> <p>(e) Issues and problems related to these activities.</p> <p>(f) Future work suggested and expected benefits</p> <p>(g) Any other required elements as specified in the task authorization.</p>
3	<p>i. A list of all relevant characterization information and results to be delivered in Excel format or other format specified in the task authorisation.</p> <p>ii. A Final Task report covering the following section (but not limited to)</p> <p>(a) Introduction /conclusion / background section</p> <p>(b) The description of the objectives of the task</p> <p>(c) Methodology used in order to address the objectives (explicit list of the activities conducted).</p> <p>(d) Characterization results</p> <p>(e) Issues and problems related to these activities.</p> <p>(f) A description of new procedures developed (if any)</p> <p>(g) Future work suggested and expected benefits</p> <p>(h) Any other required elements as specified in the task authorization.</p>

4	<p>A Final Task report covering the following section (but not limited to)</p> <ul style="list-style-type: none"> (a) Introduction /conclusion / background section (b) The description of the objectives of the task (c) Methodology used in order to address the objectives (explicit list of the activities conducted). (d) Modeling results (e) Issues and problems related to these activities. (f) A description of new procedures developed (if any) (g) Future work suggested and expected benefits (h) Any other required elements as specified in the task authorization.
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The Contractor must submit two types of reports on the progress of the Work, to both the Technical Authority and the Contracting Authority.

- a. A monthly progress report where the Contractor must answer the following three questions:
 - i. Is the project on schedule?
 - ii. Is the project within budget?
 - iii. Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- b. A trimestrial progress reports which must contain as a minimum:
 - i. A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - ii. An explanation of any variation from the work plan.

All documents and reports must be written in English. The reports must be delivered in Adobe PDF formats. Word version may be requested too. All documents and reports must be delivered on electronic media and one hard copy. They must meet the DRDC standards. The technical authority will provide the Contractor with standards after the contract award.

In addition to the disclosure obligation under Section 28 of the general conditions 2040, any Foreground Information must be fully disclosed and documented by the Contractor in the technical reports delivered by the Contractor to the Technical Authority under this Contract.

3.2 Publications

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal

government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

3.3 Foreground Information

In addition to the disclosure obligation under Section 28 of the general conditions 2040, any Foreground Information must be fully disclosed and documented by the Contractor in the technical reports delivered by the Contractor to the Technical Authority under this Contract.

4. MEETINGS

For most task authorizations, meetings will be held with the Technical Authority or his/her representative and the employees of DRDC Valcartier involved in the projects. A more detailed description of the contents of the meetings will be provided with each task authorization.

For all meetings, the language to be used, either English or French, will be selected by the Contractor.

When it is required and specified in the TA, the Contractor will be responsible for preparing the agenda, minutes and action items. The agenda will be distributed at least 12 hours before the meetings and the minutes and action items will be delivered no later than 5 days following the date of the meeting. The documents must be in Microsoft Word or Adobe PDF format and sent to the technical authority by email.

Following is a generic description of the various meetings that may be required for each task authorization.

4.1 Kick-off meeting

Upon activating of a task, the Contractor may be required to prepare and attend a kick-off meeting with the Technical Authority and other DRDC representatives. These meetings will take place at DRDC Valcartier, 2459 Pie XI Boulevard North, Quebec City, QC, and the Contractor must attend in person.

Here are some of the topics that will be discussed during those meetings (but not limited to):

- Approve the work plan,
- Review the task objectives
- Present and discuss about the methodology used to execute the work
- Present the procedures / format / standards to be used to produce documentation.

4.2 Follow-up meeting

Once the (TA) is designated, follow-up meetings will be held at least once a month based on demands of Technical Authority and/or the Contractor and in accordance with the length and complexity of the TA work implemented. As often as possible, the progress review meetings must be on-site at DRDC Valcartier facilities. If there is geographic dispersion of the team members, a video-conferencing or teleconferencing system may be used as an alternative means of communication. At a minimum, each meeting must cover the following items:

-
- Discussion of progress, results, issues, documentation;
 - Management report by the Contractor (financial and labour);
 - Contractor's work plan for the next period (overview of the progress expected during the period).

