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SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Science Procurement Directorate/Direction de
l'acquisition de travaux scientifiques
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Gatineau, Québec K1A 0S5

Title - Sujet CSSP CFP - PCSS ADP	
Solicitation No. - N° de l'invitation W2207-12CSSP/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client W2207-12CSSP	Date 2013-06-20
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File No. - N° de dossier 057 ^{sv} .W2207-12CSSP	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: McRae, Scott	Buyer Id - Id de l'acheteur 057 ^{sv}
Telephone No. - N° de téléphone (819) 956-1383 ()	FAX No. - N° de FAX (819) 997-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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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

Solicitation No. - N° de l'invitation

W2207-12CSSP/A

Amd. No. - N° de la modif.

005

Buyer ID - Id de l'acheteur

057sv

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

W2207-12CSSP

File No. - N° du dossier

057svW2207-12CSSP

CCC No./N° CCC - FMS No/ N° VME

The Canadian Safety and Security Program (CSSP) Call for Proposals (CFP) Bidder Guidebook for Bid Submission Period 2013 is an attachment.



Government
of Canada

Gouvernement
du Canada

Canadian Safety and Security Program



Call for Proposals: Bidder Guidebook

Version: 2.0

Effective Date: June 2013



Led by Defence R&D Canada – Centre for Security Science

Canada

This document is reviewed and, if required, updated annually.

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Abstract

The Canadian Safety and Security Program (CSSP) — Call for Proposals Bidder Guidebook is written for potential Bidders who wish to submit project proposals for CSSP science and technology (S&T) investment funding. Resulting contracts and associated funding will be used to enhance the program and support national public safety and security objectives. The Guidebook outlines the process by which proposals are prepared, evaluated, selected and recommended for contract award. The procurement process consists of three stages: Synopsis, Full Proposal and Public Works and Government Services Canada (PWGSC) Contracting. The information provided via proposals in Stage 1 and Stage 2 is used to establish a pool of pre-qualified Bidders, while Stage Three focuses on the contracting process. No payment will be made for costs incurred in the preparation and submission of a bid in response to the Call under the request for proposal process. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder. Bidders must use only the current guidebook when preparing their proposal submission n.

Résumé

Le document intitulé Programme canadien de sûreté et de sécurité (PCSS) — Appel de propositions : guide à l'intention des soumissionnaires a été préparé à l'intention des soumissionnaires éventuels qui souhaitent proposer un projet en vue d'obtenir des fonds d'investissement en sciences et technologie (S et T) dans le cadre du PCSS. Les marchés qui seront conclus et les fonds qui y seront affectés serviront à améliorer le programme et à appuyer les objectifs nationaux en matière de sécurité publique. Le présent document donne des renseignements sur la préparation, l'évaluation et la sélection des propositions, ainsi que sur les recommandations liées à l'octroi d'un contrat. Le processus d'acquisition comporte trois étapes : synopsis, proposition complète et passation de marché de Travaux publics et Services gouvernementaux Canada (TPSGC). L'information fournie dans les propositions présentées à l'étape 1 et à l'étape 2 sert à établir une liste de soumissionnaires présélectionnés. L'étape 3, quant à elle, traite principalement du processus de passation des marchés. Aucun paiement ne sera versé pour des coûts engagés pour la préparation et la présentation d'une proposition en réponse au processus d'appel de propositions. Le soumissionnaire sera seul responsable des frais associés à la préparation et à la présentation d'une proposition, ainsi que des frais engagés par le soumissionnaire pour l'évaluation de sa proposition. Les soumissionnaires doivent utiliser seulement le guide actuel pour préparer leur proposition.

Record of Amendments

Version Number	Section(s) Amended	Amendment Date
1.1	2.5.1.3	6 September 2012
2.0	All	17 June 2013

List of Acronyms and Abbreviations

ADM	Assistant Deputy Minister
ADM (S&T)	Assistant Deputy Minister (Science and Technology)
AIT	Agreement on Internal Trade
BIP	Background Intellectual Property
CBRNE	Chemical, Biological, Radiological-Nuclear, Explosives
CoP	Community of Practice
CSS	Centre for Security Science
CSSP	Canadian Safety and Security Program
DG	Director General
DND	Department of National Defence
DRDC	Defence Research and Development Canada
DSTPS	Directorate, S&T Public Security
EEZ	Exclusive Economic Zone
EMSI	Emergency Management Systems and Interoperability
FIP	Foreground Intellectual Property
GETS	Government Electronic Tendering Service
IP	Intellectual Property
IS	Interdepartmental Settlement
MOU	Memorandum of Understanding
NAFTA	North American Free Trade Agreement
PC	Project Champion
PEC	Proposal Evaluation Committee
PM	Project Manager
PMB	Program Management Board
PRC	Project Review Committee
PSC	Proposal Selection Committee
PS	Public Safety Canada
PSTP	Public Security Technical Program
PWGSC	Public Works and Government Services Canada
R&D	Research and Development
RFP	Request for Proposal
SC	Steering Committee
S&T	Science and Technology
US	United States
WTO-AGP	World Trade Organizations Agreement on Government Procurement

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1. Introduction

1.1 Scope

This document presents the instructions for the project selection, set up and execution for the Call for Proposals (CFP) investment instrument of Defence Research and Development Canada – Centre for Security Science (DRDC CSS) through the Canadian Safety and Security Program (CSSP). It is subject to annual review and where required, update.

1.2 Authority

The policies and procedures contained in this document are a subset to the Program Framework document that is published by DRDC CSS. These instructions are based on and in accordance with aspects and agreements identified in the approved Treasury Board Submission as well as with Public Works and Government Services Canada (PWGSC) requirements.

1.3 Background

1.3.1 Historical Information

Since 2006, DRDC CSS has been the focal point in coordinating a shared approach to the delivery of three public safety and security science and technology (S&T) programs: the Chemical, Biological, Radiological, Nuclear and Explosives Research and Technology Initiative (CRTI), the Public Security Technical Program (PSTP) and the Canadian Police Research Centre (CPRC) through partners at all levels of government, industry, and academia. The harmonization of these three programs provides the foundation of the CSSP.

1.3.2 Program Foundations

The vision for the CSSP as managed by DRDC CSS is:

A safe and secure Canada through S&T leadership

The mission of the program and the Centre is to:

Strengthen Canada's ability to anticipate, prevent/mitigate, prepare for, respond to, and recover from acts of terrorism, crime, natural disasters, and serious accidents through the convergence of science and technology with policy, operations and intelligence.

The program scope is to deliver S&T solutions, support and advice to respond to Canada's public safety and security imperatives. The program will address the following issues, amongst others:

- Horizontal co-ordination across government departments, agencies, and stakeholders, including federal, provincial, territorial and municipal partners;
- Prioritizing and matching S&T investment responses according to the assessment of public safety and security risks;
- Leveraging existing S&T capacity, programs and agreements in government, academia and industry to accomplish program outcomes;
- Engaging stakeholders and end-users in establishing expectations for program outcomes, and in exploiting these outcomes;
- Supporting existing and evolving emergency preparedness and response plans and agreements;
- Providing evidence-based analysis and advice to policy and decision makers; and
- Informing, through S&T, the development of regulations, standards and codes

1.3.3 Program Delivery

The primary delivery mechanism for the program is based on project type.

1.3.4 Program Priorities

Program priorities have been identified to guide CSSP investment decision-making. These Investment Priorities emphasize capability areas, objectives and threats/hazards that are relevant to the CSSP.

The Investment Priorities are linked to CSSP outcomes. CSSP long-term outcomes have been articulated to enable the development of greater resilience to global and domestic high-consequence public safety and security events. CSSP investments strive to increase the nation's economic vibrancy, sovereignty, multi-jurisdictional security/intelligence and national emergency management systems, and public confidence through the application of S&T. A detailed list of program outcomes is in Annex A, Program Outcomes. Annex B, Investment Priorities outlines the Investment Priorities relevant to the current bid submission period.

Six intermediate outcomes summarize the intent of the program, which is to:

1. Advise and render implementable safety and security policy and operations;
2. Enable, connect and protect safety and security practitioners;
3. Assist rapid technology assessment and insertion;
4. Lead to resilient infrastructure;
5. Posture borders and perimeter as secure but open; and
6. Develop alert and resilient communities.

2. Call For Proposals

2.1 Objective

The objective of this Call for Proposals (CFP) is to engage industry, academia and other levels of government in collaborative research projects with those government departments and agencies that have both the subject matter and project management expertise to contribute S&T solutions for Canadian public safety and security outcomes.

2.2 Project Types

Three types of projects will be funded through the CFP process: Studies, Research and Development, and Technology Demonstration.

Studies

Studies are evidence-based examinations or analyses that address known public safety and security issues, define problems and/or solutions or scope out future projects in areas identified by the Bidders and assessed against published CSSP priorities (see Annex B “Investment Priorities Framework”). They can provide operational research tools and methods, including risk, capability and foresight analyses, or road-mapping to define operational needs and/or aid in prioritizing investment decisions. Examples include conducting scoping studies, developing emergency response scenarios that help to define needs, or analyzing the risk of a particular output for a variety of operational approaches in a feasibility or cost-benefit analysis. Studies may be funded up to \$500K and are undertaken within a two year period.

Research and Development

Research and Development (R&D) projects involve applied research that will generate new knowledge or awareness while addressing user-defined capability gaps in critical areas as identified by the Bidders and assessed against published CSSP priorities (see Annex B “Investment Priorities Framework”). Examples of R&D projects include analytical research and experiments that mature earlier findings or validate that the analytical predictions of existing S&T in a new context to constitute “proof-of-concept” validation. R&D projects may be funded up to \$1,000K, are to be performed within a three year period.

Technology Demonstration

Technology Demonstration (TD) projects advance the maturity of a technology, application or capability by embedding science or technology in an operational context to foster collaboration between the operational and S&T communities in areas as identified by the Bidders and assessed against published CSSP priorities (see Annex B “Investment Priorities Framework”). Examples of technology demonstration projects include integrating basic technological elements with realistic supporting elements so that the total

applications (component-level, sub-system level, or system-level) can be tested in a ‘simulated’ or realistic environment. TD projects may be funded up to \$1,500K, are to be performed within a three year period. Table 1 depicts the funding parameters for each of the three project types that will be funded through the CFP investment instrument:

Investment Instrument	Call for Proposals (CFP)		
Project types	Studies	Research & Development	Technology Demonstration
Duration from Project award	Less than or equal to 2 years	Less than or equal to 3 years	Less than or equal to 3 years
Nominal Funding Range \$K	<500K	<1,000K	<1,500K
Fund Type	Vote 1 and 5 (no grants and contributions)	Vote 1 and 5 (no grants and contributions)	Vote 1 and 5 (no grants and contributions)
Co-Investment	A co-investment contribution that indicates a commitment to the project that is commensurate with risk is required for all projects. The project team should demonstrate that the level of contribution is appropriate to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project. Participants' co-investment contributions may include cash and non-cash (in-kind) contributions.		
Proposal Submission	A proposal may be submitted by a Canadian private, academic or public sector organization. International participants must partner with Canadian Bidder(s) from the aforementioned Canadian sectors.		
Lead Bidder	The Lead Bidder is the proposal team member who submits the bid and acts as the point of contact for the duration of the CFP solicitation process. The Lead Bidder can be a representative of any of the Canadian partner organizations. The Lead Bidder must be a Canadian Bidder.		
Partnership Requirements	Horizontal partnership of government, industry and/or academia participants.		
	<p>Mandatory requirement: All proposal submissions must have a minimum of two partner organizations, with one being a government (Federal/Provincial/Territorial/Municipal) organization who will assume the role as the Lead Government Department if the proposal is approved for funding. On behalf of DRDC CSS, the Lead Government Departments acts as the Project Champion and Project Manager and respectively provide oversight and manage the implementation (initiation, execution and close out) of CSSP funded projects.</p> <p>The other mandatory partner can be from government, academia or industry. The partners must be capable of authoritatively representing at least two of the following three areas associated with the capability area being addressed by the project:</p> <ul style="list-style-type: none"> • Policy (regulatory/legislative); • Operations; and • S&T. <p>Additional partners from Canadian and international government, industry and academia are permitted.</p>		

Table 1: Summary of CFP Project Type Funding Parameters

2.3 Procurement Approach

PWGSC is the contracting authority responsible for the integrity of the procurement process under the CFP method of supply.

