

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Biological threats		
Solicitation No. - N° de l'invitation W7701-125253/A	Date 2012-02-20	
Client Reference No. - N° de référence du client W7701-12-5253		
GETS Reference No. - N° de référence de SEAG PW-\$QCL-032-14438		
File No. - N° de dossier QCL-1-34816 (032)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-14		Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Boudrias, Marie-M.		Buyer Id - Id de l'acheteur qcl032
Telephone No. - N° de téléphone (418) 649-2806 ()		FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: R & D POUR LA DÉFENSE CANADA VALCARTIER 2459 BLVD PIE XI NORD C.P.8800 QUEBEC Québec G3J1X5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

Studies and data management of optical signal related to biological threat

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Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl032

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

W7701-12-5253

File No. - N° du dossier

QCL-1-34816

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The annexes include:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D DND 626, Task Authorization Form
- Annex E Contractor Disclosure of Foreground Information

2. Summary

(a) Title: Studies and data management of optical signal related to biological threat.

(b) Objective:

1. Create a data base and manage the collected optical signals related to biological threats and associated metadata;
2. Develop and modify software tools;
3. Process and analyse optical signal from irradiated biological aerosol/material;
4. Study the phenomenology of the optical signal from irradiated biological aerosols/material;
5. Execute field and/or lab measurement.

(c) Tasks:

This task authorisation contract include the following tasks:

Task 1: Develop a data base

Task 2: Support for software developement

Task 3: Process and analyse

Task 4: Study the phenomenology of optical signal from illuminated aerosols/material

Task 5: Execute field and/or lab measurements

For each of the above task many sub-tasks are associated.

(d) Work location:

Trials preparation and data analysis will be performed at the Contractor office. Most of the experimental work will be done at DRDC Valcartier. It may be possible that some field trials must be performed outside Quebec's region (e.i. other Canadian provinces or other contries). The work location will be specified in each task authorisation.

(e) Client department :

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

(f) Period of the contract :

The period of the contract is from the date of the contract to March 31, 2016 inclusive.

(g) Estimated funding available

The maximum funding available for the contract resulting from the bid solicitation is **\$800,000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

(h) Intellectual property rights

Any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

(i) Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents Web site.

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File No. - N° du dossier

QCL-1-34816

CCC No./N° CCC - FMS No/ N° VME

(j) Other information :

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

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) Manual issued by Public Works and Government Services Canada.

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

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

Subsection 12.1. (a) and (b) of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

1. Canada may reject a bid where any of the following circumstances is present:
 - (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 SACC Manual Clauses

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

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority preferably by e-mail at the following e-mail address: marie-michele.boudrias@tpsgc-pwgsc.gc.ca, **no later than five (5) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

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

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

6. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$800,000.00 CAD** (Goods and Services Tax or the Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- Section I : Technical Bid (4 hard copies and 4 soft copies on CD or DVD)
- Section II : Financial Bid (2 hard copies)
- Section III : Certifications (1hard copie)

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

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

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

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

Section I : Technical Bid

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

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

Section II: Financial Bid

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

- (a) A firm all-inclusive hourly rate (including profit and overhead) for each category of resources listed in **attachment 1 - Financial Bid Presentation Sheet**, for each year of the contract period.

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

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

The estimated funding available for the Contract resulting from the bid solicitation is indicated in **section 6. Maximum Funding of Part 2**, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination for goods, customs duties and excise taxes included. This disclosure does not commit Canada to pay the estimated funding available.

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

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

Section III : Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.1.2 Point Rated Technical Criteria

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

1.2 Financial Evaluation

1.2.1 Evaluation of Price

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

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

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

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

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

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

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

The certifications in **Attachment 4, Certifications Precedent to Contract Award**, should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. This information must be submitted with the bid .
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____ (to be completed at the contract award), dated _____ (to be completed at the contract award).

1.1 Task Authorization

1.1.1 Task Authorization - Department of National Defence

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

1.1.2 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

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

1.1.3 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$84,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

1.2 Disclosure Certification

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

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

2.3 SACC Manual Clauses

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

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

3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide, attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The period of the Contract is **from date of Contract to March 31, 2016** inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Michèle Boudrias
Public Works and Government Services Canada
1550, D'Estimauville avenue
Quebec city, Quebec
G1J 0C7

Telephone: 418-649-2806
Facsimile: 418-648-2209
E-mail address: marie-michele.boudrias@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority (to be completed by Canada at the contract award)

The Technical Authority for the Contract is:

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

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

5.3 Contractor's Representative (to be completed by the contractor)**Administrative representative :**

Name : _____
 Telephone : _____
 Facsimile : _____
 Email : _____

Technical representative :

Name : _____
 Telephone : _____
 Facsimile : _____
 Email : _____

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

The DND Procurement Authority for the Contract is:

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

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

6. Payment

6.1 Basis of Payment

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

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

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

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

(b) Ceiling Price TA

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

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

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

(c) TA subject to a Limitation of Expenditure

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

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

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

6.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%.

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

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$800,000.00**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.4 Method of Payment

6.4.1 Payments will be made not more frequently than once a month.

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

6.4.2.1 Single Payment

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

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

6.4.2.2 Milestone Payments (For a Firm Price TA)

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

- (a) an accurate and complete invoice, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.5 SACC Manual Clauses

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

C0305C (2008-05-12), Cost Submission

6.6 Discretionary Audit

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

7. Invoicing Instructions - Progress Claim

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number;
 - (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
3. Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

ATTN: Mrs Suzanne Larrivée

Public Works and Government Services Canada

1550, Avenue D'Estimauville

Québec, Québec

G1J 5E9

Email: Suzanne.Larrivee@tpsgc-pwgsc.gc.ca

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

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

8. Certifications

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

8.2 SACC Manual Clauses

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions **4002** (2010-08-16), Software Development or Modification Services;
- (c) the general conditions **2040** (2011-05-16), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, DND 626, Task Authorization;
- (h) Annex E, Contractor Disclosure of Foreground Information;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____ (insert date of bid)

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

13. Insurance

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

14. Progress Reports

1. When a task is authorised, the Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:
 - (a) PART 1: The Contractor must answer the following three questions:
 - (i) Is the project on schedule?
 - (ii) Is the project within budget?
 - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - (ii) An explanation of any variation from the work plan.
 - (iii) A description of trips or conferences connected with the Contract during the period of the report.
 - (iv) A description of any major equipment purchased or constructed during the period of the report.

