

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

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> SR. ENGINEER & ILS SPECIALIST	
<b>Solicitation No. - N° de l'invitation</b> W847C-130044/A	<b>Date</b> 2012-07-23
<b>Client Reference No. - N° de référence du client</b> W847C-130044	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-121-24664	
<b>File No. - N° de dossier</b> 121zh.W847C-130044	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-08-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Steele, Brian	<b>Buyer Id - Id de l'acheteur</b> 121zh
<b>Telephone No. - N° de téléphone</b> (819) 956-3569 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

**Issuing Office - Bureau de distribution**

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

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This requirement contains a security requirement - See Part 6.

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
  - Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation ;
  - Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
  - Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
  - Part 5 Certifications: includes the certifications to be provided;
  - Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
  - Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- a. The Attachments include the List of Suppliers, Pricing Schedule, Technical Criteria, and Certifications Precedent to Contract Award
  - b. The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, DND 626, Task Authorization Form and Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs.
  - c. The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

### **2. Summary**

- a. The Department of National defence requires the services of a Senior Integrated Logistics Support (ILS) Specialist and a Senior Engineer for services within the Maritime Helicopter Project (MHP). The services required are grouped into two (2) separate Streams (Stream 1 - Senior Engineer and Stream 2 - Senior Integrated Logistics Support Services). A maximum of two (2) contracts may be issued; one (1) for each stream. The period of the Contract(s) is/are from date of Contract to July 31, 2013 with two (2) additional one (1) year option periods for Stream 1 and with four (4) additional option periods for Stream 2.

### **3. Debriefings**

- a. 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.

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## **ATTACHMENT 1 to PART 1 LIST OF SUPPLIERS**

- a. This Bid Solicitation is issued against the Technical Engineering and Maintenance Services Supply Arrangement (TEMS SA), PWGSC File No. E60ZH-070002. All terms and conditions of the TEMS SA apply and will be incorporated into any resulting contract.
- b. The requirement described herein is open only to PWGSC Technical Engineering and Maintenance Services (TEMS) Suppliers who are compliant in the following TEMS SA Streams:
  - i. For Bidding on Stream 1 - Senior Engineer ONLY, the bidder must be compliant in Stream 2 - General Engineering and Related Services of the TEMS SA;
  - ii. For bidding on Stream 2 - Senior Integrated Logistics Support Services ONLY, the bidder must be compliant in Stream 5 - Technical Support Services of the TEMS SA;
  - iii. For bidding on both Stream 1 - Senior Engineer and Stream 2 - Senior Integrated Logistics Support Services, the bidder must be compliant in Stream 2 - General Engineering and Related Services and Stream 5 - Technical Support Services of the TEMS SA.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

- a. All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- b. 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.
- c. The 2003 (2012-07-11), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- d. Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days

### 2. Submission of Bids

- a. 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. Bids transmitted to PWGSC by electronic mail will not be accepted.
- b. Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

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

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

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

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid ( 4 hard copies and 4 soft copies on CD);  
 Section II: Financial Bid ( 1 hard copy and 1 soft copy on CD); and  
 Section III: Certifications ( 1 hard copy)

- b. 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.
- c. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- d. The Bidder can bid on more than one stream of work specified in the Statement of Work, in Annex A, but should submit one separate bid for each specified stream of work. Canada requests that the Bidder clearly identifies in the first pages of its bid which stream of work it is bidding on.
- e. Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
  - (b) use a numbering system that corresponds to the bid solicitation.
- f. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html> ).
- g. To assist Canada in reaching its objectives, bidders are encouraged to :
- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
  - 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 2. Section I: Technical Bid

- a. In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- b. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

- c. Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

### 3. Section II: Financial Bid

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

### 4. SACC Manual Clauses

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

### 5. Section III: Certifications

- a. In Section III, Bidders should include the certifications required under Part 5.

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## ATTACHMENT 1 to PART 3 PRICING SCHEDULE

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

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

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

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

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

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

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

- a. Refer to Attachment 1 to Part 4.

#### **1.2 Financial Evaluation**

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

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

#### **2.1 Basis of Selection - Lowest Evaluated Price**

- a. A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive for the stream(s) bid on.
- b. The responsive bid with the lowest evaluated price will be recommended for award of a contract for the stream(s) bid on.

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

The services required are grouped into two (2) separate Streams. A maximum of two (2) contracts can be issued; one (1) for each Stream. Bidders must bid on a minimum of one (1) Stream to be considered responsive. Bidders may bid on both Streams.