The CSSP CFP process involves a three-stage procurement process:

- Stage 1: Synopsis (see Section 2.5.2)
- Stage 2: Full Proposal (see Section 2.5.3)
- Stage 3: PWGSC Contracting (see Section 2.5.4)

This procurement process does not constitute a guarantee on the part of Canada that a contract will be awarded. The information provided in Stage and Stage 2 is used to establish a list of pre-qualified Bidders.

The process is organized in a manner consistent with the principles of the *Agreement on Internal Trade* (AIT) in terms of equal access, fairness, and transparency and is open to all national S&T performers – public, private, and academic. R&D services are excluded under the *North American Free Trade Agreement* (NAFTA) and *World Trade Organization Agreement on Government Procurement* (WTO-AGP) trade agreements.

2.3.1 Communications

To ensure the integrity of the competitive bid process, **all enquiries regarding the CFP solicitation and contracting process must be directed to the Contracting Authority** identified below. Failure to comply with this requirement may result in the proposal being declared non-responsive.

PWGSC Contracting Authority
Scott McRae
Supply Team Leader
Public Works and Government Services Canada
Telephone: 819-956-1383
Facsimile: 819-997-2229
Email: scott.mcrac@tpsgc-pwgsc.gc.ca

To ensure consistency and quality of information provided to Bidders, significant enquiries received and the replies to such enquiries will be provided simultaneously to all Bidders, without revealing the sources of the enquiries.

Bidders should reference as accurately as possible the numbered item of this CFP Bidder Guidebook to which the enquiry relates. Care should be taken by the 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 Bidders 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.

2.3.1.1 Extension Enquiries

It is not anticipated that extensions will be granted. Changes to CFP solicitation documents will be published as required.

2.3.1.2 Public Announcements

In order to coordinate any public announcements pertaining to this CFP and any resultant contracts, neither the Bidder nor any participating partners shall make any public announcements without prior approval of DRDC CSS and/or PWGSC.

2.4 Financial Considerations

Participation by industry or academia in CSSP projects will occur through contracts. The competitive selection process for CSSP projects, in compliance with Treasury Board Secretariat (TBS) policies,¹ is designed to give national S&T performers in the Canadian public, private, and academic sectors equal opportunity to seek funding from and contribute to the initiative.

2.4.1 CSSP Funding

The CSSP funding available to each project is defined according to project type. The funding awarded will not exceed the maximum funding defined in the project funding parameters (see section 2.2).

2.4.2 Co-investment Contribution

A co-investment contribution that indicates a commitment to the project that is commensurate with risk is required for all projects. The project team should demonstrate that the level of contribution is appropriate to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project.

Participants' co-investment contributions may include cash and non-cash (in-kind) contributions. The co-investment amount and type must be defined in the project proposal. The nature of eligible non-cash contributions is described in Annex D, Co-Investment Model.

¹ PWGSC - SACC - Standard Acquisitions Clauses and Conditions <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.4.3 Eligible Costs

CSSP funds can be provided to projects for both the costs of participating government departments, and for the costs of contracting with the private sector, academia, other levels of government, and international participants, according to approved project plans. The financial framework for the program is described further in Section 2.4.4.

Due to costs incurred when full or partial federal government salaries are covered by program funding, any costs itemized in the project budget that are related to federal government salaries will be subjected to a 20% salary overhead. All budget figures for federal government salaries should take this into account. For example, if personnel costs are to be \$100,000 for a federal government organization, a figure of \$120,000 should be indicated in the budget line in order to provide for the 20% additional cost. This 20% is applicable to federal government salaries only.

2.4.4 CFP Financial Framework

DRDC CSS will allocate funds for program investment as determined by the project type, vote type and procurement methodology consistent with the approved project cash phasing. Appropriate funding mechanisms will be used to transfer funds to the Lead Department of a program investment project.

Participating government departments will assume responsibility for received funds in accordance with approved project work plans and will follow their departmental expenditure authority. Departments are accountable for expenditure management of received funds according to the agreed upon project objectives, schedule, and cash profile. Departments will keep an accounting record of each project separately.

The Director General, DRDC CSS will oversee program delivery. Lead Government Departments will be accountable to the Director General, via their respective departmental project managers, for provision of trimester expenditure and cash flow information by project. The Lead Department is responsible for identifying any potential slippage of funds in each trimester report through the provision of an updated project forecast.

Program funds advanced to government departments can be applied against departmental incremental costs in support of the project and/or used to contract with either or both the private and academic sectors, as established in the project plan. Unexpended funds will be returned to DRDC CSS.

2.5 CFP Process

PWGSC employs a competitive proposal selection process that examines each proposal's quality and relevance to program goals, as established by the evaluation criteria outlined in this CFP Bidder Guidebook.

This invitation to submit a bid for the CSSP CFP is in the form of a Notice of Proposed Procurement (NPP) prepared and posted by PWGSC on the Government Electronic Tendering Service, Buyandsell.gc.ca/tenders.

A summary of the CFP process (encompassing submission, evaluation, selection, and contracting steps) is shown in Figure 1.

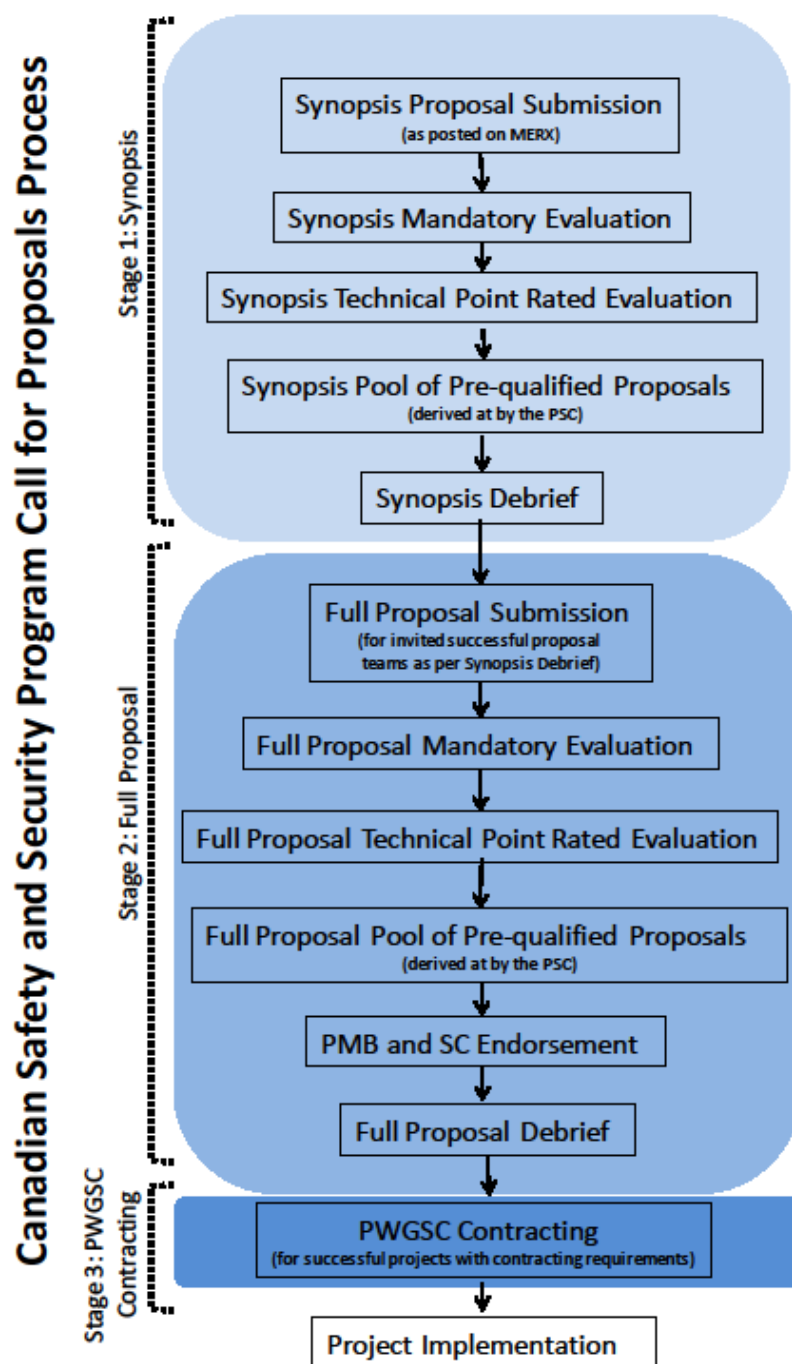


Figure 1: Summary of CSSP CFP Process

2.5.1 Bid Submission Terms of Reference

2.5.1.1 Standard Instruction, Clauses and Conditions

All instructions, clauses and conditions in the Call for Proposal Solicitation are identified by number, date and title as set out in the *Standard Acquisition Clauses and Conditions Manual*. Standard Acquisition Clauses and Conditions (SACC) Manual - Procurement Information on Buyandsell.gc.ca (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

Bidders who submit a proposal agree that they have read, understand and acknowledge the instructions and clauses and conditions contained in all parts of the Call for Proposal Solicitation and draft resulting contract clauses and conditions.

The 2003 (2012-07-11) *Standard Instructions - Goods or Services - Competitive Requirements*, are incorporated by reference into and form part of the Call for Proposal Solicitation. They are amended as follows:

At section 04 "Definition of Bidder"

Add: A Bid must be submitted by a Canadian Bidder, in submitting both a synopsis proposal and a full proposal.

At subsection 5.4

Delete: Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Insert: Bids will remain open for acceptance for a period of not less than three hundred and sixty five (365) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada

will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Delete the following section in its entirety: Section 20 "Further Information".

Please note that in this document, the term “bid” conveys “proposal”.

2.5.1.2 Who May Submit a Proposal

A proposal may be submitted by a Canadian private, academic or public sector organization. International participants must partner with Canadian Bidder(s) from the aforementioned Canadian sectors.

Limits on Bidders: Proposals from any one person, individual laboratory, individual section, individual directorate or academic department, or private company (i.e. individual company business number) are strictly restricted to two (2) submissions per bid submission period.

Government Departments that submit proposals as a “*Bidder*”, where there would be intent to contract with a Supplier using the CFP method of supply, must name the Supplier in their proposal submission and the applicable budget. Suppliers not clearly identified within the proposal submission cannot be contracted through any resultant contracts initiated under the CFP method of supply.