15. Site Regulations

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

16. Identification Badge

SACC Manual clause **A9065C** (2006-06-16), Identification Badge

ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

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

Note to bidders:

- Bidders must enter a rate for each proposed resource and for each year of the contrat.
- If the resource works for a subcontractor, the bidder must also include the name of the subcontractor.
- The rates must included the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, boul. Pie-XI Nord, Québec, Québec, G3J 1X5 or the work performed in Quebec city region.
- Bidders may propose a number of employees greater or smaller than the number of lines available in the following table (see mandatory technical criterion 1.3 at attachment 3).
- The estimated percentage of effort per labour category specified in the following table are only estimates of the requirements provided in good faith for the purpose of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada.
- For the evaluation purpose, the rates of the microbiologist(s) will be evaluated with the other proposed resources of Specialist (phenomenology, theory, and modeling) labour category, see attachment 2, Evaluation of price.

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	
Project manager (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	5%
Project manager (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software architect (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	15%
Software architect (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	
Software developer (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Software developer (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Software developer (3) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Analyst (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	25%
Analyst (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Analyst (3) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Specialist (phenomenology, theory, and modeling) (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	15%
Specialist (phenomenology, theory, and modeling) (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	
Technical personnel (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	15%
Technical personnel (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	

Labour Categories	Firm all- inclusive hourly rates for the following periods:				Estimated Percentage of effort per Labour Category
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016	
Microbiologist (1) (optional labour category) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	Optional

2. **EQUIPMENT:** at laid down cost without markup

3. **RENTALS:** at actual cost without markup

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

5. **SUBCONTRACTS:** at actual cost without markup

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

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

6. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34816

Buyer ID - Id de l'acheteur

qcl032

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

W7701-12-5253

CCC No./N° CCC - FMS No/ N° VME

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

7. OTHER DIRECT CHARGES: at actual cost without markup

TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE:

\$800,000.00

(GST / HST EXTRA)

ATTACHMENT 2

EVALUATION OF PRICE

- NB:** (i) The estimated amounts of effort specified and various estimated quantities are only estimates of the requirements provided in good faith for the purposes of evaluating the financial aspects of the bids and do not represent a commitment on behalf of Canada. Moreover, the examples of calculation (bid 1 and bid 2) ignore the mandatory technical criteria of attachment 3.
- (ii) For the evaluation purpose only, the proposed resources for the "Microbiologist" labour category will be evaluated with the other proposed resources for the "Specialist (phenomenology, theory, and modeling)" labour category - the level of effort for this labour category is 15%.

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

- The estimated percentage of use of a category of labour will be divided equally among the various employees meeting requirements who are proposed by the bidder for the same category of labour.

Example:

Bid 1

A Labour Category	B Firm hourly rate from the date of the contract to March 31, 2013	C Estimated Percentage of Use of the Labour Category	D Estimated Percentage of Use of Each Employee
Project Manager (1)	\$130.00/hour	5%	5%
Software Architect (1)	\$90.00/hour	15%	7.5%
Software Architect (2)	\$85.00/hour		7.5%

- In order to determine the average number of hours of service for each proposed employee, the following calculation will be used for each labour category and for each year of the contract.
 - An average hourly rate will be calculated.** To obtain the average hourly rate, the hourly rates submitted by all of the bidders will be added together. The resulting total amount will be divided by the number of employees proposed by all of the bidders.

NB: The average hourly rates will not be used in the contract. They will be used for evaluation purposes only.

Example:

Bidder 1 proposes 2 Software Architects for the first year of the contract. The rates are \$90.00/hour and \$85.00/hour.

Bidder 2 proposes 1 Software Architect for the first year of the contract. His rate is \$88.00/hour.

The following rates are therefore added together: $90 + 85 + 88 = 263$

The resulting number (263) is then divided by 3, because a total of 3 Software Architects were proposed by all of the bidders for this year of the contract. $263 / 3 = 87.67$ **\$/hour is the average hourly rate for the first year of the contract.**

- b. Determining the approximate dollar (\$) value of each employee.** To obtain the approximate dollar value of each employee, the following calculation will be used:
[estimated total value of labour for one year of the contract] X [estimated % of use of each employee (calculated in Step 1)]

NB: The estimated total value of labour for each year of the contract is as follows:

- (1) **first year of the contract (from the date of the contract to March 31, 2013)** : \$200,000;
(2) **second year of the contract (from April 1, 2013 to March 31, 2014)**: \$200,000;
(3) **third year of the contract (from April 1, 2014 to March 31, 2015)**: \$200,000; and
(4) **Fourth year of contract (from April 1, 2015 to March 31, 2016)**: 200,000.00\$.

Example:

Bid 1

A Labour Category	B Firm hourly rate from the date of the contract to March 31, 2013	C Estimated Percentage of Use of the Labour Category	D Estimated Percentage of Use of Each Employee	E Approximate Value (\$) of Each Employee for the First Year of the Contract (\$200,000 X D)
Project Manager (1)	\$130.00/hour	5%	5%	\$10,000.00
Software Architect (1)	\$90.00/hour	15%	7.5 %	\$15,000.00
Software Architect (2)	\$85.00/hour		7.5 %	\$15,000.00

*This calculation would be repeated for each year of the contract and for all labour categories submitted by the bidder.

- c Determining the average number of hours of service for each resource.** The average number of hours of service for each resource will be calculated as follows:
[approximate value (\$) of each resource for one year of the contract (calculated in Step 2(b))] / [average hourly rate for the labour category for this same year of the contract (calculated in Step 2(a))]

Example:

In the same example, the approximate number of hours for each Software Architect proposed by Bidder 1 for the first year of the contract is $\$15,000.00 / \$87.67/\text{hour} = 171.10$ hours

3. **Determining the cost of each proposed resource.** The following calculation will be used for all proposed resource and for all years of the contract:
[average number of hours of service for each employee (calculated in Step 2(c))] X [hourly rate proposed for that employee]
4. **Determining the total value of a bid.** To obtain the total value of the bid, the costs for each proposed resource (calculated in Step 3) included in the same bid will be added together.