### 1. Mandatory Technical Criteria

- a. The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- b. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#### 1.1 STREAM 1 - SENIOR ENGINEER

Mandatory Technical Criteria (MT)	
Number	Mandatory Technical Criterion
MT1	The bidder must provide the name of the proposed Senior Engineer.
MT2	<p>The proposed Senior Engineer named in MT1 must have:</p> <ol style="list-style-type: none"> <li>a. A University Undergraduate Degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program (Copy of the Certificate must be provided with the Bidder's Proposal);</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>b. Should the Degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), (Copy of the official CCPE judgement must be provided with the Bidder's Proposal)</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>c. Engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body (proof of which must be provided with the Bidder's Proposal).</li> </ol>
MT3	The proposed Senior Engineer named in MT1 must have a minimum of eight (8) years of experience as an Engineer.
MT4	<p>The proposed Senior Engineer named in MT1 must have one of the following:</p> <ol style="list-style-type: none"> <li>a. Been an AERE Officer (Major or above);</li> </ol> <p>OR</p>

	<p>b. Public Service equivalent (EN-ENG 5 or above);</p> <p>OR</p> <p>c. Served in an equivalent rank and classification in any allied nation military;</p> <p>OR</p> <p>d. Been in a Senior Engineering Management position within a major aerospace company employing in excess of five-hundred (500) employees</p>
<b>MT5</b>	The proposed Senior Engineer named in MT1 must have a minimum of sixty (60) months of demonstrated experience in an aircraft engineering environment and providing life cycle support of aircraft flight avionics systems on aircraft fleets fitted with integrated flight instruments and flight control systems (such as Electronic Flight Instrument System, Navigation Systems, Communication Systems, and Cockpit Data Unit/Flight Management Systems)
<b>MT6</b>	The proposed Senior Engineer named in MT1 must have a minimum of sixty (60) months of demonstrated experience in evaluating contractor deliverables including drawings, test plans, procedure and reports and design change proposals.
<b>MT7</b>	The proposed Senior Engineer named in MT1 must have a minimum of sixty (60) months of demonstrated experience in carrying out technical investigations, studies and preparing reports.
<b>MT8</b>	The proposed Senior Engineer named in MT1 must have a minimum of twelve (12) months of demonstrated experience within the past five (5) years as of the bid solicitation posting date, in support of the acquisition of a new avionics suite in accordance with Federal Aviation Administration (FAA) CAT II Instrument Flight Rules (IFR) installation requirements in either a civilian or military certified aircraft
<b>MT9</b>	The proposed Senior Engineer named in MT1 must have a minimum of twelve (12) months of demonstrated experience within the past five (5) years as of the bid solicitation posting date, with Transport Canada (TC), FAA or Department of National Defence (DND) certification processes including but not limited to, preparing or evaluation compliance data required for FAA, TC or DND certification or acceptance of aircraft avionics components as a Project Authority or as a Finding Authority.

## 1.2 STREAM 2 - SENIOR INTEGRATED LOGISTICS SUPPORT SERVICES

<b>Mandatory Technical Criteria (MT)</b>	
<b>Number</b>	<b>Mandatory Technical Criterion</b>
<b>MT1</b>	The bidder must provide the name of the proposed Senior Integrated Logistics Support Specialist.
<b>MT2</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of a secondary school graduate diploma/certificate

<b>MT3</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of eight (8) years of experience as an Integrated Logistics Support Specialist.
<b>MT4</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of thirty-six (36) months of demonstrated experience in performing Integrated Logistics Support (ILS) project management services on a project with a minimum budget of \$100M.
<b>MT5</b>	The proposed Senior Integrated Support Specialist named in MT1 must have a minimum of thirty-six (36) months of demonstrated experience in preparing ILS project management documents.
<b>MT6</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of twenty-four (24) months demonstrated experience in performing ILS project management services utilizing ISO 15288 standard or ISO 9001/2000 standard.
<b>MT7</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of twenty-four (24) months demonstrated experience in aviation risk management
<b>MT8</b>	The proposed Senior Integrated Logistics Support Specialist named in MT1 must have a minimum of twenty-four (24) months demonstrated experience in aviation configuration management utilizing MIL-STD-973 or EIA 649.

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## **PART 5 - CERTIFICATIONS**

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

- a. Pursuant to Section 01 of 2003 (2012-07-11), the following must be submitted with the bid by the date, time and place indicated on page 1 of the bid solicitation:
  - 1) a complete list of names of all individuals who at the date the submission is signed by the Bidder, are on the Bidder's Board of Directors; and
  - 2) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the aforementioned list.

### **2. Certifications**

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

#### **2.1 Certifications Precedent to Contract Award**

- a. The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## ATTACHMENT 1 to PART 5

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. Federal Contractors Program

##### 1.1. Federal Contractors Program - \$200,000 or more

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

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either, as a result of a finding of non-compliance by HRSDC, or, following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder or the member of the joint venture

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

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

## 1.2 Former Public Servants 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 spending 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 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; and
- 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; and
- 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 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.

### **1.3 Status and Availability of Resources**

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

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

### **1.4 Education and Experience**

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

Solicitation No. - N° de l'invitation

W847C-130044/A

Amd. No. - N° de la modif.

File No. - N° du dossier

121zhW847C-130044

Buyer ID - Id de l'acheteur

121zh

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

W847C-130044

CCC No./N° CCC - FMS No/ N° VME

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## **ATTACHMENT 2 to PART 5 CONSENT TO A CRIMINAL RECORD VERIFICATION**

**See Attached**

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

### **1. Security Requirement**

- a. Before award of a contract, the following conditions must be met:
  - i. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - ii. 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; and
  - iii. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- b. 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.
- c. 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 Website.