2.5.1.3 Submission Tool

All unclassified submissions must be completed through the web-based submission system. Bidders are directed to < cssp-cfp-2013-adp-pcss.myreviewroom.com > to initiate the submission process. Should there be difficulties accessing or using the submission site, contact support@myreviewroom.com.

- The web-based Submission system is only used for UNCLASSIFIED submissions. Bidders submitting a classified proposal must contact DRDC CSS through the PWGSC Contracting Authority (see section 2.3.1 Communications) to obtain the proper Classified Submission Form and to arrange delivery of the proposal using procedures designed to protect the sensitivity of the content.

All proposals must be received through the web-based system or, if it is a classified proposal, by PWGSC by the Synopsis and Full Proposal due date. Bidders using the web-based system will receive confirmation of receipt through the online system. Bidders of classified proposals will receive confirmation of receipt from PWGSC. Classified proposals received outside the bid submission periods will be returned to the bidder.

2.5.1.4 Bid Submission Periods

This CFP Solicitation will be posted on the Government Electronic Tendering Service, Buyandsell.gc.ca/tenders for a period of four years and proposals will be accepted on an

annual basis during the bid submission periods, listed below. There are four (4) bid submission periods for proposal submission as follows:

1. Bid Submission Period 2012 (CSSP 1): CLOSED
 - a. Synopsis Proposal Submission Period: September 5, 2012 to October 5, 2012 at 16:00 EDT
 - b. Full Proposal Submission Period: November 5, 2012 to December 5, 2012 at 16:00 EST
2. Bid Submission Period 2013 (CSSP 2): OPEN
 - a. Synopsis Proposal Submission Period: June 20, 2013 to July 18, 2013 at 16:00 EDT
 - b. Full Proposal Submission Period: September 10, 2013 to October 17, 2013 EDT
3. Bid Submission Period 2014 (CSSP 3): TBD
4. Bid Submission Period 2015 (CSSP 4): TBD

Proposals for each period must be submitted as per the current version of the *CSSP CFP Bidders' Guidebook*.

2.5.1.5 Modification and Withdrawal of a CSSP Bid Submission

A Project Proposal may normally be modified, withdrawn or resubmitted before the bid submission period closing date provided that it is being submitted using the online submission process described in section 2.5.1.3.

Bidders must contact the Contracting Authority (see section 2.3.1 Communications) to advise of a modification and/or withdrawal of a completed proposal before the bid period closing date. A proposal withdrawn after the bid period closing cannot be resubmitted.

2.5.1.6 Canadian Currency

All proposal submissions must be priced in Canadian currency.

2.5.2 Stage 1: Synopsis

The CFP process begins with Stage 1: Synopsis. A Synopsis is an outline of the work that will be proposed in more detail in Stage 2: Full Proposal.

2.5.2.1 Synopsis Proposal Submission

All Synopsis proposals must be submitted using the online tool as outlined in Section 2.5.1.3 "Submission Tool".

2.5.2.2 Synopsis Evaluation

2.5.2.2.1 Synopsis Mandatory Criteria

Each Synopsis proposal will be assessed against mandatory criteria by DRDC CSS. The proposals that successfully address all mandatory criteria will be evaluated against the technical point rated criteria.

Each Synopsis proposal seeking CSSP investment must meet the following seven (7) mandatory requirements:

SM1 - All unclassified proposal submissions must be completed and submitted via the online submission tool provided. All other submissions of unclassified proposals will be rejected.

SM2 - All proposal submissions must be completed fully. Failure to populate the forms correctly or to submit the required information will result in the rejection of the proposal.

SM3 - Proposal submissions, both classified and unclassified, must be received by the due date published in the Notice of Proposed Procurement (NPP) in order to be considered.

SM4 - All proposal submissions must be within the CSSP scope and mandate by being relevant to the CSSP Investment Priorities (see Annex B, Investment Priorities). All proposal submissions must indicate:

- one (1) capability area;
- one (1) specific or one (1) cross cutting objective; and
- one (1) CSSP threat/hazard.

SM5 - All proposal submissions must be categorized by a project type and adhere to the project parameters for duration and funding range outlined in section 2.2 for the project type.

SM6 - All proposal submissions must indicate a co-investment contribution and transition plan.

SM7 - In submitting a proposal, the Lead Bidder must certify to the following terms:

- That the Lead Bidder has read, understood and agreed to the contents, terms, and conditions contained in this Proposal Bidder Guidebook.
- That the Lead Bidder is an authorizing signing officer of the Bidder and has authority to submit this proposal on behalf of the Bidder and to act as the lead contact for purposes of this proposal.

- That all the information the Lead Bidder has provided in this proposal is true and complete.
- That all partners listed in the proposal have agreed with their roles and resource implications.
- That the Lead Bidder understands that a signature may be requested later during the PWGSC Contracting Process (Stage Three).
- The Lead Bidder is a Canadian.

2.5.2.2.2 Synopsis Technical Point Rated Criteria

Technical point rated evaluation criteria have been established in order to assist the CFP proposal selection committee in their deliberations. The following five (5) point rated criteria will be used to evaluate the synopsis proposals:

1. **Relevance** to program priority investment areas;
2. **Improvement over existing solutions** and **potential to impact** operational, intelligence or policy capabilities, and level of **innovation** of the proposed solution;
3. Operational, intelligence or policy **need and user demand (end-user pull)**;
4. **Value** of solution compared to cost of project and additional strategic or tactical value (i.e., **value for money**); and
5. **Quality of project proposal and team.**

At the project synopsis stage, only the first five criteria (i.e., 1. to 5.) will be evaluated, and will account for 100% of the technical point rated evaluation. These criteria will be evaluated by external reviewers, Subject Matter Experts (SMEs) who are members of the CSSP Proposal Evaluation Committee (PEC). The mandate of the PEC is to provide an evaluation of S&T proposals received in order to establish a pool of qualified proposals that will be further considered for CSSP funding

Proposals that do not achieve a pass mark of 70% or above on the technical point rated evaluation criteria will not be given further consideration.

Additional detail on the technical point rated criteria is presented in Annex E Technical Point Rated Evaluation Criteria.

2.5.2.3 Synopsis Selection

The results of the mandatory and technical point rated evaluation will be used to establish a pool of pre-qualified proposals. Proposals from this pool will be reviewed by the Proposal Selection Committee (PSC), whose role is to recommend projects to go forward for funding considering a balance of investment. The PSC Chair will present the resulting

recommendations to the PMB Co-chairs. Selected proposals at the Synopsis stage will receive an invitation to submit a full proposal.

The PSC members will assemble for a one-day meeting using the following draft agenda:

- Welcome
- Review of CSSP CFP Guidebook (priorities/evaluation criteria)
- Presentation of results based on the PEC reviews by overall score
 - Proposals that achieved a PEC Technical Evaluation score of 70% will form a pool of qualified proposals.
- Review proposals in the pool of qualified proposals considering a balance of investment
- Finalise a list of proposals to be recommended to go forward to full proposal
 - The total value of the synopsis proposals that will be invited to submit a full proposal will be approximately 2 to 3 times the available funding. For example, if the total funding available is \$15M, the total value of the synopsis proposals that will be invited to submit a full proposal will be approximately \$37.5M.

2.5.2.4 Synopsis Debrief

DRDC CSS and PWGSC cannot provide information on the results of a proposal's review to anyone other than the Lead Bidder. DRDC CSS and PWGSC will only correspond and provide feedback to the Lead Bidder identified on the proposal. Lead Bidders must reference their proposal number provided by the online submission tool in all correspondence.

Following the evaluation of the synopsis proposals, Bidders will be advised of their evaluation results, in writing by PWGSC, via an email message addressed to the Lead Bidder. Bidders will receive one of the following replies:

- The Synopsis proposal was not accepted to progress to Stage 2, Full Proposal, or
- The Synopsis proposal has been accepted to progress to Stage 2, Full Proposal, and the Bidder will be asked to submit a Full Proposal.

Bidders will be provided with feedback in terms of evaluation results for their proposal within 60 days of the PSC's decision following the completion of Stage 1, Synopsis. Due to the large volume of Synopsis proposals, further feedback will not be provided.

Proposal Amalgamation

Where two or more Synopses are similar in scope and purpose, DRDC CSS may recommend project teams to combine their resources to submit one Full Proposal.

2.5.3 Stage 2: Full Proposal

A Full Proposal elaborates on the information presented in the Synopsis and provides comprehensive detail of the proposed work.

2.5.3.1 Full Proposal Submission

Bidders will be invited to submit a Full Proposal based on the result of the evaluation of their Synopsis proposal. All Full Proposals must be submitted using the online tool as outlined in Section 2.5.1.2 “Submission Tool”.

2.5.3.2 Full Proposal Evaluation

2.5.3.2.1 Mandatory Criteria

Full Proposal submissions will be assessed against mandatory criteria by DRDC CSS. The proposals that successfully address all mandatory criteria will be evaluated against the technical point rated criteria.

Each Full Proposal submission seeking CSSP investment must meet the following seven (7) mandatory requirements:

FM1 - All unclassified proposal submissions must be completed and submitted via the online submission tool provided. All other submissions of unclassified proposals will be rejected.

FM2 - All proposal submissions must be completed fully. Failure to populate the forms correctly or to submit the required information may result in the rejection of the proposal.

FM3 - Proposal submissions, both classified and unclassified, must be received by the due date specified in the selection schedule (see Annex H, CSSP CFP Selection Schedule) in order to be considered.

FM4 - All proposal submissions must indicate a co-investment contribution.

FM5 – A government department or organisation must lead each investment project funded by CSSP under the CFP method of supply. If one of the partners is a federal government department, that federal government department must be the lead. If no partners are federal government departments, a

Provincial/Territorial/Municipal department or organisation must be the Lead Government Department.

FM6- All proposal submissions must have a minimum of two partner organizations, with one being a government (Federal/ Provincial/ Territorial/ Municipal) organization who will assume the role as the Lead Government Department if the proposal is approved for funding. The other mandatory partner can be from government, academia or industry. The partners must be capable of authoritatively representing at least two of the following three areas associated with the capability area being addressed by the project:

- Policy (regulatory/legislative);
- Operations; and
- S&T.

A representative from each partner organisation must confirm their organisation's resource commitment as outlined in the Full Proposal by signing the Partner Approval Form (provided in the on-line submission form).

FM7 - In submitting a proposal, the Lead Bidder must certify to the following terms:

- That the Lead Bidder has read, understood and agreed to the contents, terms, and conditions contained in this Proposal Bidder Guidebook.
- That the Lead Bidder is an authorizing signing officer of the Bidder and has authority to submit this proposal on behalf of the Bidder and to act as the lead contact for purposes of this proposal.
- That all the information he or she has provided in this proposal is true and complete.
- That all partners listed in the proposal have agreed with their roles and resource implications.
- That the Lead Bidder understands that a signature may be requested later during the PWGSC Contracting Process (Stage 3).
- The Lead Bidder is Canadian.