4.3 Final meeting

When it is required and specified in the task authorization, another meeting will take place upon completion of the work to present the results and the final deliverables. The final meeting must be on-site at DRDC Valcartier facilities.

5. GOVERNMENT SUPPLIED MATERIAL (GSM)

Modeling softwares.

6. GOVERNMENT FURNISHED EQUIPMENT (GFE)

The Contractor will have access to the documentation, results of former studies and existing laboratory prototypes according to the judgement of the technical authority. He will have access to the microfabrication laboratory and all its equipments.

7. WORK LOCATION

All microfabrication work (task 2 and 3) must be performed on-site because the cleanroom facility is at DRDC Valcartier. Modelling activities and literature review (tasks 1 and 4) can be performed off-site.

ANNEX B**BASIS OF PAYMENT***(To be completed by Canada at Contract award)*

1. **LABOUR:** at the following firm rates (including profit, overhead and travel and living fees for the work performed in quebec city region - including at DRDC Valcartier facilities), GST/HST extra

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	from April 1, 2016 to March 31, 2017	
Project Manager Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
Characterization/fabrication of EO devices based on thin films Name: _____ Name: _____	_____ \$ / hour _____ \$ / hour	_____ \$ / hour _____ \$ / hour	_____ \$ / hour _____ \$ / hour	_____ \$ / hour _____ \$ / hour	25%
Characterization/fabrication of EO devices based on carbon nanotubes Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	45%
Optical modeling Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	15%
Mechanical/thermal Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
MEMS or Metamaterials Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%

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

-
- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, 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".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.
6. **SUBCONTRACTS:** at actual cost without markup
7. **OTHER DIRECT CHARGES:** at actual cost without markup

Estimated Cost to a Limitation of Expenditure : \$900,000.00
(GST/HST extra)

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

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please see reference applicable in your contract to look into **Article 1 - Interpretation of 2040 General Conditions** to obtain the complete definition of the term Foreground Information and thus to help you to determine the information which must be revealed. <http://sacc.pwgsc.gc.ca/sacc/query-e.jsp>.

The Contractor shall respond to the following questions:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

 Name:
 Title:
 (Internal DRDC Valcartier)

 Date

 Nom
 Titre : (Technical authority)

 Date

Solicitation No. - N° de l'invitation

W7701-125241/A

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

W7701-12-5241

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34865

Buyer ID - Id de l'acheteur

qc1028

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

W7701-125241/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34865

Buyer ID - Id de l'acheteur

qc1028

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5241

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

The *Security Requirement Check List* is to be inserted at this point and forms part of this document.

Solicitation No. - N° de l'invitation

W7701-125241/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34865

Buyer ID - Id de l'acheteur

qc1028

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5241

ANNEX E

FORM DND 626, *TASK AUTHORIZATION*

The *Form DND 626, Task Authorization* is to be inserted at this point and forms part of this document.

Annex D

Form DND 626, Task Authorization



**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right; font-size: small;">for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="text-align: center; font-size: small;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat
W7701-125241

Security Classification / Classification de sécurité
non classifié

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		DRDC Valcartier	
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 Contrat à autorisation de tâches pour la fabrication et la caractérisation de composantes électro-optiques basées sur les nanotube de carbone et couche mince / Task Authorization Contract to fabricate and characterize electro-optic devices based on carbon nanotube and thin film			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion		<input checked="" type="checkbox"/> All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/> No release restrictions Aucune restriction relative à la diffusion
Not releasable À ne pas diffuser		<input type="checkbox"/>	<input type="checkbox"/>
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :		<input type="checkbox"/> Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	<input type="checkbox"/> Restricted to: / Limité à : 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 B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		<input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>



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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 : Le consultant devra accéder au site de RDDC Valcartier pour le travail.

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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