Example for Steps 3 and 4:

Bid 1

A Labour Category	B Firm hourly rate from the date of the contract to March 31, 2013	F Average Number of Hours of Service for Each Employee for the First Year of the Contract	G Cost of Each Employee Proposed for the First Year of the Contract (B X F)
Project Manager (1)	\$130.00/hour	44.44 heures	\$5,777.20
Software Architect (1)	\$90.00/hour	17.11 heures	\$1,539.90
Software Architect (2)	\$85.00/hour	17.11 heures	\$1,454.35
TOTAL VALUE OF BID 1:			\$8,771.45

Bid 2

A Labour Category	B Firm hourly rate from the date of the contract to March 31, 2013	F Average Number of Hours of Service for Each Employee for the First Year of the Contract	G Cost of Each Employee Proposed for the First Year of the Contract (B X F)
Project Manager (1)	140.00\$ / heure	74.07 heures	\$10,370.37
Software Architect (1)	88.00\$ / heure	342.19 heures	\$30,112.92
TOTAL VALUE OF BID 2:			\$40,483.29

In the above example, the total value of Bid 1, including the estimated cost of all labour categories (Software Architect and Project Manager) for the first year of the contract, is lower than the total value of Bid 2, including the estimated cost of the same labour categories.

ATTACHMENT 3

MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. General

In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory and rated), the bidder must clearly indicate the name of the proposed resources for each labour category required in the contract: (1) project manager, (2) software architect, (3) software developer, (4) analyst, (5) specialist (phenomenology, theory, and modeling), (6) technical personnel, (7) microbiologist (optional labour category). Each resource will be evaluated with respect to the criteria related to the labour category for which he is proposed.

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

Bidder must attach the CV of each proposed resource for this contract. Bidder must clearly indicate the experience of the resources in terms of months of experience in relevant activity sectors to the different technical evaluation criteria (mandatory and rated). Moreover, it should be possible to verify the provided information within the curriculum vitae. Thus, the bidder should provide the name and coordinate of the client. For each of the relevant experience to technical evaluation criteria (mandatory and rated), the bidder must describe the projects realized by the proposed resource or by the company, as applicable (maximum 10 lines per project). The description should provide sufficient detail to allow a complete evaluation of the criteria. If it is impossible to demonstrate the experience of the proposed resources or company (as appropriate), the bid will be considered non-responsive (if it is a mandatory technical criterion), or no points will be awarded for insufficiently demonstrated experience (if it is a technical rated criterion).

Here's examples of information that should be provided for each presented project: a description of the project (including title, objectives and scope), the period of the project and the exact duration of the involvement of the resource in the project (month and year of start / month and year of end), the description of the role and responsibilities of the proposed resource in the project, a full description of the work for the resource and the results obtained, the approximate duration of each task achieved by the proposed resource, the number of full-time equivalent resources working on the project, software solutions involved in the project (if applicable), programming language (if applicable), etc.. Please note that the same type of information should be provided to describe the experience of the company (point rated technical criteria 2.1).

1. Mandatory Technical Criteria

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

Criteria	Description
1	<p>Each proposed resource must have at least one post-secondary degree from a recognized Canadian institution, or equivalent determined by an evaluation service credentials recognized in Canada *, if the diploma or certificate has been obtained outside Canada.</p> <p>*The list of recognized organizations can be found on the Canadian Information Centre for International Credentials Web site at http://www.cicic.ca.</p>
2	<p>Each of the proposed resources by the bidder must have acquired at least 6 months experience in the labor market in a field directly related to the field of study since the end of his studies or hold a Master degree.</p>
3	<p>The bidder must propose a minimum of one (1) resource for each of the following labour category:</p> <ul style="list-style-type: none"> (a) project manager, (b) software architect, (c) software developer, (d) analyst, (e) specialist (phenomenology, theory, and modeling), (f) technical personnel. <p>Not : A given resource can be proposed for more than one labour category.</p>

2. Point Rated Technical Criteria

Point Rated Technical Criteria	Evaluation scale	Max	Min
1. COMPANY EXPERIENCE		45	26
1.1 Company experience in the data base construction <ul style="list-style-type: none"> The company shows no experience in this field (0 pt) The company completed one significant project related to the field (7 pts) The company has completed more than one significant project related to the field (10 pts) <p>For project related to the field, we mean a project to develop a database structure and construction of the latter. For significant projects, we mean a project of more than 20 days with a minimum of one full-time resource working on the project.</p>		10	NA
1.2 Company experience in software tools development <ul style="list-style-type: none"> The company shows no experience in this field (0 pt) The company completed one significant project related to the field (7 pts) The company has completed more than one significant project related to the field (10 pts) <p>For project related to the field, we mean a project to develop software tools. For significant project, we mean a project of more than 20 days with a minimum of one full-time resource working on the project.</p>		10	NA
1.3 Company experience in processing and analysis of laser induced optical signal (lidar) <ul style="list-style-type: none"> The company shows no experience in this field (0 pt) The company completed one significant project related to the field (5 pts) The company completed one significant project specifically related to processing and analysis of spectral signature of laser induced fluorescence from biological materials (10 pts) The company has completed more than one significant project related to the field (15 pts) The company completed more than one significant project specifically related to processing and analysis of spectral signature of laser induced fluorescence from biological materials (20 pts) <p>For project related to the field, we mean a project including processing of laser induced spectral signals (lidar) and results analysis coming from this later processing. Processing may include software tools development for signal processing, representation of measurements or results of measurement analysis. For significant project, we mean a project of more than 20 days with a minimum of one full-time resource working on the project.</p>		20	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
<p>1.4 Company experience in executing lidar related measurement (field/laboratory)</p> <p>It is a summed binary scoring method:</p> <p>0 point - Experience not demonstrated 1 or 2 points (as applicable) - demonstrated experience</p> <p>The final score of the criterion 2.1.4 will be the sum of the demonstrated experience for this criterion.</p> <p>By lidar related measurement, we mean work related to the preparation of a lidar system, the manipulation of a lidar system, using a lidar system for data acquisition and data extraction for analysis.</p>	<p>1.4.1 The company has participated in laboratory measurements related to the lidar field:</p> <p>(a) Preparation and handling of the instrument in the laboratory (1 pt)</p> <p>(b) Using the instrument to the lidar data acquisition (1 pt)</p>	2	NA
	<p>1.4.2 The company has participated in at least one lidar related field test:</p> <p>(a) Preparation and handling of the instrument on the ground (1 pt)</p> <p>(b) Using the instrument to perform lidar data acquisition (2 pts)</p> <p>Note: The field test is enhanced because it involves more planning required by the deployment outside of a laboratory.</p>	3	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
2. MANAGEMENT PROPOSAL			
<p>2.1 Management method and management tools. The company must describe how she intends to control the project management</p> <p>The bidder should describe how he proposes to monitor the project management. He should also present the tools used to achieve this. Among the aspects that should be addressed by the bidder, there is:</p> <p>(a) his method of monitoring each separated task authorization (billing, monitoring the progress of work, etc.),</p> <p>(b) his strategy for the submission of monthly report of the spent and remaining resources for each task authorization and for the contract,</p> <p>(c) his management approach with regard to the unpredictability of a task authorization contract,</p> <p>(d) his contingency plan for the replacement of resources (ex: what happens if a proposed resource is no longer available?),</p> <p>(e) his method of managing subcontracted work (if applicable), and</p> <p>(f) in the case of a consortium made bidder, this latter should provide a clear description of the agreements between the consortium members and the management process put in place to seamlessly manage their performance.</p>	<ul style="list-style-type: none"> Any other situation (0 pt) The bidder has failed to address a maximum of two aspects requested above (a to f). Most strategies, methodologies and proposed plans are poorly adapted to the specific project. At least one appropriate management tool is offered by the bidder. (1 pt) The bidder has failed to address a maximum of two aspects requested above (a to f). The aspects covered by the bidder are appropriate and reflect the risks and features of the project. At least one appropriate management tool is offered by the bidder. (5 pts) The bidder has dealt with all aspects requested above (a to f). Most strategies, methodologies and proposed plans are adequate and reflect the risks and features of the project. Few appropriate management tools are also offered by the bidder. (8 pts) The bidder has dealt with all aspects requested above (a to f). Strategies, methodologies and proposed plans for all elements are appropriate and reflect the risks and features of the project. Various appropriate management tools are offered by the bidder and their effectiveness is demonstrated. (10 pts). 	10	5