### **2. Controlled Goods Requirement**

- a. SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

- a. The Contractor must perform the Work in accordance with the Statement of Work in Annex A .

#### 1.1 Task Authorization

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

##### 1.1.1 TA Authority and Limit

- a. The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, GST or HST extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- b. The authority specified under paragraph 1.1.1 a. of this clause is granted subject to the sum specified in the Contract under clause 6.2.1, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

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

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

### 1.1.3 TA Process

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

### 1.1.4 TA Authorization

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

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

- a. "Maximum Contract Value" means the sum specified in Contract clause 6.2.1, Limitation of Expenditure - Cumulative Total of All Authorized TAs;
- b. "Minimum Contract Value" means 10% of the Maximum Contract Value at contract award.
- c. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.5 b. of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not

exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

- a. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- b. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.1.6 e. and 1.1.6 f. below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.
- c. The reporting periods are defined as follows:
  - 1st quarter: April 1 to June 30;
  - 2nd quarter: July 1 to September 30;
  - 3rd quarter: October 1 to December 31; and
  - 4th quarter: January 1 to March 31.
- d. A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.1.6 e. and 1.1.6 f. is provided in Annex E.
- e. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the TA number appearing on the TA form;
  - the date the task was authorized appearing on the TA form;
  - the total estimated cost of the task (GST/HSTextra) before any revisions appearing on the TA form;
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
    - the TA revision number;
    - the date the revision to the task was authorized;
    - the authorized increase or decrease (GST/HSTextra);
    - the total estimated cost of the task (GST/HST extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), GST/HST extra;
  - the total cost incurred and invoiced for the task (as last revised,as applicable), GST/HST extra;
  - the GST/HST total amount invoiced;

- the total amount paid, GST/HST included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

f. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (GST/HSTextra) specified in clause 6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized Tas of the Contract (as last amended);
- the total cost incurred for all authorized tasks inclusive of any revisions, GST/HST extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, GST/HST extra;
- the GST/HST total amount invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, GST/HST extra.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

- a. 2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 2.2 Specific Person(s)

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

Senior Engineer: \_\_\_\_\_  
 Senior Integrated Logistics Support Specialist: \_\_\_\_\_

## 3. Security Requirement

- a. For Stream 1 - Senior Engineer, the following Security Requirement applies:

- 1) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the requisite level of RELIABILITY or SECRET, granted or approved by CISD/PWGSC.
- 3) The Contractor personnel requiring access to COMSEC information/assets must have undergone a COMSEC briefing.

- 
- 4) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
  - 5) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
  - 6) The Contractor must comply with the provisions of the:
    - i. Security Requirements Check List, attached at Annex C;
    - ii. Industrial Security Manual (Latest Edition)
- b. For Stream 2 - Senior Integrated Logistics Support Services, the following Security Requirement applies:
- 1) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISC), Public Works and Government Services Canada (PWGSC).
  - 2) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the requisite level of RELIABILITY or SECRET, granted or approved by CISC/PWGSC.
  - 3) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
  - 4) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
  - 5) The Contractor must comply with the provisions of the:
    - i. Security Requirements Check List, attached at Annex C;
    - ii. Industrial Security Manual (Latest Edition)

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

- a. The period of the Contract is from date of Contract to July 31, 2013.

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

- a. For the services to be performed under Stream 1 - Senior Engineer:

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised

by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

b. For the services to be performed under Stream 2 - Senior Integrated Logistics Support Services:

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 5. Authorities

### 5.1 Contracting Authority

a. The Contracting Authority for the Contract is:

Name: Brian Steele  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Professional Services Procurement Directorate  
 Address: 11 Laurier  
 Gatineau, QC  
 K1A 0S5

Telephone: 819-956-3569  
 Facsimile: 819-956-2675  
 E-mail address: brian.steele@tpsgc-pwgsc.gc.ca

b. 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 Project Authority

a. The Project Authority for Stream 1: Senior Engineer on the Contract is: (will be identified at contract award)

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

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

The Project Authority for Stream 2: Senior Integrated Logistics Support Specialist on the Contract is:  
(will be identified at contract award)

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

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

- b. The Project 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 Project Authority; however, the Project 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

- a. The Contractor's Representative for the Contract is: (will be identified at contract award)

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

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

## 6. Payment

### 6.1 Basis of Payment

#### 6.1.1 TA subject to a Limitation of Expenditure

- a. When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.
- b. Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- c. No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written

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

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

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

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

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

## **6.3 Method of Payment**

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

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

#### **Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 1) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract; all such documents have been verified by Canada;
- 2) the Work performed has been accepted by Canada.