2.5.3.2.2 Technical Point Rated Criteria

Technical point rated evaluation criteria have been established in order to assist the CFP proposal selection committee in their deliberations. The following seven (7) point rated criteria will be used to evaluate the proposals:

1. **Relevance** to program priority investment areas;
2. **Improvement over existing solutions** and **potential to impact** operational, intelligence or policy capabilities, and level of **innovation** of the proposed solution;
3. Operational, intelligence or policy **need and user demand (end-user pull)**;
4. **Value** of solution compared to cost of project and additional strategic or tactical value (i.e., **value for money**);
5. **Quality of project proposal and team**;
6. **Co-investment, risk sharing** for CSSP investment; and
7. **Transition Plan**.

During the Full Proposal stage, the first five criteria (i.e., 1. to 5.) will account for 70% (0.700) of the overall proposal evaluation. These criteria will be evaluated by external reviewers who are members of the CSSP Proposal Evaluation Committee. The co-investment criterion (i.e., 6.) and the transition plan criterion (i.e., 7) will be evaluated by DRDC CSS and selected SMEs. Together, these two criteria will account for 30% (0.30) of the overall proposal evaluation, with a weighting of 15% (.15) each. Proposals that do not achieve a pass mark of 70% or above on the technical point rated evaluation criteria will not be given further consideration.

Additional detail on the technical point rated criteria is presented in Annex E Technical Point Rated Evaluation Criteria.

2.5.3.3 Full Proposal Selection

The PSC will use the results of the mandatory and technical point rated evaluation to determine a pool of pre-qualified proposals to be considered for investment. Following the PSC, the PSC Chair will present the resulting recommendations to the PMB Co-chairs.

PSC members will be assembled for a one-day meeting using the following draft agenda:

- Welcome
- Review of CSSP CFP Guidebook (priorities/evaluation criteria)
- Presentation of results based on the PEC reviews by overall score
 - Proposals that achieved a PEC Technical Evaluation score of 70% will form a pool of qualified proposals.
- Review proposals in the pool of qualified proposals considering a balance of investment
- Finalise a list of proposals to be recommended for funding to the PMB

2.5.3.3.1 Balance of Investment

In response to the CFP, the CSSP typically receives a large number of sound proposals that are relevant to a wide range of program domains. Throughout all CSSP proposal selection processes, the CSSP aims to balance investments in support of Canadian public safety and security needs across specific areas of interest in order to balance program risk and return

The core framework against which a balance of investment is sought is the defined CSSP intermediate outcomes (Annex A) to which specific CFP investment priorities are aligned. The intermediate outcomes represent one of several balance considerations and are articulated annually in the CSSP strategic planning guidance. Other balance considerations include:

- Security (counter terror) vs. safety (daily trauma);
- Current CSSP Investment Portfolio balance;
- Annual environmental scans;
- Technology Readiness Levels;
- Emerging operational and policy issues;
- Multi-year program direction; and
- Program record of desired vs. actual performance.

The primary PSC balance consideration is against CSSP Outcomes (see Annex A) from which investment priorities are derived. During the deliberations of the PSC, each proposal will be assessed against its potential to contribute to a CSSP Outcome through the analysis of the relevant investment priorities, objectives and intended output stated in the proposal.

Additional PSC considerations for balance of investment may include the quality of the proposal and the distribution of funding across the capability areas, Communities of Practice, project types, Canadian regions and long term vs. short term impact.

2.5.3.3.2 Program Management Board and Steering Committee Endorsement

At the end of the Full Proposal stage, the PSC Chair will provide a list of recommended proposals to the Program Management Board (PMB) based on the deliberations of the PSC and the balance of investment. The PMB will review and forward their recommendations to the Steering Committee (SC) for endorsement.

Final determination for funding approval of fully or partially approved projects is made based on the recommendations of the PSC, the balance of investment and available funding. The program will allocate up to approximately CAD \$15 million to new projects aligned with Investment Priorities identified for each bid submission period.

2.5.3.4 Full Proposal Selection Debrief

Once the CSSP CFP selection announcement is made public by DRDC CSS and/or PWGSC, all Bidders will be advised of the status of their Full Proposal submissions. Bidders will receive one of the following debrief messages:

- The Full Proposal submission was not accepted for funding,
- The Full Proposal submission has been accepted for funding, partially conditional on refinements and/or further clarification made to the project work plan, scope, or budget identified during the selection process, or
- The Full Proposal submission has been accepted for funding in full.

Bidders will be provided with feedback in terms of evaluation results for their proposal within 60 days of the PSC's decision following the completion of Stage 2, Full Proposal.

Situations may arise where feedback is provided to the Lead Bidder to implement refinements or seek further clarification to the project scope, budget, schedule, or work plan that have been identified during the selection process. Recommendations for full or partial funding, based on the scope and program objectives, may also be made. These refinements or further clarifications will be reflected in any resulting contract as appropriate.

2.5.4 Stage 3: PWGSC Contracting

As the Technical Authority for the approved project, the Lead Government Department for each of the selected and full or partially funded projects is responsible for initiating a properly authorized and approved requisition for goods or services, or both, through their materiel management department. The materiel management department, in turn, must forward the funded requisition to PWGSC as the Contracting Authority (see section 2.3.1 "Communications") for all resulting contracts under the Call for Proposal process. Bidders for recommended projects under Stage 1 and Stage 2 represent a pool of pre-qualified Bidders.

Upon receipt of the approved requisition, Statement of Work, signed Project Charter and Security Requirement Check List (SRCL), which may include the Employee Employer Relationship (EER) form and the Intellectual Property form, the PWGSC Contract Authority will send the proposed resulting contract, and may request additional information to obtain pricing details and to confirm that the project Bidder or Bidders have the technical, financial, and managerial competence to discharge the contract.

The resultant contract clauses and template are shown under Annex F, PWGSC Contracting Documents.

2.5.4.1 Acquisition of Resulting Goods and or Services

The Contractor grants to Canada the irrevocable option to acquire additional units of the goods and or services for testing and evaluation with the objective of advancing the state

of the art to determine the feasibility of future operational utilization. The option shall only be exercised to acquire goods and or services which were developed as part of this CSSP contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment prior to contract completion. Funding for this option will not be provided by CSSP.

2.6 Additional Considerations

The following are additional considerations for Bidders as they are forming teams and preparing proposals. Establishing a common understanding of these considerations across all the proposal partners lays the foundation of project execution success.

2.6.1 Role and Responsibility of Lead Government Department

On behalf of DRDC CSS, the Lead Government Department will act as the Project Manager and manage the implementation (initiation, execution and close out) of the approved project under the Program Lead, the DG, DRDC CSS. The Program Lead exercises oversight of deliverables through the CSSP reporting requirements. The Lead Government Department is required to respond to any request made by the Program Lead regarding the project.

A project organizational chart depicting the management structure for the selected CSSP investment projects is presented in Annex G, Project Management Framework. Within this structure, there must be a Lead Government Department assigned for each project. The Lead Government Department can be a federal, provincial, territorial or municipal department. It is important that the Lead Government Department for a given project understands its roles and responsibilities for the duration of the project; these may differ depending on the level of government.

The Lead Government Department responsibilities are included in Table 2.

	Lead Department - Federal	Lead Department - Provincial/Territorial/Municipal
Assign a Project Champion	The Project Champion (PC) should be a senior manager at the Director General (DG) level, or equivalent. The PC is responsible for ensuring that the project meets its capability objectives and chairs the Project Review Committee (PRC) if applicable (see Annex I section I.2, Project Execution).	
Assign a Project Manager	A Project Manager (PM) must be assigned from within the Lead Government Department. The PM is accountable for day-to-day management of the project and compliance with the agreed outputs, schedule, and budget, and responsive to the Project Champion for compliance with the agreed requirements. DRDC CSS strongly recommends that the PM have formal training or is certified in project management. The PM will act as the DRDC CSS liaison for the project.	
Assign Financial Officer	A Financial Officer must be assigned to ensure that all financial transactions are conducted and documented accurately.	
Coordinate Project Partners	Partners are involved in delivering the project forming a project team, and supporting the PM in project execution.	
Create Project Charter	Within one month of project approval (see Annex I section I.3, Project Close-out), the PM must develop a charter including an impact summary. The project charter is not a contract and a valid contract must be issued. Any resultant contract will take precedence over the project charter.	
Execute Articles of Agreement	Federal Lead Departments/Agencies signatory to any existing Memorandum of Understanding (MoU) will abide by the stated terms and conditions. Those federal Departments/Agencies not signatory to these MOUs will negotiate a separate MOU/Letter of Agreement (LOA) with DRDC CSS.	Lead Government Departments who are not federal entities will negotiate a Memorandum (MOA) of Agreement with co-signatories DRDC CSS and PWGSC. Terms and conditions contained within the MOA will include funding, roles and responsibilities and deliverables.
Receive CSSP Funding	Funding for the project and any resultant contracts will be provided through an interdepartmental transfer from DRDC CSS to the Lead Government Department at the federal level. All relevant points of contact and financial transfer procedures will be outlined in the Project Charter.	Funding for the project and any resultant contract will be provided through a contract that will be facilitated by the MOA and issued by PWGSC from DRDC CSS and the lead department. All relevant points of contact, invoice and payment procedures will be outlined in the Project Charter and or the MOA.
Manage Procurement	Following submission of a signed project charter during Stage 3, PWGSC Contracting Process, the Lead Government Department will be responsible for submitting a requisition through the PWGSC office designated to support the CFP.	
Manage Project Execution	Management of the day-to-day operations of the project in compliance with the agreed-upon objectives, schedule, and budget (this task is often supported by a Deputy PM) and the co-investment contribution commitments by project partners.	
Manage Project Close Out	Deliver the final report and associated deliverables as per Section I.2.1, "Deliverables."	

Table 2: Lead Government Department Roles and Responsibilities

Further guidance on these requirements in Table 2 will be provided to the selected applicants at the Project Implementation Workshop to be held within one (1) month after project selection for each bid period.

2.6.2 Project Implementation Deliverables

The summary in Table 3 below presents an overview of the key project implementation stages and expected deliverables for program investment projects. Additional detail can be found in Annex I, Project Implementation, and will be explained in full at the Project Implementation Workshop.

Implementation Stage	Documents/ Deliverables	Relevant Projects
Initiation	<ul style="list-style-type: none"> ▪ Charter ▪ Impact Summary 	<ul style="list-style-type: none"> ▪ All ▪ All
Execution	<ul style="list-style-type: none"> ▪ Progress and Financial Reports (3 times a year ▪ Mid-Year Progress Meeting - Project Review Committee (PRC) ▪ Impact Summary updates 	<ul style="list-style-type: none"> ▪ All ▪ All projects funded at or exceeding CAD\$200K or spanning more than one fiscal year ▪ All
Close-out	<ul style="list-style-type: none"> ▪ Final documentation of the output of the investment as appropriate to the project type ▪ Final Impact Summary ▪ Final PRC presentation 	<ul style="list-style-type: none"> ▪ All ▪ All ▪ All projects funded at or exceeding CAD\$200K or spanning more than one fiscal year
Additional Activities	<ul style="list-style-type: none"> ▪ Example: Annual Public Security S&T Summer Symposium presentation 	<ul style="list-style-type: none"> ▪ Project teams will be invited to submit a poster or provide a presentation at the completion of their projects. All projects should set their budget to enable this requirement.

Table 3: Project Implementation Deliverables

2.6.3 Sensitive or Proprietary Information

The contents of all proposals will be considered sensitive and will be maintained in confidence by DRDC CSS, PSC members, PMB members and expert reviewers throughout the evaluation and selection process. Any release of this information outside the selection process requires the expressed agreement of the Bidder(s).