Point Rated Technical Criteria	Evaluation scale	Max	Min
3. PROPOSED RESOURCES (per labour category) <p>More than one resource can be proposed per category. In this case, each resource will be evaluated individually. The overall scores obtained by each resource in the given category will be added and then divided by the number of resources available to obtain an average. The average will be the rating assigned to the bidder.</p> <p>To be included in the contract in a labour category, the proposed resource must get the minimum score for the labour category to which it is proposed. Also, if a resource does not get the minimum score, his score will still be used for the average calculation.</p> <p>Several sub-criteria of this section aim to evaluate the background education of the resources. To be acceptable to the evaluation team, the diploma must come from a recognized* Canadian university, or college, or the equivalent as established by a recognized* Canadian academic credentials assessment service,* if obtained outside Canada.</p> <p>*The list of recognized organizations can be found on the Canadian Information Centre for International Credentials Web site at http://www.cicic.ca.</p> <p>The experience gained during study period may be accepted if its relevance to the criteria is sufficient demonstrated.</p>		225	117
3.1 Proposed resources in the project management labour category		8	4
3.1.1 Training (education) of the proposed resource:	<ul style="list-style-type: none"> Bachelor degree (or higher diploma) in science, engineering, in project management or in business administration (2 pts). Other bachelor degree (or higher diploma) (1 pt). Any other situation (0 pt) 	2	NA
3.1.2 Experience of the proposed resource in R&D project management	<ul style="list-style-type: none"> At least 24 months of experience in this field (6 pts) 12 to 23 months of experience in this area (4 pts) 6 to 11 months experience in this field (2 pts) Less than 6 months experience in this field (0 pt) 	6	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.2 Proposed resource for the software architecture labour category		60	30
3.2.1 Training (education) of the proposed resource	<ul style="list-style-type: none"> • Bachelor degree or higher in computer engineering or computer science (5 pts) • Bachelor degree or higher in electrical engineering or physical science (4 pts) • Bachelor degree or higher in engineering physics or mathematics (3 pts) • Bachelor degree or higher in another engineering department (1 pt) • Any other situation (0 pt) 	5	NA
3.2.2 Knowledge of the proposed resource in management system database The evaluation team will consider that a resource has the necessary knowledge if she has made at least one of the following activities: (1) at least one project requiring the use of a database management systems mentioned above, or (2) at least one training (this may be a follow-up training as part of a program of college or university study or training from the private sector) on a system of database management mentioned above Note: If a project or training has touched more than one management system database listed above, the evaluation team will consider that the proposed resource has expertise with each of the systems affected by project or training (e.g., if during the project "X", the resource has made the development of a database with the Oracle system and the development of another database with FileMaker system, two points will be awarded for this project.)	<ul style="list-style-type: none"> • Oracle management system database (1 pt) • Microsoft Access management system database (1 pt) • SQL and derivatives management system database (1 pt) • FileMaker management system database (1 pt) <p>It is a summed binary scoring method: 0 pt : Knowledge not demonstrated 1 pt : Knowledge demonstrated</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p>	4	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.2.3 Experience of the proposed resource in database development	<ul style="list-style-type: none"> The resource has participated, as main developer, on a significant project of database development (8 pts per projet) <p>Note: By significant project, we mean a project in which the proposed resource has worked on the project for a full-time equivalent of more than 20 days.</p>	24	NA
3.2.4 Knowledge of the proposed resource in software tools <p>The evaluation team will consider that a resource has the necessary knowledge if she has made at least one of the following activities:</p> <p>(1) at least one project requiring the use of a software tool mentioned above, or</p> <p>(2) at least one training (this may be a follow-up training as part of a program of college or university study or training from the private sector) on a software tool mentioned above.</p> <p>Note: If a project or training has touched more than one software tool listed above, the evaluation team will consider that the proposed resource has expertise with each of the software tool affected by project or training (e.g., if during the project "X", the resource has made the development of a software tool with Matlab including the development of a user interface tool, five points will be awarded for this project.)</p>	<ul style="list-style-type: none"> Matlab software tool (3 pts) Software tool including user interface (2 pts) C++ software tool in Windows environment (1 pt) C++ software tool in Linux environment (1 pt) <p>This is a cumulative binary scoring method: 0 pt : Knowledge not demonstrated x pt : Knowledge demonstrated (x = 3 for Matlab, 2 for user interface, 1 for C++ in Windows, and 1 for C++ in Linux).</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p>	7	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.2.5 Experience of the proposed resource in software development	<ul style="list-style-type: none"> The proposed resource acted as Senior Programmer Analyst on software development projects for a total equivalent to less than 6 months full-time (0 pt) The proposed resource has served as a Senior Programmer Analyst on software development projects for a equivalent total of at least 6 months and under 12 months full time (5 pts) The proposed resource has served as a Senior Programmer Analyst on software development projects for a equivalent total of at least 12 months and under 24 months full time (10 pts) The proposed resource has served as a Senior Programmer Analyst on software development projects for a equivalent total of at least 24 months full time (20 pts) 	20	NA
3.3 Proposed resource for the software developer labour category		42	22
3.3.1 Training (education) of the proposed resource	<ul style="list-style-type: none"> Bachelor degree or higher in computer engineering or computer science (5 pts) Bachelor degree or higher in electrical engineering, engineering physics or physical science or mathematics (3 pts) Post secondary degree (college, Cegep) in computers (2 pts) Any other diploma (0 pt) 	5	NA
3.3.2 Knowledge of the proposed resource in management system database The evaluation team will consider that a resource has the necessary knowledge if she has made at least one of the following activities: (1) at least one project requiring the use of a database management systems mentioned above, or (2) at least one training (this may be a follow-up training as part of a program of college or university study or training from the private sector) on a system of database management mentioned above.	<ul style="list-style-type: none"> Oracle management system database (1 pt) Microsoft Access management system database (1 pt) SQL and derivatives management system database (1 pt) FileMaker management system database (1 pt) <p>It is a summed binary scoring method: 0 pt: Knowledge not demonstrated 1 pt : Knowledge demonstrated</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p>	4	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
Note: If a project or training has touched more than one management system database listed above, the evaluation team will consider that the proposed resource has expertise with each of the systems affected by project or training (e.g., if during the project "X", the resource has made the development of a database with the Oracle system and the development of another database with FileMaker system, two points will be awarded for this project.)			
3.3.3 Experience of the proposed resource in database development	<ul style="list-style-type: none"> The resource has participated, as developer, on a significant project of database development (4 pts per project) <p>By significant project, we mean a project in which the proposed resource has worked on the project for a full-time equivalent of more than 20 days.</p>	8	NA
3.3.4 Knowledge of the proposed resource in software tools <p>The evaluation team will consider that a resource has the necessary knowledge if she has made at least one of the following activities:</p> <p>(1) at least one project requiring the use of a software tool mentioned above, or</p> <p>(2) at least one training (this may be a follow-up training as part of a program of college or university study or training from the private sector) on a software tool mentioned above.</p> <p>Note: If a project or training has touched more than one software tool listed above, the evaluation team will consider that the proposed resource has expertise with each of the software tool affected by project or training (e.g., if during the project "X", the resource has made the development of a software tool with Matlab including the development of a user interface</p>	<ul style="list-style-type: none"> Matlab software tool (3 pts) Software tool including user interface (2 pts) C++ software tool in Windows environment (1 pt) C++ software tool in Linux environment (1 pt) <p>It is a summed binary scoring method: 0 pt: Knowledge not demonstrated x pt : Knowledge demonstrated (x = 3 for Matlab, 2 for user interface, 1 for C++ in Windows, and 1 for C++ in Linux)</p> <p>The final score for this criterion will be the sum of demonstrated knowledge.</p>	7	NA

Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl032

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5253

QCL-1-34816

Point Rated Technical Criteria	Evaluation scale	Max	Min
tool, five points will be awarded for this project.)			

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.3.5 Experience of the proposed resource in software development	<ul style="list-style-type: none"> The proposed resource acted as a software developer on software development projects for a full-time equivalent of less than 6 months (0 pt) The proposed resource acted as a software developer on software development projects for a full-time equivalent of at least 6 months and under 12 months (6 pts) The proposed resource acted as a software developer on software development projects for a full-time equivalent of at least 12 months and under 24 months (12 pts) The proposed resource acted as a software developer on software development projects for a full-time equivalent of at least 24 months (18 pts) 	18	NA
3.4 Proposed resource for the Analyst labour category		45	22
3.4.1 Training (education) of the proposed resource	<ul style="list-style-type: none"> Bachelor degree or higher in physical science or electrical engineering or engineering physics (5 pts) Bachelor degree or higher in computer engineering (4 pts) Bachelor degree or higher in computer science or mathematics (2 pts) Any other diploma (0 pt) 	5	NA
3.4.2 Experience of the proposed resource in processing and analysis of spectral optical signal	<ul style="list-style-type: none"> The resource has more than 12 months of full-time equivalent experience in this field (10 pts) The resource has between 6 and 12 months of full-time equivalent experience in this field (7 pts) The resource has between 3 to 5 months of full-time equivalent experience in this field (4 pts) The resource has less than 3 months of full-time equivalent experience in this field (0 pt) 	10	NA
3.4.3 Experience of the proposed resource in processing and analysis of lidar data	<ul style="list-style-type: none"> The resource has more than 12 months of full-time equivalent experience in this field (10 pts) The resource has between 6 and 12 months of full-time equivalent experience in this field (7 pts) The resource has between 3 to 5 months of full-time equivalent experience in this field (4 pts) The resource has less than 3 months of full-time equivalent experience in this field (0 pt) 	10	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.4.4 Experience of the proposed resource in processing and analysis of laser induced fluorescence data	<ul style="list-style-type: none"> The resource has more than 12 months of full-time equivalent experience in this field (10 pts) The resource has between 6 and 12 months of full-time equivalent experience in this field (7 pts) The resource has between 3 to 5 months of full-time equivalent experience in this field (4 pts) The resource has less than 3 months of full-time equivalent experience in this field (0 pt) 	10	NA
3.4.5 Experience of the proposed resource in phenomenology of optical signal coming from illuminated biological aerosol/material By phenomenology of optical signals from illuminated biological aerosol/material, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of optical signals from illuminated biological aerosol/material.	<ul style="list-style-type: none"> The resource has more than 12 months of full-time equivalent experience in this field (10 pts) The resource has between 6 and 12 months of full-time equivalent experience in this field (7 pts) The resource has between 3 to 5 months of full-time equivalent experience in this field (4 pts) The resource has less than 3 months of full-time equivalent experience in this field (0 pt) 	10	NA
3.5 Proposed resource for the Specialist (phenomenology, theory, modeling) labour category		37	21
3.5.1 Training (education) of the proposed resource	<ul style="list-style-type: none"> Bachelor degree or higher in physical science or mathematics (5 pts) Bachelor degree or higher in electrical engineering or engineering physics (4 pts) Bachelor degree or higher in computer engineering computer science (3 pt) Bachelor degree or higher in microbiology, biology or biology engineering (2 pts) Any other diploma (0 pt) 	5	NA
3.5.2 Experience of the proposed resource in phenomenology of optical signal By phenomenology of optical signals, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of optical signal.	<ul style="list-style-type: none"> The resource has more than 18 months of full-time equivalent experience in this field (8 pts) The resource has between 12 and 18 months of full-time equivalent experience in this field (6 pts) The resource has between 6 to 11 months of full-time equivalent experience in this field (4 pts) The resource has less than 6 months of full-time equivalent experience in this field (0 pt) 	8	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.5.3 Experience of the proposed resource in phenomenology of lidar signal By phenomenology of lidar signals, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of lidar signal.	<ul style="list-style-type: none"> The resource has more than 18 months of full-time equivalent experience in this field (8 pts) The resource has between 12 and 18 months of full-time equivalent experience in this field (6 pts) The resource has between 6 to 11 months of full-time equivalent experience in this field (4 pts) The resource has less than 6 months of full-time equivalent experience in this field (0 pt) 	8	NA
3.5.4 Experience of the proposed resource in phenomenology of laser induced fluorescence signal By phenomenology of laser induced fluorescence signals, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of laser induced fluorescence signal.	<ul style="list-style-type: none"> The resource has more than 18 months of full-time equivalent experience in this field (8 pts) The resource has between 12 and 18 months of full-time equivalent experience in this field (6 pts) The resource has between 6 to 11 months of full-time equivalent experience in this field (4 pts) The resource has less than 6 months of full-time equivalent experience in this field (0 pt) 	8	NA