#### **6.4 Discretionary Audit**

- a. C0705C (2010-01-11), Discretionary Audit

#### **7. Invoicing Instructions**

- a. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- b. Invoices must be distributed as follows:
  - i. The original and one (1) copy must be forwarded to the Project Authority for certification and payment; and
  - ii. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **8. Certifications**

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

#### **9. Applicable Laws**

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

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

- a. 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.
  - i. the Articles of Agreement;
  - ii. the general conditions 2035 ( 2012-03-02 ), General Conditions - Higher Complexity - Services;
  - iii. Annex A, Statement of Work;
  - iv. Annex B, Basis of Payment;
  - v. Annex C, Security Requirements Check List;
  - vi. the signed Task Authorizations (including all of its annexes, if any); and

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vii. the Contractor's bid dated \_\_\_\_\_

**11. Defence Contract**

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

**12. Foreign Nationals**

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

**13. Insurance**

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

**14. Controlled Goods**

- a. SACC Manual Clause A9131C (2011-05-16), Controlled Goods Program  
b. SACC Manual Clause B4060C (2011-05-16), Controlled Goods

## ANNEX A

### STATEMENT OF WORK

#### 1.0 GENERAL

- a. Purpose. To acquire the services of a Senior Integrated Logistics Support (ILS) Specialist and a Senior Engineer required by the Maritime Helicopter Project (MHP) within the Department of National Defence (DND).
- b. Background. The objective of the Maritime Helicopter Project (MHP) is to replace the CH-124 Sea Kings with a fleet of new maritime helicopters (MHP). The Maritime Helicopter Acquisition and In-Service Support contracts were released in November, 2004 with the first of twenty-eight (28) Maritime Helicopters (MHs) / CH-148s due to be delivered early 2009. In order to progress the CH-148 acquisition and in-service support requirements, professional support services of a Senior Engineer and a Senior Integrated Logistics Support (ILS) Specialist is required.

#### 2.0 APPLICABLE DOCUMENTS

- a. In addition to any provisions contained within the Contract, the following resources provide guidance related to the provision of the tasks and deliverables of the Senior Integrated Logistics (ILS) Specialist. The Contractor must maintain working knowledge of these documents and all amendments thereto:
  - 1) ISO 15288 System Engineering - System Life Cycle Processes
  - 2) ISO 9001:1994 Quality Systems - Model for Quality Assurance in Design, Development, Production, Installation and Servicing
  - 3) ISO 9001:2000 Quality Management Systems - Requirements

#### 3.0 GREEN PROCURMENT AND SERVICES

- a. The Contractor must ensure, where possible, that all materials employed and work methods utilized by both the Contractor and its deployed personnel must accommodate DND's commitment to DND's and the Government of Canada's Green Procurement Strategy.

#### SERVICE STREAM 1 - SENIOR ENGINEER

*(The appropriate Stream will be inserted into the Statement of Work at Contract issuance and SOW will be reformatted if required)*

#### 4.0 DESCRIPTION AND SCOPE OF WORK FOR SERVICE STREAM 1

##### 4.1 General

- a. The Senior Engineer must provide Aircraft Avionics Engineering Subject Matter Expertise in support of the acquisition and implementation of the Maritime Helicopter. These services include, but are not limited to, participating in technical focus groups, performing research and analysis, generating reports and recommendations, making presentations and providing expert advice and guidance. This Senior Engineer must also participate in certification and qualification activities.

##### 4.2 Specific Services

a. The Senior Engineer may provide services that include but are not limited to the following:

- 1) Requirements Implementation. Review various technical and engineering requirements, certification and compliance documents, engineering and technical specifications and other related documentation to ensure that the Maritime Helicopter (MH) weapon system capability requirements are adequately implemented. Identify any shortcomings of proposed or submitted documentation and provide comments and recommendations in a report format;
- 2) Option Analysis. Conduct various technical option studies and feasibility analyses with results provided in a report format;
- 3) SME Support. Review and provide subject matter expertise during the review of deliverables for the acquisition of the Maritime Helicopter (MH) weapon system capability;
- 4) Technical Briefings. Prepare and conduct technical presentations on findings, results and recommendations from the work completed in assuming the various tasks prescribed therein;
- 5) Technical Review of Proposed Maritime Helicopter (MH) Technical Solutions. Review proposed aircraft instrumentation and avionics equipment and integrated solutions with respect to the Maritime Helicopter (MH) certification and qualification requirements, and provide comments and recommendations regarding acceptability and shortfalls;
- 6) Technical Reviews and Audits. As required, participate in on-site technical reviews as well as technical audits at the Maritime Helicopter (MH) contractor and sub-contractors' facilities and provide comments and recommendations based on findings;
- 7) Systems Qualification/Acceptance Testing. Review test documentation and witness or participate in testing at Maritime Helicopter (MH) Contractors' and DND facilities and as applicable provide comments and recommendations on test conduct and results;
- 8) Airworthiness Plans. Provide inputs and assist in implementing initial and continuing airworthiness certification plans addressing avionics design and integrated solutions;
- 9) Assist in Managing Technical Projects. Prepare project tasking directives and appropriate documentation;
- 10) SME Technical Advice. Provide SME technical advice to the Project Authority on any pertinent avionics technical issues as they relate to the required Maritime Helicopter (MH) weapon system capability;
- 11) Participate in Technical Meetings. As required, participate in NATO, Seminars, Conferences, Technical Meetings or Working Groups for the purpose of gathering and providing technical advice on avionics related matters applicable to the required Maritime Helicopter (MH) capability; and
- 12) Perform other related avionics engineering support services.