2.6.4 Canadian Content

The “Canadian Content Policy” in the PWGSC’s *Supply Manual* applies to competitive procurements that are publicly advertised and have an estimated value of \$25K or more. Any contracts for goods or services or both initiated by the Lead Government Department that will use funding received from DRDC CSS will be assessed by PWGSC for Canadian content. The aim is to achieve a minimum of 50 percent Canadian content. As a result, successful project Bidders may be requested to provide additional information on Canadian content during Stage 3, PWGSC contracting process. Additional information on Canadian content is available in Annex 3.6 of the PWGSC *Supply Manual* at www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre03-chapter03-eng.html#sa3-6. The *Supply Manual* demonstrates how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

2.6.5 Intellectual Property

The importance of Intellectual Property (IP) and the complexities surrounding it demand that active IP management take place. Public servants may create IP “internally” or contractors or a combination of both may create it. It is imperative to identify all background IP (BIP)² at the earliest possible moment, preferably in the Full Proposal submission and during the development of the Project Charter before contract negotiations take place.

The PWGSC’s General Conditions No. 2040—Research and Development³, includes provisions respecting IP. If required, additional special provisions may be drafted regarding BIP for inclusion in the contract. The disposition and status of foreground intellectual property (FIP) must be planned for prior to project implementation, and prior to the execution of any contracts. The following questions will be helpful in managing IP:

- What will be Canada’s need to access Contractor-owned BIP, so that Canada will, if necessary, be able to use the FIP?

² Implementation Guide for the Policy: Title to Intellectual Property Arising Under Crown Procurement Contracts, section 4, Definitions - http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/Contracting/tipaucpc_ig1-eng.asp
IP - Background consists of all Intellectual Property developed outside the scope of the Crown Procurement Contract. Background may be controlled or owned by either party to the particular Crown Procurement Contract or by third parties. Foreground IP - all Intellectual Property first conceived, developed, produced or reduced to practice as part of the work under a Crown Procurement Contract.

³ PWGSC – Standard Acquisition Clauses and Conditions, General Conditions – Research & Development
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

- What will be Canada’s licensing requirements for future improvements to the IP?
- What are Canada’s present and future needs? What is the government-wide purpose of this IP, rather than the specific needs of any one department?
- Who will own the FIP? According to the Implementation Guide on the Treasury Board [*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*](#)⁴, ownership is typically vested in the Contractor.

IP must be addressed in all contracts. There are two options: either Canada will own the FIP, or the Contractor will own the FIP. There will be no shared ownership. Any contract that involves the collection, generation, or use of “personal” data will be subject to more intensive IP scrutiny and data protection.

Each project will manage IP according to the following principles:

- Identification and “right to use” of BIP will be made before project initiation. Project participants will normally make their background IP available to the extent appropriate for the successful execution of the project.
- Project participants will respect the interests of collaborators regarding the divulgence or use of third-party information, or any previous commitments/licensing of BIP. Non-disclosure agreements will be employed when requested by project participants.
- Parameters for the ownership, management, administration, and exploitation of FIP (i.e., IP generated in the course of the project) must be completed before project initiation. These parameters will favour the transfer and commercialization of IP so as to maximize its access by first responders and operational communities.
- Every reasonable effort will be made to support private sector participants in the commercialization of FIP generated in the course of the project. This will typically result in either the granting of licences or the assignment of ownership. The selected approach will be negotiated before the start of the project to best support the interests of all parties.
- Where contracts have been issued, the Treasury Board *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts* will be applied except where exemptions have been made.

2.6.5.1 Software IP

The CSSP encourages a software approach which considers the benefits of free and Open Source software (OSS), where available, to mature and deliver innovative products and

⁴ Implementation Guide for the Policy: Title to Intellectual Property Arising Under Crown Procurement Contracts <[Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#)>.

services to fill capability gaps in multi-stakeholder safety and security environments. To the maximum extent possible, we encourage project teams to adopt an IP approach that will enable end-users to seamlessly integrate technologies developed with CSSP funding. Such an approach would also include Open Architecture and Open Standards.

We encourage stakeholders to consider the following TBS guidance when establishing IP protection requirements:

http://www.collectionscanada.gc.ca/webarchives/20071212130456/http://www.tbs-sct.gc.ca/fap-paf/oss-ll/position_e.asp (please cut and paste into your web browser).

2.6.6 Security Considerations

Participants in DRDC CSS program investment projects may be required to possess valid security clearances, depending on the nature of the project, in order to have access to information necessary for its execution. The Lead Government Department and the project team will determine the level of security required for the project and will be responsible for managing the acquisition of any necessary security clearance. Security clearances can be provided by the Canadian Industrial Security Directorate (CISD) of PWGSC. For further information, refer to the CISD website, at < [ISS - Security and Information Services - PWGSC](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> >.

2.6.7 Disclosure and Use of Information

At the onset of the project, project partners must clearly identify all issues related to security and disclosure of information; this includes special or specific information requirements.

DRDC CSS reserves the right to disclose and/or use information for projects for which it provides funding when requested by the appropriate authorities (see section 2.3.1.2 “Public Announcements”).

2.6.8 Human and Animal Ethics

A project involving human subjects, human tissues, laboratory animals, or animal tissues, must not proceed without prior approval of the partners’ Human Subjects Research Ethics Committee or the partners’ institutional Animal Care Committee and must not be conducted in contravention of the respective Committee’s conditions of approval.

2.6.9 Dispute Resolution

Projects that will receive CSSP funding for a value of or exceeding CAD\$200,000 and/or spanning more than one fiscal year will have a PRC established to manage project issues including the resolution of any disputes. If a project does not have a PRC, any disputes at the project level must be brought to the attention of the responsible DRDC CSS Portfolio Manager. If additional steps are required to arrive at a solution, a DRDC CSS Director

will manage the dispute resolution process; unresolved issues will be brought to the Program Lead and, if required, the PMB.

2.6.10 Project Termination

Should it be required, the DRDC CSS DG, in the role of Project Leader, and in consultation with the PC, will make recommendations to the PMB regarding the termination of a project. The PMB will make the final recommendation on the termination of a project. If one of the following conditions occurs, the contract may be terminated:

- Charter has not been signed by project partners within two (2) months of project award;
- There is a forecasted inability to deliver as intended (e.g., project non-performance; key personnel have left the department or project); or
- Failure of a contractor to meet CSS MOU reporting requirements.

Procedures for project termination will be initiated with written notification between the Program Lead and the PC.

2.6.11 Contract Termination

PWGSC's General Conditions 2040 – Research and Development, include provisions respecting contract termination.

Annex A: Program Outcomes

Strategic Outcome

The principle Public Safety & Security Strategic Outcome is that:

Canada's socio-economic fabric has a greater resilience to global and domestic public safety and security events.

To this end:

- There are three Public Safety & Security **long-term** (five years) outcomes;
- There are six Public Safety & Security **intermediate** (three to five years) outcomes; and
- Each of the six intermediate outcomes has related **immediate** outcomes (one to three years).

The following Figure A.1 presents the CSSP the long-term, intermediate and immediate outcomes within the CSSP logic model.

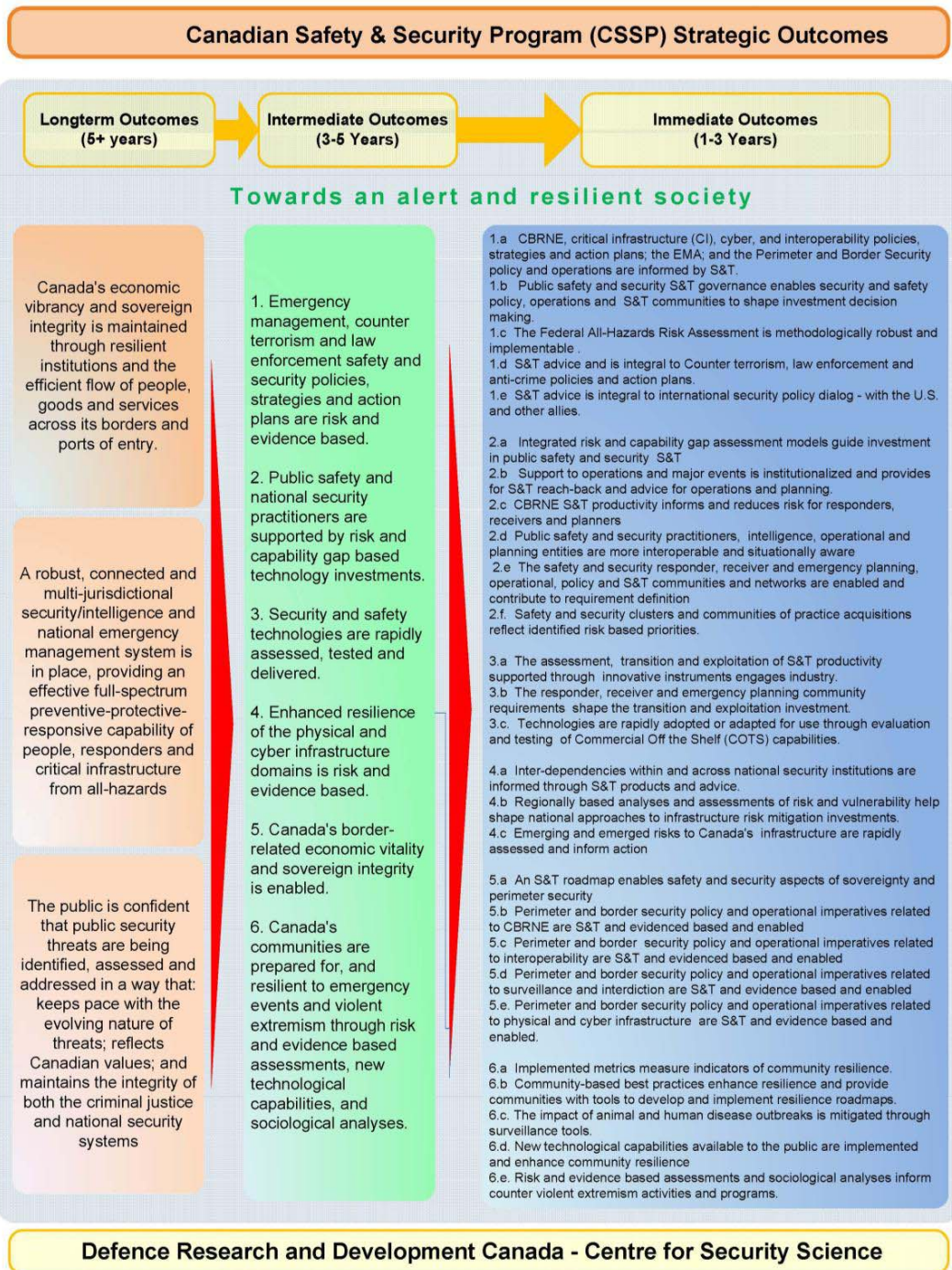


Figure A.1: CSSP Logic Model

Annex B: Investment Priorities

B.1 Introduction

This Annex outlines the CSSP Investment Priorities for the CSSP CFP bid submission period 2013. It presents the capability areas, objectives (specific and cross-cutting) and threats/hazards that are relevant as current Investment Priorities. The mandatory SM4 requires that all Bidders indicate one capability area, one objective and one threat/hazard for each proposal.