3.5.5 Experience of the proposed resource in phenomenology of optical signal coming from illuminated biological aerosol/material By phenomenology of optical signals from illuminated biological aerosol/material, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of optical signals from illuminated biological aerosol/material.	<ul style="list-style-type: none"> The resource has more than 18 months of full-time equivalent experience in this field (8 pts) The resource has between 12 and 18 months of full-time equivalent experience in this field (6 pts) The resource has between 6 to 11 months of full-time equivalent experience in this field (4 pts) The resource has less than 6 months of full-time equivalent experience in this field (0 pt) 	8	NA

Point Rated Technical Criteria	Evaluation scale	Max	Min
3.6 Proposed resource for the technical labour category		13	8
3.6.1 Education training (last diploma received) of the proposed resource	<ul style="list-style-type: none"> College degree in electronics, optics or physics (4 pts) Bachelor degree in engineering physics, electrical engineering, mechanical engineering, computer engineering, physical science, or microbiology (3 pts) Master degree in engineering physics, electrical engineering, mechanical engineering, computer engineering, physical science, or microbiology (2 pts) Any other diploma (0 pt) 	4	NA
3.6.2 Experience of the proposed resource in field and/or laboratory measurements By significant field and laboratory testing, we mean testing for a full-time equivalent of more than 10 days in the field or in the laboratory, respectively.	a. The proposed resource has participated in data acquisition during significant field testing (2 pts per project, maximum 6 pts) b. The proposed resource has participated in data acquisition during significant laboratory testing (1 pts per project, maximum 3 pts)	9	NA
3.7 Proposed resource for the Microbiologist labour category			
3.7.1 Bonus points (5 points) The bidder proposes at least one resource with university degree education (Bachelor or higher) in microbiology, and having at least 6 months of full-time equivalent experience in manipulation of biological material (growth, sampling) and / or making laboratory measurements on biological material (e.g. Characterization). To be included in the contract in the resource category 'Microbiologist', the proposed resource must demonstrate that it meets all the items contained in the above statement.		5	NA
Total (without bonus) :		260	138

ATTACHMENT 4

CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program for Employment Equity - Certification

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

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

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

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

The Bidder or the member of the joint venture

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

Further information on the FCP is available on the HRSDC Web site

(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>).

2. Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

3. Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 2 of clause **A3050T**.

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

4. Status and Availability of Resources

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

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

5. Education and Experience

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

6. Language Capability

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

ANNEX A

STATEMENT OF WORK

1. GENERAL

1.1 Title

Studies and data management of optical signal related to biological threat.

1.2 Objective

1. Create a data base and manage the collected optical signals related to biological threats and associated metadata;
2. Develop and modify software tools;
3. Process and analyse optical signal from irradiated biological aerosol/material;
4. Study the phenomenology of the optical signal from irradiated biological aerosols/material;
5. Execute field and/or lab measurement.

1.3 Background

Biological material emits fluorescence once excited by UV light following the presence of fluorophore. In particular, when using a laser source, biological sample generates visible light and this technique is called laser induced fluorescence (LIF). A team at DRDC Valcartier has developed a strong expertise in biological threat detection using this type of technique.

SINBAHD, a staring LIDAR based bioaerosol sensor has been developed in 1999-2002 and it demonstrated the capability of using spectrometric UV LIF coupled with intensified range-gated camera to detect and characterize bioaerosols from a standoff position.

The BioSense project, which began in 2005, intended to merge SINBAHD technology with a geo-referenced near-infrared (NIR) lidar cloud mapper. The objective of Biosense is to demonstrate that this technology can be used to map, track, and classify bioaerosol threats from multi-kilometre distances with detection and false alarm rates compatible with CF operational requirements. The classification algorithms rely on the availability of a signature database: a library. This library includes spectral UV- LIF signature previously collected by either the same sensor during well-controlled measurement or a different sensor combined with a proper calibration procedure.

A lab-sized aerosol chamber has been developed to characterize fluorescent aerosols under controlled environmental conditions. The chamber objectives are to confirm the results obtained with the field LIDAR systems and to collect signature of various fluorescing aerosols to populate the library at reduced logistic load and costs.