## 5.0 DELIVERABLES

- a. Deliverables must be in the form of services provided to the Project Authority in accordance with this SOW and of the products generated thereof.

- b. **Monthly Progress Reports:** The Contractor must prepare monthly progress reports of the work performed in a contractor format acceptable to the TA, to be attached to each invoice. As a minimum, each monthly progress report must document the following information:
- 1) All significant activities performed by the Senior Engineer during the period covered by the invoice;
  - 2) Status of all action/decision items, as well as a list of outstanding activities;
  - 3) A description of any problems encountered which are likely to require the attention of the Project Authority;
  - 4) Any recommendations relating to the conduct of the work;
  - 5) Total number of days charged for the Senior Engineer during the covered period;
  - 6) Cumulative number of days charged for the Senior Engineer; and
  - 7) Travel costs incurred, including all applicable receipts.
- c. Monthly reports are not required for any month in which services were not provided.
- d. Unless otherwise specified by the Task Authorization, one (1) hard copy and one (1) soft copy of these deliverables must be provided to the Project Authority. Soft copy deliverables must be provided on CD-ROM. In addition, deliverables must be provided according to the following format: MS Office 2000 Suite compatible and distributed by means of e-mail, unless otherwise requested.
- e. As a minimum Quality Assurance requirement, the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided, conform to the specifications and requirements of this Statement of Work. The schedule of deliverables must be in accordance with the priorities established by the Project Authority and will be emphasized on the Task Authorization.

## 6.0 ESTIMATED LEVEL OF EFFORT

- a. The estimated level of effort is indicated in TABLE 1 below.
- b. The inclusion of volumetric data in Table 1: Estimated Level of Effort, does not represent a commitment by DND that DND's future usage of the services described in Service Stream 1 - Senior Engineer will be consistent with this data.
- c. The table includes additional days for possible out-of-core-hour services that may be required. Bidders are reminded that under the Supply Arrangement, overtime premium per diem rates are not permitted. The out-of-core hour services are annual estimates in days for the resource as follows:

**TABLE 1: ESTIMATED LEVEL OF EFFORT**

Required SA Occupational Category	Estimated Level of Effort (days)			Additional out-of-core Hour Services (annual days)
	Initial Contract Period	Option Period 1	Option Period 2	
Senior Engineer	240	240	240	Initial Contract Period: 20 Option Period 1: 20 Option Period 2: 20

## 7.0 LIMITATIONS AND CONSTRAINTS

- a. There will be a requirement for the Contractor to access information available at Canada's facilities located at 344 Wellington Street, 101 Colonel By Drive, 400 Cumberland, 555 Boul. de la Carrière - Louis Saint Laurent Building, or other DND locations within the National Capital Region.
- b. All reports developed and/or updated by the Contractor will be for the review, approval and signature (where required) of the Project Authority.
- c. Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. The Contractor must limit itself to provide comments and recommendations only to the Project Authority on these issues.
- d. The Senior Engineer must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada.
- e. During the performance of the Contract, the Contractor and its personnel must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.
- f. At all times during the provision of the required services, the Contractor personnel are not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary technical information may be provided to Contractor personnel in the performance of the work if the "Non-Disclosure and Confidentiality Agreement" contained in the Request for Proposal is duly executed by the Contractor personnel.
- g. All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract, remains the property of Canada and will be used solely in support of this requirement. The Contractor will be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND without the express written permission of the Project Authority. Such information and material must be returned to the Project Authority upon completion of the work or when requested by the Project Authority.
- h. All correspondence, either initiated by the Contractor personnel or by any section of DND, must be submitted to the Project Authority. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.
- i. The Project Authority or other authorized departmental government representative must have access at all times to the work and to the plant or facility where any part of the work is being performed.
- j. The Contractor must ensure that their personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads others to perceive Contractor personnel as being employees of Canada.

## 8.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

- a. All services by Contractor personnel will be provided on-site at 344 Wellington Street or alternate location within the National Capital Region. In all cases, DND will provide sufficient office space,

general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements) for all of the Contractor personnel.

- b. Furthermore, DND will provide, subject to normal security requirements and only to the specified Contractor personnel, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the work associated with the Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- c. All of the above provisions will, in all cases, be subject to the availability of suitable DND office facilities in the National Capital Region.
- d. Due to the uncertain future availability of DND office facilities in the National Capital Region, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of contracted service from their own offices or places of business and adequate work space and office equipment if, for any reason, suitable DND office facilities become unavailable.
- e. Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

## **SERVICES STREAM 2 - SENIOR INTEGRATED LOGISTICS SUPPORT SERVICES**

*(The appropriate Stream will be inserted into the Statement of Work at Contract issuance and SOW will be reformatted if required)*