B.2 Investment Priority Dashboard

Table B outlines Investment Priorities that will be presented in the submission form.

Capability Areas	Specific Objectives	Cross-Cutting Objectives	Threat/Hazard Vignettes
<i>(Mandatory - check 1 Capability Area)</i>	<i>(Mandatory - check 1 Specific Objective or 1 Cross-Cutting Objective)</i>		<i>(Mandatory - check 1 Threat/Hazard)</i>
<p>P2.1 - Sharing situational awareness and decision support to track, monitor, report and coordinate response to an incident, including integration of information across sectors/domains (e.g., first receivers/responders, emergency managers, intelligence entities, volunteers, NGOs, Canadian Armed Forces, etc., as and when required).</p> <p><input type="checkbox"/> P2.2 - Community resilience through psychosocial communications, which includes the communication of risk and public perceptions as they receive information via social media and cell-broadcasted alerts.</p> <p><input type="checkbox"/> P2.3 - Disaster resilient, interoperable voice and broadband data communications including for remote regions or telecom-disrupted urban centres (e.g., alerting and dispatch systems).</p> <p><input type="checkbox"/> P2.4 - Crowd management tools/techniques/information for mass evacuation or civil unrest that includes interacting with a large crowd for the purpose of directing people away from certain areas (i.e., unruly crowd/traffic control and evacuation planning tools/techniques).</p>	<p><input type="checkbox"/> O1 - Enhance efficient and comprehensive screening of people and cargo (identify threats as early as possible) so as to improve the free flow of legitimate goods and travelers across borders, and to align/coordinate security systems for goods, cargo and baggage;</p> <p><input type="checkbox"/> O2 - Enhance “crowd/mass-population management” methods to address civil unrest, evacuation, mass decontamination, or casualty management operations; and</p> <p><input type="checkbox"/> O3 - Enhance protection, surveillance,</p>	<p><input type="checkbox"/> CO1 - Engage in Rapid assessment, transition, deployment and sustainment of innovative technologies for public safety and security Practitioners to achieve Specific Objectives;</p> <p><input type="checkbox"/> CO2 - Enhance interoperability and situational awareness capabilities within and between multiple sectors / stakeholders (e.g., critical infrastructure interdependencies) in all areas of Canada (e.g., the Arctic or other remote regions); and</p> <p><input type="checkbox"/> CO3 – Enhance national policy and</p>	<p>Cyber:</p> <p><input type="checkbox"/> Malicious incident</p> <p>Border: (including North)</p> <p><input type="checkbox"/> Health Emergency</p> <p><input type="checkbox"/> CBRNE</p> <p><input type="checkbox"/> Transborder Crime</p> <p><input type="checkbox"/> Civil Unrest</p> <p>Critical Infrastructure:</p> <p><input type="checkbox"/> Natural disaster</p> <p><input type="checkbox"/> Malicious incident</p> <p><input type="checkbox"/> Technology Failure</p> <p><input type="checkbox"/> CBRNE</p> <p><input type="checkbox"/> Civil Unrest</p>

Capability Areas	Specific Objectives	Cross-Cutting Objectives	Threat/Hazard Vignettes
<input type="checkbox"/> P2.5 - Persistent wide-area surveillance of Canada's coastal waters, EEZ and approaches, including the North and inland border regions (e.g., Great Lakes Basin). <input type="checkbox"/> P2.6 - Border and critical infrastructure perimeter screening technologies/ protocols for rapidly detecting, identifying and neutralizing threats, including physical security/technology sweeping. <input type="checkbox"/> P2.7 - Enhanced cargo screening technologies/protocols for illegal/hazardous materials (e.g., drugs, currency and materiel). <input type="checkbox"/> P2.8 - Public health/Medical response - diagnosis, protection and treatment of casualties from a CBRN-related health effect, or of pandemic influenza or an emerging infectious disease. Best practices/guidelines for managing logistics, psychosocial, and resumption/recovery management. <input type="checkbox"/> P2.9 – Homemade explosives (HME) and novel emerging energetic material threat characterization, including early detection and identification. <input type="checkbox"/> P2.10 – Characterizing cyber threats and assessment of their impacts, including developing criminal investigation /forensic tools; establishing metrics, techniques and procedures; and characterizing the impact of information loss (e.g., through ex-filtration) and the value of this information; and mitigating these threats. <input type="checkbox"/> P2.11 - Integrated community safety – Advancing the evolution of economically sustainable safe communities, to include examining integrated emergency service delivery and considering factors such as community safety and wellbeing, public confidence and national security.	decontamination, recovery and restoration of cyber/physical critical infrastructure – with special focus on interdependencies.	operations, as they pertain to the implications of climate change (e.g., increasing access to Canada's north, sovereignty, increased frequency of weather events and natural disasters, and implications globally of large-scale population movement/dislocation), as well as the interdependencies of these implications.	

Table B.1: CSSP Investment Priorities 2013

B.3 Threat/Hazard Context-Setting Exemplar Scenario Vignettes

A set of “context-setting exemplar scenario vignettes”, inspired in part from a collection of all hazards risk scenarios assessed under the Federal All Hazards Risk Assessment Framework, is provided in this Annex. These “exemplar” scenario vignettes are intended to give context to the CFP Priority Capability Areas shown in the CSSP Investment Priority Dashboard (see section B.2 of this Annex).

Proposals should address an identified shortfall in science, technology, policy, operational capability or other components that can be addressed to contribute to the prevention/mitigation, preparedness, response and recovery associated with these or similar types of events. As such, project proposals may vary the parameters so as to emphasize or challenge some particular aspect of the pre- to post-event dimensions of the scenario vignette. Furthermore, since these vignettes are ‘exemplars,’ proposals can reference alternate scenarios in the same threat/hazard domains (Cyber, Border Security and Physical Infrastructure) if they so wish. However, if other vignette scenarios are used to give context, it will be incumbent on the proposal team to ensure the proposal includes information to show the relevance of the scenario in the Canadian context and has undergone some form of documented assessment by an authoritative government department or agency with a role in public safety and security.

Amongst the three vignettes, a common theme of ‘interconnectivity’ exists. ‘Interconnectivity’ includes aspects of communications and interoperability (see *Communications Interoperability Strategy* (<http://www.publicsafety.gc.ca/prg/em/cisapc-scicpa-eng.aspx>)), but also considers the connections and interdependencies between national infrastructure (cyber and other critical infrastructure) and international (e.g., USA) infrastructure (Borders, cyber and other critical infrastructure) elements. Additional information on relevant national strategy elements is found in each vignette.

A) Malicious Activity – Cyber

Exemplar Scenario Vignette: Information Exfiltration & Destruction Event

This scenario is intended to address priorities and challenges addressed in Canada's Cyber Security Strategy (<http://www.publicsafety.gc.ca/prg/ns/cybr-scrty/ccss-scc-eng.aspx>).

There is a malicious attack unfolding on multiple public and/or private organizations to acquire sensitive information to be used for gaining an economic or intellectual advantage, use for ransom or leak for ideological reasons. The action would unfold over a period of weeks or months until detected and require a sophisticated group or organization to carry out. The suspect group or organization could have some type of foreign government or organized crime connection/backing. Investigations would be ongoing to determine the risk exposure, the potential injury and economic loss to the victim organization(s), and establish attribution. The targeted information could be for system specifications, procurement information, technology research, related legal/intellectual property/market/brand plans, business/product plans and Canadian (or foreign companies operating in Canada) capabilities. It could also involve the planned exploitation of personal information.

- This scenario could be generalized to other types of actors, motives, means and targets, where such events have been identified or pose a potential risk to safety and security. These could include:
 - Tampering with supervisory control and data acquisition (SCADA) systems
 - Denial of service (DoS) attacks

B) Border Security

Exemplar Scenario Vignette: Major Trans-border Event

This scenario is meant to be illustrative of the challenges posed by implementing safety and security measures and technologies along extended land borders, shared internal waterways and extended coastlines. The scenario is intended to allow consideration of the priorities that are addressed in part 1 and part 4 of the Beyond the Border Action Plan (<http://actionplan.gc.ca/en/page/bbg-tpf/beyond-border-action-plan>), as well as Canada's Northern Strategy (<http://www.northernstrategy.gc.ca/cns/cns-eng.asp#chp3>).

An international smuggling operation has established multiple crossing points across the Canada-US border and from international locations into Canada through and between Ports of Entry. The operation has been running for a number of months, if not years, and is facilitated by individuals close to or inside certain organizations with responsibilities for shipping, monitoring and enforcing anti-smuggling and trafficking laws. The operation is suspected of smuggling people, weapons, narcotics and possibly CBRNE materials outside of regulatory control. It is also suspected of having established a number of maritime, rail, road and air inbound and outbound bridges. Investigations and surveillance are ongoing following the discovery of an illegal shipment of weapons during a random search.

- This scenario could be generalized to other types of threats (actors, motives and means) or hazards where such events have been identified or pose a potential risk to safety and security in a border context. These could include:
 - Health emergency related event (e.g., Pandemic Influenza)
 - Natural hazards related event (e.g., flooding of a border area; see National Disaster Mitigation Strategy (<http://www.publicsafety.gc.ca/prg/em/ndms/>))
 - CBRNE, including hazardous materials, related event (see CBRNE Resilience Strategy (<http://www.publicsafety.gc.ca/prg/em/cbrne-res-strt-eng.aspx>))
 - Other types of trans-border crime related event
 - Civil unrest (e.g., violent demonstrations or rioting that affects a border area) related event

C) Critical Infrastructure

Exemplar Scenario Vignette: Major Physical Infrastructure Event

This scenario is meant to be illustrative of the challenges posed by implementing safety and security measures and technologies to ensure the resilience of Critical Infrastructure (CI) sectors (see <http://www.publicsafety.gc.ca/prg/ns/ci/index-eng.aspx> for more details on Canada's Critical Infrastructure Sectors).

A group plans to detonate vehicle-borne improvised explosive devices (VBIED) in proximity to certain critical infrastructure installations (e.g. power sub-stations, pumping stations or other) to disrupt the service to an area, region or large segment of the population. Vehicles are parked in the vicinity of these targets but one or more is discovered prior to the detonation. The potential detonation would have caused considerable damage to local installations, within a large radius, with the potential of killing and injuring people if in the vicinity. The collaboration of multiple agencies and alert citizens would have contributed to the discovery and render safe of the device and ongoing investigations. The functioned VBIEDs will have disrupted services and business continuity plans will have been enacted, with redundancies or measures underway to contain the effects (potential cascading effects) caused by the interdependencies between CI sectors.

- This scenario could be generalized to other types of threats (actors, motives and means) or hazards where such events have been identified or pose a potential risk to safety and security in a CI context. These could include:
 - Other critical infrastructure targets (mass transportation, rail and truck transportation, other) related event
 - Disruption of the supply chain (critical goods and services) related event
 - CBRNE, including hazardous materials, related event (see CBRNE Resilience Strategy (<http://www.publicsafety.gc.ca/prg/em/cbrne-res-strt-eng.aspx>))
 - Natural hazards related event (e.g., flooding and disruption of CI; see National Disaster Mitigation Strategy (<http://www.publicsafety.gc.ca/prg/em/ndms/>))
 - Civil unrest (e.g., violent demonstrations or rioting that affects CI) related event

Annex C: Transition Plan Overview

Transition Plan Guidelines

The CSSP places emphasis on the value of achieving value for money in terms of delivering on program outcomes. The investment priorities and evaluation criteria have been developed to assist CSS in assessing proposals in line with these goals. Increased emphasis is being placed on the transition plan of each proposal. All proposals are required to state their plan for transitioning the proposed solution – the project output/deliverables - into the hands of end-users in the operational, policy or intelligence communities. The proposal should describe the plans or strategies (including plans to communicate project results) that will be necessary to either transition the solution to a higher Technology Readiness Level (TRL), commercialize them, or otherwise exploit them to the benefit of end-users and stakeholders.