SR-Biospectra, a compact short-range spectrometric LIDAR system based on UV-LIF was developed (2007-2009) and demonstrated the capability of efficiently detecting and classifying various type of biological agent simulant.

Various other systems could also be use to collect optical signal from biological materials such as the multiple-field-of-view (MFOV) lidar, the Laser Cloud Mapper (LCM), or a surface biological detection sensor (BioSweeper) to name just a few.

These systems have been used to collect optical signal of different nature, in various conditions and from multiple type of materials: biological agent simulants and interferents. The available information (metadata) related to these measurements is diverse and varies widely in format and quantity. A database is needed to archive the collected data and their metadata. The database structure must be sufficiently general and versatile to provide support for the different type of data. It must also be easily adaptable following the evolutionary aspect of the gathered information such as new sensor or new measured parameters. Software tools are needed to manage the data and to interface with the database. In order to be useful, the database needs to be populated with previously acquired data set. Extended specific data processing is needed to extract a calibrated signature from a raw optical signal acquired with a given sensor. Analysis of the collected optical signal and extracted signatures will allow identifying parameters influencing the optical properties of irradiated biological material. The better understanding of the emitted optical signal from biological material will allow the optimization of the biological threat classification algorithms.

1.4 Acronymes

DRDC:	Defence Research and Development Canada
LIDAR:	Light detection and ranging
LIF:	Laser Induced Fluorescence
SINBAHD:	Stand-off Integrated Bioaerosol Active Hyperspectral Detetection
UV:	Ultra-violet
CF:	Canadian Forces

2. **APPLICABLE DOCUMENTS (references)**

Document: Information related to the biological optical signal - Data base construction.

When it will be required, the other applicable documents will be identified in the task authorization.

3. **TASKS**

Each task authorisation will include different types of work that are grouped into five (5) tasks. The nature and extent of the work to be carried out for each task are described below. The work required from the Contractor may include the following tasks:

3.1 Task1 : Develop a data base

- a) Analyze the needs of DRDC related to the management of optical measurements acquired from diversified sources and sensors;
- b) Design a solution meeting the needs identified in the task authorization;
- c) Implement the required software tools for the data management meeting the needs;
- d) Test, verify and demonstrate the developed software tools;
- e) Populate the database with previously collected optical measurements;

3.2 Task 2: Support for software developement

- a) Develop applications using adequate environment;
- b) Develop software tools for (not exhaustive) visualisation, data processing and analysis, correlation assessment, calibration process (the programming language will be specified in the task authorization);
- c) Modify software tools already in use to make them compatible with the new sensor format;

3.3 Task 3: Process and analyse

- a) Elaborate a data processing plan to extract valuable information such as but not limited to: calibrated signature, statistical analysis, data correlation;
- b) Create/modify software to perform the previously identified data processing plan;
- c) Analyse previously collected data (raw data provided);
- d) Analysis results representation;
- e) Identify parameters influencing the signature;
- f) Identify parameters that could impact the classification process.

3.4 Task 4: Study the phenomenology of optical signal from illuminated aerosols/material

- a) Create/modify models for measuring the intensity of optical signal generated by aerosol/material induced by incident irradiation;
- b) Compare processed optical signals with the models;

3.5 Task 5: Execute field and/or lab measurements

- a) Prepare and manipulate biological samples for field and/or lab measurements;
- b) Prepare and manipulate trial/lab equipment;
- c) Preparation (equipments and logistics) for field and/or lab data collection campaign;
- d) Perform data collection during field trial and/or lab campaign;
- e) Execute data backup during a data collection process;

4. DELIVERABLES

4.1 General information

The deliverables will be explicitly specified in the task authorisation. In general, deliverables will consist of, but are not limited to, one or many of the following depending on the task authorisation.

4.1.1 **Programming language**

The contractor will, in most cases, be required to produce his software using MATLAB. The contractor can also be required to work and produce software in other languages, such as C/C++ or any other language required in the task authorisation.

4.1.2 Final task authorisation report

For each task authorisation, a final report describing in detail all work accomplished during this task authorisation will have to be produced.

Each final task authorisation report must include, as applicable (but is not limited to), the following information:

- a) The objectives of the tasks authorisation.
- b) Methodology used in order to performed the work and meet the objectives (explicit list of the activities conducted).
- c) Issues and problems related to the work performed in the task authorisation.
- d) Performance assessment of all the activities realized.
- e) List of all software modifications made to system including their description and an analysis of their limitation.
- f) Quantitative and / or qualitative analysis of the results.
- g) All source codes (documented, commented, and debugged) and executables realized during the course of the task authorization.
- h) Future work suggested and expected benefits.

4.1.3 Documents and reports

For each document and reports identified as a deliverable, the contractor must provide one printed and bounded version (hard copy), one editable version in the original software and one pdf version. Reports must be formatted in accordance with DRDC standards. These standards can be obtained through the Technical Authority. Documents must be in English.

4.1.4 Software deliverables

For each software product deliverable (programs/tools), a copy of the source and compiled code and a descriptive document must be provided on a CD or DVD.

4.1.5 Measurement campaign

For each measurement campaign, raw data package must be provided on CD or DVD accompanied by a descriptive document including the measurement methodology used.

4.2 Specific deliverables

For each task included in this task authorisation contract, the following specific information is to be included in the final task authorisation report or are to be provided separately to the technical authority.

4.2.1 Task 1

- a) Analysis diagram of the selected data management solution;
- b) Detailed description of the selected solution and brief description of the other envisioned discarded solutions;
- c) Documented software and source code or each tools developed to interact with the database;
- d) Test report including a description of tests performed and the obtained results;
- e) Detailed list of the different entries and related information up-loaded in the database;

4.2.2 Task 2

- a) All tools acquired in support to this task;
- b) Documented software and source code for each tools developed;
- c) Documentation in a user manual format;

4.2.3 Task 3

- a) Documented software and source code used for the processing and analysis of the optical signal data;
- b) Processed data (pre-defined format such as .txt);
- c) Documents showing and describing the results of the data analysis;
- d) Document identifying the parameters that could impact the classification process based on the data analysis results.