### **9.0 SCOPE OF WORK**

#### **9.1 General.**

- a. This Senior Integrated Logistics Support Specialist must provide Integrated Logistics Support (ILS) Project Management Support services in support of the acquisition and implementation of the Maritime Helicopter Weapon System (MHWS). The Senior Integrated Logistics Support Specialist must provide subject matter expertise, planning services and Project Management with specific application towards MH ISS documents or activities including, but not limited to:
  - 1) Coordination of logistics and project management responsibilities between System Engineering Manager (SEM), Operational Requirements Training Manager (ORTM), Project Control Support Manager (PCSM) and PWGSC;
  - 2) Weapon Systems Management Office;
  - 3) Quality Management System;
  - 4) MH Statement of Support Intent;
  - 5) Life Cycle Support Requirement Specification;
  - 6) Acquisition and In-Service Support (ISS) Statements of Work; and
  - 7) ISO 15288 and other specification related documents as identified by the TA.

#### **9.2 Specific Services**

- 
- a. The Senior Integrated Logistics Support Specialist must assist the MHP Integrated Logistics Support Manager (ILSM) with project management support to coordinate project delivery. The Senior Integrated Logistics Support Specialist will provide services that include but are not limited to the following:
- 1) Review MH Contractor deliverables for conformance to Life Cycle Support Requirement Specification (LCSRS) for ISS of MH project management;
  - 2) Participate in the development and implementation of CH-148 Optimised Weapon Systems Manager (OWSM) Program Management support concept for the MHWS;
  - 3) Participate in the development of the MHP Transition to Weapon System Manager (WSM) Plan;
  - 4) Participate in the development of the Master Implementation Plan (MIP);
  - 5) Participate in the development of an appropriate QMS strategy and implementation plan;
  - 6) Participate in the development of processes and procedures related to MH Project, Data, Configuration and Risk Management;
  - 7) Assist in the coordination of management of ISS Issues and Risks;
  - 8) Coordinate change control of ISS SOW, Contract Data Requirements List (CDRLs), Data Item Description (DIDs) and Specifications;
  - 9) Develop review criteria and milestone reviews;
  - 10) Participate in internal discussions and activities leading to the review of MH Contractor deliverables;
  - 11) Participate in meetings and Working Groups with the MH Contractor;
  - 12) Participate in meetings and Working Groups with DND stakeholders;
  - 13) Provide project and technical guidance to staff concerning MH ISS Program and Configuration Management;
  - 14) Maintain technology watch over technical specifications, standards, models, guidelines, documents, papers, periodicals;
  - 15) Monitor and action Program Management issues as they relate to the Continuing Airworthiness program;
  - 16) Participate in Configuration Management Manager (CMM) or other Program Management Process Assessments, as required;
  - 17) Prepare, present briefings and/or presentations as required;
  - 18) Prepare project taskings, schedules, Work Breakdown Structure (WBS) and appropriate documentation and conduct project management responsibilities as directed by the Project Authority;
  - 19) Identify issues and risks with regards to the MH Contractor's performance on deliverables, on tracking and control progress and on schedules;

- 20) Participate in Joint Technical and Management Reviews;
- 21) Conduct technical audits, verification and validation as required;
- 22) Provide training to Project Management Office PMO and other DND stakeholders on Program Management Process and Quality Engineering; and
- 23) Perform other project management services related to the services reflected above.

## 10.0 DELIVERABLES

- a. Deliverables must be in the form of services provided to the Project Authority in accordance with this Statement of Work and of the products generated thereof.
- b. Monthly Progress Reports: The Contractor must prepare monthly progress reports of the work performed in a contractor format acceptable to the Project Authority, to be attached to each invoice. As a minimum, each monthly progress report must document the following information:
  - 1) All significant activities performed by the Senior Integrated Logistics Support Specialist during the period covered by the invoice;
  - 2) Status of all action/decision items, as well as a list of outstanding activities;
  - 3) A description of any problems encountered which are likely to require the attention of the Project Authority;
  - 4) Any recommendations relating to the conduct of the work;
  - 5) Total number of days charged for the Senior Integrated Logistics Support Specialist during the covered period;
  - 6) Cumulative number of days charged for the Senior Integrated Logistics Support Specialist; and
  - 7) Travel costs incurred, including all applicable receipts.
- b. Monthly reports are not required for any month in which services were not provided.
- c. Unless otherwise specified by the Project Authority, one (1) hard copy and one (1) soft copy of these deliverables must be provided to the Project Authority. Soft copy deliverables must be provided on CD-ROM. In addition, deliverables must be provided according to the following format: MS Office 2000 Suite compatible and distributed by means of e-mail, unless otherwise requested.
- d. As a minimum Quality Assurance requirement, the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this Statement of Work. The schedule of deliverables must be in accordance with the priorities established by the Project Authority and will be emphasized on the Task Authorization.

## 11.0 ESTIMATED LEVEL OF EFFORT

- a. The estimated level of effort is indicated in TABLE 2 below.