Recognizing that the output of each project will be unique and may come in various forms, the following considerations are offered to help guide Bidders determine content for a transition plan:

- a. Describe how the project (and its results) fits into the partners' overall business plan.
- b. Outline the significant advantages that the solution is expected to have in the marketplace/end-user environment over existing solutions.
- c. Detail any operational/policy landscape analysis that would support the exploitation of the new research and knowledge generated by the project.
- d. Detail any market trends as well as global market potential that would support the claims for commercial viability of the product.
- e. List the applications and possible end-users of the solution including commercial markets.
- f. Describe any alternate or emerging technology and/or competitors that could ultimately impact on the marketability of the solution and explain how a competitive advantage will be maintained.
- g. Include an overview of how additional research, technology exploitation and/or commercialization would be funded. This may include the intent to form strategic partnerships or alliances with other companies already established in the marketplace/end-user community.
- h. Indicate if a partner intends to be a primary supplier of the solution or whether it is to be integrated into another product or used by another company as part of an agreement or consortium.

- i. Describe the opportunities for the solution that will be applicable when it is sufficiently mature that can meet a particular need on a timetable which matches that of an acquisition program.
- j. Outline the influence of the solution on existing capabilities and explain how the new knowledge and/or S&T capabilities will be integrated to eliminate capability gaps identified by end-users.
- k. Outline how an end-user would support follow-on activity to increase the maturity of the solution.
- l. Detail how the new knowledge, processes, and/or S&T capabilities will be designed to integrate with in-service and future operational systems, architecture and infrastructure as affordable and appropriate solutions as indicated by S&T end-users.

Technology Readiness Levels

Technology Readiness Levels (TRL) are often used as a framework for describing the R&D continuum from basic research through to engineering development and the eventual commercialization of a product.

Use of the TRL concept enables assists in understanding issues associated with transitioning S&T to end-users.

Broad Terminology	TRL Level	Description	Level of Risk Tolerance	Relative Cost
Basic Research	1	Basic principles observed and reported.	<div>High</div> <div>↓</div> <div>Low</div>	<div>Low</div> <div>↓</div> <div>High</div>
	2	Technology concept or application formulated through analytical studies.		
Applied Research/ Research to Prove Feasibility	3	Analytical and experimental critical function or characteristic proof of concept.		
	4	Concept, process, component, or subsystem validation in a laboratory environment.		
Experimental or Technology Development	5	Concept, process, component, or subsystem validation in a relevant environment.		
Demonstration and Validation/Engineering Feasibility	6	Concept, process, system/subsystem model or prototype demonstration in a relevant, high-fidelity environment.		
	7	Concept, process, or system prototype demonstration in an operational environment.		
Engineering and Manufacturing Development	8	Actual concept, process, or system completed and qualified through test and demonstration.		
System Test and Operations/ Operational Systems Development	9	Actual concept, process, or system proven through successful mission operations (operational test and evaluation).		

Table C-1: Technology Readiness Levels

Annex D: Co-Investment Model

Collaborative delivery is an underlying characteristic of the CSSP. In most circumstances, the degree and extent to which the project partners co-invest in an activity can be a direct measure of the strategic and tactical importance that they place on the activity and their willingness to assume some project-related risk. Consequently, a co-investment contribution that indicates a commitment to the project that is commensurate with risk is required for all projects.

Proposal evaluation using the technical point rated criteria will include assessment of the level and nature of co-investment. The project team should demonstrate that the level of contribution is appropriate to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project.

Co-investment can be through the provision of cash towards project expenses and/or non-cash contributions (i.e., in-kind). Co-investment contributions considered to be legitimate project expenses are those considered essential to carry out the work and which can be thoroughly documented and justified. The expenses must represent an incremental expense that would not normally occur and which would have to be purchased by project funds if a partner did not contribute them. All committed contributions must conform to Lead Government Department policies regarding allowability, allocability, and reasonableness and must be verifiable through documentation.

Co-investment cash contributions

Project partners are strongly encouraged to articulate their direct support for the project with cash contributions to the best of their ability. Cash contributions represent project expenses paid for by a partner organisation for goods or services that must be procured for the project that were not pre-existing. For example, partner funds that will be used to procure new equipment that no partner had at the time of the project start, or the services of a resource that will work on the project that was not engaged by a project partner prior to the start of the project.

Participating members in other federal programs may solicit financial support from those programs as a contribution to the project. These contributions must respect any limitations imposed by the partner organisations (such as stacking provisions associated with some federal programs).

Co-investment in-kind contributions

In-kind contributions are direct costs to the project, considered essential to the research and are most often in the form of cash equivalent goods or services that are pre-existing within the inventory of the project partners at the start of the project. For example, the salary of full time staff, use of equipment and/or laboratory space would qualify as in-kind. contributions will only be taken into consideration if they are from participating project partners.

Table D-1 outlines the acceptable and not acceptable in-kind contributions for CSSP invested projects:

In-Kind Category	Accepted	Not Accepted
Access to unique databases	-Incremental costs of access	-Cost of developing the database and collecting the data
Analytical and Other Services	-Internal rates or incremental cost of providing service	-Commercial rates
Equipment	<ul style="list-style-type: none"> -Donated (used) <ul style="list-style-type: none"> -fair-market value -company book value -price for internal transfers -Donated (new) <ul style="list-style-type: none"> -selling price to most favoured customer (if stock item) -cost of manufacture (if one of a kind) -Loaned <ul style="list-style-type: none"> -rental equivalent based on depreciation -rental equivalent to highest-volume rate 	<ul style="list-style-type: none"> -List price or discounted list price -Rental equivalents exceeding accepted values had the equipment been donated or sold -Development costs
Faculty Remuneration	-Payment to the university/college for release time from teaching duties	-Payments as consulting fees or honoraria (additional to normal salary)
Materials	<ul style="list-style-type: none"> -Unit cost of production for commercial products -Selling price to most favoured customer -Price for internal transfers -Cost of production of prototypes and samples 	-Development costs
Patents and Licences	-Licences acquired from third parties for use by the project	<ul style="list-style-type: none"> -Patent protection -Licensing fees
Salaries	-Actual salary cost (including benefits)	<ul style="list-style-type: none"> -External charge-out or consultant rates -Salary and costs of administrative support staff -Salary and costs of management activities not directly related to scientific and technical contributions to the project
Software	<ul style="list-style-type: none"> -Cost of training and support for software required -Most-favoured-customer cost for one license per software package -Cost of equivalent commercial product (where donated software is not commercially available) 	-Development costs
Travel	-Travel costs to meet with project stakeholders	-Conference travel
Use of Facilities	<ul style="list-style-type: none"> -Internal rates for logistical support, food, and lodging for project personnel working on stakeholder premises or on field work -Internal rates for use of specialized equipment by project personnel or use of process or production lines -Internal rates for value of lost production resulting from downtime 	<ul style="list-style-type: none"> -Space for stakeholder activities outside the scope of the specific proposal -Equivalent commercial rates

Table D-1: Co-investment acceptable and not acceptable in-kind contributions

Co-investment Financial Management

The Lead Government Department's Project Manager will determine the management of all funds within the project and will provide a cash value for in-kind contributions within the guidelines of what are acceptable contributions as stated above. Project Managers are responsible for ensuring that their proposed co-investment cash and or in-kind contributions will total the amount stipulated in the original proposal and subsequent project charter and must be supported by detailed calculations, explaining all proposed inputs and valuations in the project charter. Co-investment contributions may be spread over an agreed number of years, within the duration of the project.

Tracking of Co-investment Contributions

Project Managers will ensure that all co-investment contributions are tracked and adequate documentation is retained in the project files at the Lead Government Department site and included in the Trimester Financial Reports required by CSSP. This documentation will be audited and must be maintained in order to measure the progress of the given project and the program as a whole.

The tracking of in-kind contributions can be complex but their documentation is just as important as cash contributions. The following provides examples of tracking mechanisms for different types of contribution:

- Personnel time should be tracked by the hour devoted to the project. Please note that this is not an issue of accounting for the time of an individual, but rather the amount of time devoted to the project. In the absence of a more sophisticated system for tracking time, a spreadsheet may be used, logging the name of the individual, the project, and the dates/times devoted to the project. For confidentiality purposes, the salary valuation should be calculated separately.
- Direct material and other direct costs should be tracked as incurred. Again, in the absence of a more sophisticated system, a spreadsheet may be used to keep a running list of direct costs incurred. The spreadsheet should include the nature of the cost, the project, and the value.
- Use of equipment/facilities should be tracked on an 'hours used' basis. This can be done on a spreadsheet.

Annex E: Technical Point Rated Evaluation Criteria

Technical point rated evaluation criteria have been established in order to assist the CFP proposal selection committee in their deliberations. The following seven (7) point rated criteria will be used to evaluate the proposals:

1. **Relevance** to program priority investment areas;
2. **Improvement over existing solutions** and **potential to impact** operational, intelligence or policy capabilities, and level of **innovation** of the proposed solution;
3. Operational, intelligence or policy **need and user demand (end-user pull)**;
4. **Value** of solution compared to cost of project and additional strategic or tactical value (i.e., **value for money**);
5. **Quality of project proposal and team**;
6. **Co-investment, risk sharing** for CSSP investment; and
7. **Transition Plan**.

At the project synopsis stage, only the first five criteria (i.e., 1. to 5.) will be evaluated, and will account for 100% of the technical point rated evaluation. These criteria will be evaluated by external reviewers who are members of the CSSP Proposal Evaluation Committee.

During the full proposal stage, the first five criteria (i.e., 1. to 5.) will account for 70% (0.700) of the overall proposal evaluation. These criteria will be evaluated by external reviewers who are members of the CSSP Proposal Evaluation Committee. The co-investment criterion (i.e., 6.) and the transition plan criterion (i.e., 7) will be evaluated by DRDC CSS and selected SMEs. Together, these two criteria will account for 30% (0.30) of the overall proposal evaluation, with a weighting of 15% (.15) each.

The details regarding the point rated criteria are presented in the sections below. For each criterion, the definition, elements through which the proposal should demonstrate the criterion and the point value scoring grid are included.

E.1 Relevance to program priority investment area

Definition

- This criterion measures the ability of the proposal to meet the priority investment areas published for the specific process.

Demonstrated by the following elements:

- Identification of which priority investment area(s) the project addresses.
- Evidence and examples of degree of relevance to one or more priority areas.