4.2.4 Task 4

- a) Documented theories/models used for data analysis;
- b) A copy of the raw data (format depending on the sensor used);
- c) Processed data (pre-defined format such as .txt);
- d) Documented developed software and source code used;
- e) Document showing the results of acquired data and elaborated model comparison;

4.2.5 Task 5

- a) Trial and / or lab log;
- b) All data acquired in lab and / or during field trials

4.3 Foreground Information

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

4.4 Publications

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least thirty (30) days before the date of the presentation or publication. An explicit reference regarding Canada funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the Canada's best interests. If the Technical Authority objects in writing, he/she must send the written objection to the organization responsible for publication (the newspaper or conference).

5 MEETINGS

Following is a generic description of the various meetings that may be required for each task authorization. A more detailed description of the contents of the meetings will be provided with each task authorisation.

5.1 General instruction for meetings :

5.1.1 Agenda and minutes:

For each meeting, the Contractor must prepare the agenda at least 24 hours before the date of the meeting. The contractor is also responsible for the preparation of the minutes. The contractor must provide the minutes to the technical authority no later than five working days after the date of the meeting for approval.

5.1.2 Languages :

The meetings must be held in French or English (as selected by the contractor).

5.2 Kick-off meeting

At least one meeting is required at the start of each task authorization. The meeting will be held at DRDC Valcartier.

The contractor must be prepared to discussed about the following topics (but not limited to):

- Review of the task objectives
- Presentation of the project plan
- Methodology used to execute the work
- Procedures, formats and standards to be used to produce documentation

5.3 Progress review meeting

For task authorizations with duration of more than one month, progress review meeting may be required (approximately every month). The required meetings will be explicitly specified in the task authorization. The progress review meeting could be held via video conference or face-to-face at DRDC Valcartier facilities. The location of the meeting will be specified in the task authorisation.

At the meetings, the contractor must be prepared to provide:

- An up-to-date report of expenses
- Work progress relative to the objectives of the task authorisation
- A detailed report on the work completed since the previous meeting
- A description of the obstacles encountered, and
- Expectations for the next stage.

5.4 Informal meeting

When the technical authority or the contractor judged necessary, additional informal meeting may be required. These meeting could be held via video conference or face-to-face at DRDC Valcartier facilities. The technical authority or the Contractor must advice the other party with at least a five-day advance notice that an informal meeting is required.

5.5 Final meeting

When it is required and specified in the task authorization, another meeting will take place upon completion of the work to present the results and the final task authorisation report. The meeting will be held at DRDC Valcartier.

6 GOVERNMENT FURNISHED EQUIPMENT (GFE)

- a) Data set consisting of pre-acquired optical signals with different type of sensor and the related information.
- b) In-house developed software tools for optical signal data processing;
- c) In the case of measurements of optical signal, task 5 (section 3.5), all instrumentation required for the measurements including sensor, working station and software will be provided to perform the task but will stay DRDC responsibility.

7 WORK LOCATION

Trials preparation and data analysis will be performed at the Contractor office. Most of the experimental work will be done at DRDC Valcartier. It may be possible that some field trials must be performed outside Quebec's region (e.i. other Canadian provinces or other contries). The work location will be specified in each authorised task.

ANNEX B**BASIS OF PAYMENT**

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

Labour Categories	Firm all- inclusive hourly rates for the following periods:			
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016
Project manager (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Project manager (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software architect (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software architect (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software developer (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software developer (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Software developer (3) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Analyst (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Analyst (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour

Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qcl032

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5253

QCL-1-34816

Labour Categories	Firm all- inclusive hourly rates for the following periods:			
	from the date of the contract to March 31, 2013	from April 1, 2013 to March 31, 2014	from April 1, 2014 to March 31, 2015	from April 1, 2015 to March 31, 2016
Analyst (3) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Specialist (phenomenology, theory, and modeling) (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Specialist (phenomenology, theory, and modeling) (2) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Technical personnel (1) Name : _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Technical personnel (2) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour
Microbiologist (1) (optional labour category) Name: _____	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour	_____ \$ / hour

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

5. TRAVEL AND LIVING EXPENSES:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

6. **SUBCONTRACTS:** at actual cost without markup

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

Estimated Cost to a Limitation of Expenditure : \$800,000.00
(GST/HST extra)

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

Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-1-34816

Buyer ID - Id de l'acheteur

qcl032

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

W7701-12-5253

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) appended to the bid solicitation package is to be inserted at this point and forms part of this document

Solicitation No. - N° de l'invitation

W7701-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

qc1032

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7701-12-5253

QCL-1-34816

ANNEX D

FORM DND 626, *TASK AUTHORIZATION*

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

ANNEX E

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor shall respond to the following questions:

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

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

Name:
Title:

Date

(Internal DRDC Valcartier)

Nom

Titre : (Technical authority)

Date



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Security Classification / Classification de sécurité

Unclassified/non classifié

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		MDN		2. Branch or Directorate / Direction générale ou Direction DRDC Valcartier	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail Study the optical signatures of biological aerosol or deposited biological material by measuring emitted optical signal from irradiated biological aerosol/material with a specified sensor at DRDC Valcartier site.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? 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 checked="" type="checkbox"/> No Non	<input 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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Le fournisseur devra avoir accès au site de RDDC Valcartier

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☒ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified/non classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Sylvie Buteau

Title - Titre

Scientist

Signature

Telephone No. - N° de téléphone

418-844-4000 ext:4304

Facsimile No. - N° de télécopieur

418-844-4511

E-mail address - Adresse courriel

sylvie.buteau@drdc-rddc.gc.ca

Date

2 mars 2011

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Lesly Pineda

Title - Titre

Contract Security Analyst

Signature

Telephone No. - N° de téléphone

(613) 949-1220

Facsimile No. - N° de télécopieur

(613) 949-1069

E-mail address - Adresse courriel

lesly.pineda@drdc-rddc.gc.ca

Date

Nov 29, 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Marie-Michèle
Boudrias

Title - Titre

Agente des
approvisionnements

Signature

Telephone No. - N° de téléphone

418-648-2806

Facsimile No. - N° de télécopieur

418-648-2209

E-mail address - Adresse courriel

marie-michele.boudrias@psgc.gc.ca

Date

2012-02-04

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Whitney Ball

Title - Titre

Signature

Contract Security Officer, Contract Security Division

Whitney Ball@psgc-pwsc.gc.ca

Telephone No. - N° de téléphone

Tel: 613-948-1059 / Fax/Telec - 613-954-4171

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2011/12/19

Annex D

Form DND 626, Task Authorization



DND 626 (01-05)

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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