- b. The inclusion of volumetric data in Table 2: Estimated Level of Effort, does not represent a commitment by DND that DND's future usage of the services described in Service Stream 2 - Senior Integrated Logistics Support Services will be consistent with this data.
- c. The table includes additional days for possible out-of-core-hour services that may be required. Bidders are reminded that under the Supply Arrangement, overtime premium per diem rates are not permitted. The out-of-core hour services are annual estimates in days for the resource as follows:

TABLE 2: ESTIMATED LEVEL OF EFFORT

Required SA Occupational Category	Estimated Level of Effort (days)					Additional out-of-core Hour Services (annual days)
	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	
Senior Integrated Logistics Support Specialist	240	240	240	240	240	Initial Contract Period: 20 Option Period 1: 20 Option Period 2: 20 Option Period 3: 20 Option Period 4: 20

## 12.0 LIMITATIONS AND CONSTRAINTS

- a. There will be a requirement for the Contractor to access information available at Canada's facilities located at 105 Hotel De Ville or other DND locations within the National Capital Region.
- b. All reports developed and/or updated by the Contractor must be for the review, approval and signature (where required) of the Project Authority.
- c. Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor services. Contractor personnel must limit themselves to provide comments and recommendations only to the Project Authority on these issues.
- d. The Senior Integrated Logistics Support Specialist must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada.
- e. During the performance of the Contract, the Contractor and the Senior Integrated Logistics Support Specialist must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.
- f. At all times during the provision of the required services, the Senior Integrated Logistics Support Specialist must not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary technical information may be provided to Contractor personnel in the performance of the work if the "Non-Disclosure and Confidentiality Agreement" is duly executed by the Contractor personnel.
- g. All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract, remains the property of Canada and will be used solely in support of this requirement. The Contractor must safeguard the preceding information and materials from unauthorized use and must not release them

to any third party, person or agency external to DND without the express written permission of the Project Authority. Such information and material must be returned to the Project Authority upon completion of the work or when requested by the Project Authority.

- h. All correspondence, either initiated by the Contractor personnel or by any section of DND, must be submitted to the Project Authority. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.
- i. The Project Authority or other authorized departmental government representative must have access at all times to the work and to the plant or facility where any part of the work is being performed.
- j. The Contractor must ensure that their personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads others to perceive Contractor personnel as being employees of Canada.

### **13.0 LOCATION FOR PROVISION OF REQUIRED SERVICES**

- a. All services by all Contractor personnel will be provided on-site at 105 Hotel De Villes or alternate location within the NCR. In all cases, DND will provide sufficient office space, general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements) for all of the Contractor personnel.
- b. Furthermore, DND will provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the work associated with the Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- c. All of the above provisions will, in all cases, be subject to the availability of suitable DND office facilities in the National Capital Region.
- d. Due to the uncertain future availability of DND office facilities in the National Capital Region, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of contracted service from their own offices or places of business and adequate work space and office equipment if, for any reason, suitable DND office facilities become unavailable.
- e. Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

### **SERVICES STREAM 1 & 2 - SENIOR ENGINEER & SENIOR INTEGRATED LOGISTICS SUPPORT SERVICES**

#### **14.0 DND SUPPORT TO CONTRACTOR**

- a. To aid the Contractor(s) in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the Project Authority:
  - 1) All available data and documents such as policy documents, directives, instructions, performance data, technical documents, project data and other data deemed necessary by the Project Authority for the provision of services under this SOW;

- 
- 2) Consultation with the TA and other Crown specialists as may be arranged by the Project Authority; and
  - 3) Other information, data and assistance available and requested by the Contractor(s) subject to concurrence by the Project Authority.
- b. To aid the Contractor(s) in the provision of the required services Canada may, at its sole discretion, provide special training on an "as and when required basis" to Contractor personnel for DND unique systems and procedures. Canada will not incur per diem charges from the Contractor(s) for time while the Contractor personnel are being trained. Upon completion of the special training provided by Canada to the incumbent Contractor trained personnel, should the trained incumbent personnel leave or need to be replaced during the life of the Contract(s), the Contractor(s) must pay all expenses to train the replacement personnel.
  - c. The Contractor(s) is/are advised that the above does not represent a commitment by Canada and that it is the Contractors' sole responsibility to provide all services required to perform the Contract(s). The Contractor personnel must be able to work independently on all aspects of the required services.

## 15.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- a. The Contractor(s) must identify a Contract Manager. The Contract Manager is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- b. The Contract Manager(s) are responsible for the pick-up and delivery to the Project Authority (PA) of all correspondence, data, etc.
- c. The Contract Manager(s) are responsible for all work produced under the Contract(s), including completeness, accuracy and adherence to all relevant safety & environmental regulations, rules and good practices.
- d. The Contract Manager(s) must maintain an electronic library of work in progress, delivered items and review comments, and shall perform version control.

## 16.0 MEETINGS

- a. Contractor personnel must make all necessary preparations in order to actively participate in any meeting convened by the Project Authority.
- b. All meetings will be conducted at facilities to be provided by DND or any third party, unless otherwise requested by the Project Authority. In the latter case, the meeting will be conducted at the Contractors' facility and the Contractor(s) must provide all facilities, resources, etc. required at no additional cost to Canada.
- c. If required by the Project Authority, the Contractor personnel must prepare minutes of all discussions and/or record of decisions of the meeting(s) and must provide them to the Project Authority for review and approval, no later than three (3) working days after each meeting.
- d. The Contractor(s) must maintain a history of all meetings as well as all incremental changes to action items and submit it to the Project Authority when requested.

## 17.0 TRAVEL AND LIVING

Solicitation No. - N° de l'invitation

W847C-130044/A

Amd. No. - N° de la modif.

File No. - N° du dossier

121zhW847C-130044

Buyer ID - Id de l'acheteur

121zh

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

W847C-130044

CCC No./N° CCC - FMS No/ N° VME

- 
- a. The Contractor personnel may be required to travel outside the NCR region.
  - b. The requirement for any travel and trip report (content and format) will be identified by the Project Authority. All travel will require prior approval of the Project Authority or the authorized representative.
  - c. If required by the Project Authority, the Contractor personnel must prepare a trip report describing the technical discussions and action items from the trip and provide it to the Project Authority for review and approval, no later than five (5) working days after return from the trip.

## ANNEX B BASIS OF PAYMENT

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

### 1.0 Professional Fees

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

#### SERVICE STREAM 1 - SENIOR ENGINEER

SA Occupational Category	Initial Contract Period	Option Period 1	Option Period 2	Additional out-of-core Hour Services (annual days)
Senior Engineer	\$	\$	\$	<u>Initial Contract Period: 20</u> \$  <u>Option Period 1: 20</u> \$  <u>Option Period 2: 20</u> \$

#### SERVICE STREAM 2 - SENIOR INTEGRATED LOGISTICS SUPPORT SERVICES

SA Occupational Category	Initial Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Additional out-of-core Hour Services (annual days)
Senior Integrated Logistics Support Specialist	\$	\$	\$	\$	\$	<u>Initial Contract Period: 20</u> \$  <u>Option Period 1: 20</u> \$  <u>Option Period 2: 20</u> \$  <u>Option Period 3: 20</u> \$  <u>Option Period 4: 20</u> \$

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

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## **2.0 Cost Reimbursable Expenses**

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

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

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”.

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

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

Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>; and
- b. Any travel between the Contractor's place of business and the NCR;
- c. Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the firm all-inclusive per diem rates specified in article 1.0 above.

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

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## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST

#### 1. SERVICE STREAM 1 - SENIOR ENGINEER

a. See attached SRCL: E60ZH-070002SRCL3

#### 2. SERVICE STREAM 2 - SENIOR INTEGRATED LOGISTICS SUPPORT SERVICES

a. See attached SRCL: E60ZH-070002SRCL2

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Buyer ID - Id de l'acheteur

121zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W847C-130044

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## **ANNEX D**

### **DND 626, TASK AUTHORIZATION FORM**

See attached

Solicitation No. - N° de l'invitation

W847C-130044/A

Amd. No. - N° de la modif.

File No. - N° du dossier

121zhW847C-130044

Buyer ID - Id de l'acheteur

121zh

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

W847C-130044

CCC No./N° CCC - FMS No/ N° VME

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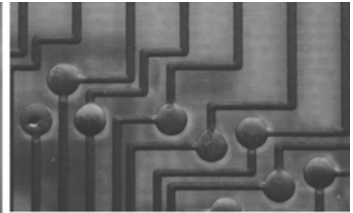
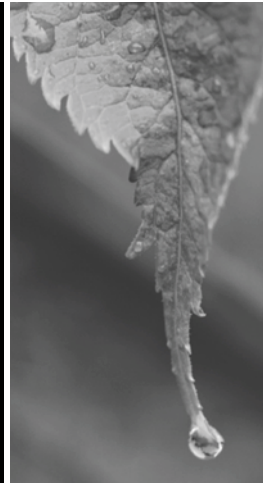
## **ANNEX E**

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

See Attached



# LVERS n° 3 / SRCL #3



**Arrangement en matière  
d'approvisionnement pour des  
services techniques, d'ingénierie et  
d'entretien (AA STIE)**

**Technical, Engineering and  
Maintenance Services Supply  
Arrangement (TEMS SA)**



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Technical Engineering and Maintenance Services			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION ESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input checked="" 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	<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 ☒ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: SECRET

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Amendment No. - No de la modification 00:00:00	Increase/Decrease - Augmentation/Réduction	Previous Value/Valeur précédente
To: - A :	<p><b>TO THE CONTRACTOR</b></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. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract.</p>	
DELIVERY LOCATION - EXPÉDIEZ À	<p><b>À L'ENTREPRENEUR</b></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 délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
DELIVERY/COMPLETION DATE DATE DE LIVRAISON/D'ACHÈVEMENT Y/A M D/J	<p>_____</p> <p>Date</p>	<p>_____</p> <p>for the Department of National Defence pour le ministère de la Défense nationale</p>

**APPLICABLE ONLY TO PWGSC CONTRACTS:**

**NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :**

Periodic Usage Report (Authorized TAs) for the period from \_\_\_\_\_ to \_\_\_\_\_

[illegible]

Summary of all Authorized TAs

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