To what degree does the proposal demonstrate relevance to program priority investment areas?	Point Value
None (No evidence provided in proposal or no response)	0
Low (Weak evidence and no supporting example or the example is not relevant)	1
Moderate (Some evidence supported by at least one relevant example, but limited in ability to outline the connection between the challenge and the proposed solution)	2
High (Clear evidence supported by at least one relevant example that outlines the connection between the challenge and proposed solution)	3
Exceptional (Clear evidence to all elements supported by at least one relevant example that is quantitatively substantiated and outlines the connection between the challenge and proposed solution; there is application across multiple priority investment areas)	4

E.2 Improvement over existing solutions and potential to impact operational, intelligence or policy capabilities, and level of innovation of proposed solution

Definition:

- The proposal should state specifically and clearly the improvement over existing technologies/products/capabilities/services and why they are needed. Improvements should be defined in terms of current in-service AND known developmental solutions. This criterion measures the influence of successful completion of the project on current Canadian operational capability to prevent, prepare for, respond to or recover from a public safety or security event. It also considers the time frame for influence to take effect based on the maturity of the solution. Finally, this criterion measures the innovation of the proposal and potential within the proposed work to find new ways to achieve a solution.
- The improvements resulting from the project will depend on whether the project is advancing technology, producing a product, addressing a capability gap or providing a service.

Demonstrated by the following elements:

- An analysis of the weaknesses of the current capability that requires improvement.
- How the solution will achieve the claimed improvement.
- Why the claimed improvement is important.
- Degree of improvement and enduring potential of solution.
- Breadth and depth of the potential improvement on one or more operational communities including which operational community(ies) it will impact and if it will be of value at local, regional, national and/or international levels.

- Novel processes, policy and/or technology contribute to the development of best practices or new capabilities and recognize the importance of the active engagement of end-users.
- Potential to patent or otherwise protect the technology (if applicable).
- Ability to promote and support developmental S&T (through people, processes, policy and/or technology).

To what degree does the proposal demonstrate improvement(s) over existing and potential to impact operational, intelligence or policy capabilities, and level of innovation of proposed solution?	Point Value
None (No evidence that the project provides improvements to current solutions, of the potential, and of any new technology or capability provided in proposal)	0
Low (Weak evidence of the potential improvement and potential to impact operational, intelligence or policy capabilities, and evidence of innovation of solution with no compelling or relevant supporting example)	1
Moderate (Some evidence of a potential improvement over existing solutions supported by an example, but the improvement is small, short-lived or based on a cursory analysis of alternate solutions. It is supported by at least one relevant example, however, the example is limited in breadth and the solution is not likely to be sufficient to meet the full potential. Evidence of innovation in the solution is supported by at least one relevant example, however, the example is limited in its demonstration)	2
High (Clear evidence of a potential significant and enduring improvement over existing and developmental solution, with impact in at least one operational capability, supported by at least one relevant example that is confirmed by operational staff. The maturity of the solution is appropriate, and there is clear evidence of significant innovation of the solution supported by at least one relevant example of the resulting ideas/ products/ processes/ policies/ practice)	3
Exceptional (Clear evidence supported by multiple relevant examples demonstrating a potential major improvement over existing and developmental solutions affecting a broad area, or a new solution to a priority problem that currently has no realistic solution, or a solution that has broad applicability across numerous areas. The maturity of the solution is appropriate, and there is clear evidence of exceptional innovation of the solution supported by several examples illustrating how the results will be used in unexpected ways to effect a “step” (non-incremental) change in operational capability and/or capacity for end-users)	4

E.3 Operational, intelligence or policy need and user demand (end-user pull)

Definition:

- This criterion represents the demand or “end-user pull” for the solution (technology, product, service or capability) being proposed. The proposal should describe how the solution will address an operational, intelligence or policy need that is documented by an end-user or stakeholder group.

Demonstrated by the following elements:

- Statement of requirement from end-user(s) who will receive the solution at the end of the project.
- Future potential for the solution i.e., contribution to policy development, commercial opportunities, and/or knowledge sharing with other end-users (e.g., another operational group, another region).

To what degree does the proposal demonstrate operational user demand (end-user pull)?	Point Value
None (No evidence of operational need or user demand provided in proposal)	0
Low (Weak evidence of operational need or user demand provided in proposal and it is not clear which end-users will be “customers “ for the solution; there are no supporting examples or the examples are not relevant)	1
Moderate (Some evidence of operational need and user demand supported by at least one relevant example, however, no specific statement of operational need is provided and it is not clear which end-users will be “customers “ for the solution)	2
High (Clear evidence of operational need and user demand supported by statement(s) of operational need from end-user(s) and a documented end-user “customer” for the solution with written confirmation)	3
Exceptional (Clear evidence of broad operational need and user demand supported by multiple statements of operational need and multiple end-users for the solution, participating in the project, that have provided written confirmation of their intent to exploit the solution if it is successful)	4

E.4 Value of solution compared to cost of project and additional strategic or tactical value (i.e., value for money)

Definition:

- This criterion measures the impact of the solution on capability and/or capacity of prevention, preparedness, response and/or recovery relative to the cost of the project. This criterion allows reviewers to give additional credit for value and benefits that are not adequately captured in the other criteria
 - Evidence can be provided in terms of the many benefits (impact, level of advance, maturity of output, degree of leverage) compared to the level of the current budget request and the future investments that are required to reap the benefits.

Demonstrated by the following elements:

- Value of solution in terms of increased operational effectiveness, productivity improvements, risk reduction, cost/loss reduction, revenue generation.
- Budget that is appropriate for the expected level of effort and the impact of the solution.
- Probability of achieving value and whether partial value can be captured if the full solution is not achieved.
- Expectation for when value will be captured.
- Horizontal and interdepartmental partnerships.
- Encouraging effort that cannot be executed elsewhere.
- Fostering the integration of science and policy.

To what degree does the proposal demonstrate the value of the solution compared to the cost of the project (i.e., Return on Investment)?	Point Value
None (No evidence of value versus cost provided in proposal)	0
Low (Weak value proposition of solution and little supporting information or examples, or the examples are not relevant)	1
Moderate (Evidence of some value with supporting information but the budget seems high relative to the level of effort or the value has a low to moderated probability of being realized, and it is supported by evidence to at least one element by a relevant example representative of additional strategic or tactical value)	2
High (Clear evidence of good value supported by a budget that is appropriate for the level of effort. The solution has an impact that is appropriate for the costs proposed and it is likely to be realized, and it is supported by evidence to two elements by relevant examples representative of additional strategic or tactical value)	3
Exceptional (Clear evidence of a very high value supported by a budget that is appropriate for the level of effort. Strong end-user engagement suggests immediate impact and realization of value should the project be successful, and it is supported by evidence to three or more elements by relevant examples of representative of additional strategic or tactical value)	4

E.5 Quality of project proposal and team

Definition:

- This criterion measures the likelihood that the project will be successful based on the quality of the project plan and team composition.
 - At the Synopsis Stage, the intended team composition will be considered and rated. The actual team (confirmed members) will be evaluated and rated at the full proposal stage.

Demonstrated by the following elements:

- Project plan contains precise information detailing tasks, budget, schedule, milestones and deliverables as well as a risk management plan with mitigation strategies and off-

ramps that provide partial value. The depth of the project plan should be appropriate for the level of funding requested.

- Facilities and infrastructure are in place or included in the project costs to ensure success.
- Team member(s) are identified with direct experience in the subject area(s) as appropriate, for example:
 - Technical team lead with documented education, expertise and experience.
 - Operational end-user familiar with the operational domain of the output (*government partner*).
 - Industry partner (if appropriate) with demonstrated success in transitioning similar outputs into an operational setting.
 - Project Manager with appropriate qualification and demonstrated experience managing similar projects.
- Competence in financial management and (preferably) working with government agencies.

To what degree does the proposal demonstrate the quality of the project plan, the quality of the team, and likelihood of success?	Point Value
None (No or extremely weak evidence that a successful solution is achievable based on the project plan elements and the team composition)	0
Low (Weak probability that a successful solution is achievable based on the project plan elements and the team composition)	1
Moderate (Some evidence that a successful solution is achievable but at least one element of the project plan or one key team member is missing, or the project plan and team membership/composition create unnecessary risks)	2
High (Clear evidence to all elements of the project plan and team composition support a high probability of successfully completing the project, may be some risks but they appear to be manageable)	3
Exceptional (Clear evidence that the project plan and team composition are excellent, all risks have effective contingency plans, and partial success/value can be achieved through the effective use of off-ramps and decision points)	4

E.6 Co-investment, risk sharing for CSSP investment

This sixth (6) criteria is used to rate the co-investment commitment by the project lead and its team members. The collaborative delivery of the Canadian Safety and Security Program is an underlying characteristic of the program. Consequently, the degree and extent to which the partners co-invest and share project risk, in most circumstances, can be a direct measure of the strategic and tactical importance that they place on the activity. The co-investment can be through the provision of cash towards project expenses and/or non-cash contributions (or in kind) such as labour costs and operations and maintenance (O&M) expenses (See Annex D, Co-Investment Model).

Definition:

- This criterion measures the appropriateness of the level of co-investment contribution relative to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project. Participants' co-investment contributions may include cash and non-cash (in-kind) contributions.
 - Evidence can be provided in terms of the potential of the organization's contribution to achieve the desired outcomes (impact, level of advance, maturity of output, degree of leverage) compared to the level of the proposal's CSSP funds request and the future investments that are required to reap the benefits.

Demonstrated by the following elements:

- Contribution of partners' organizational assets to the project including cash contributions.
- Increased overall investment reward and value of solution in terms of operational, intelligence or policy effectiveness, level of innovation, productivity improvements, risk reduction, cost/loss reduction, and/or revenue generation.
- Co-investment undertakings are articulated in a budget that reflects the proponent's commitment to achieving the desired outcome.

To what degree does the proposal demonstrate the risk sharing for the CSSP investment and proponent/end-user stake in the results?	Point Value
None (No evidence of proponent co-investment undertakings and no indication of a willingness to share investment risk(s))	0
Low (Weak value of proponent co-investment undertakings and little indication of a willingness to share investment risk(s))	1
Moderate (Evidence of some co-investment undertakings but the level of CSSP funding appears high relative to the proposed co-investment undertakings and consequently, the potential value has a low to moderate probability of being realized)	2
High (Clear evidence of co-investment undertakings and a budget that is appropriate for the level of effort. The solution has a potential impact that is appropriate for the costs proposed and the potential results of the investment are greater due to the co-sharing of risks)	3
Exceptional (Clear evidence of very high co-investment undertakings that have a potential to increase innovation and potential success. The budget is designed to meet the challenges of the project in a cost-effective manner. Strong end-user engagement suggests immediate impact and realization of value as well as a potential for sustainability over time should the project be successful)	4

E.7 Transition Plan

Definition:

- This criterion measures the appropriateness of the plan to transition the solution (i.e. the deliverables and output of the project, into an operational, policy or intelligence environment -see Annex C). The proposal should describe whether potential commercial opportunities exist for the deliverable of the project.

Demonstrated by the following elements:

- An ability to predict and plan the direction of future progress of the resulting project output (i.e. research or technology output) including how it to be ultimately transitioned to operational use, policy development and/or program implementation.
- Defined and sustainable long-term use opportunity for the solution within the stated end-user group(s).
- Strategy in place for the use of the solution for policy development, operational use, commercial opportunities, and/or knowledge sharing with other end-users and stakeholders (i.e., another operational group, another region).Level of involvement of end-users in the transition strategy.
- Demonstrated understanding of the market/operational/policy landscape and trends and a known mechanism for the clear articulation of the benefits of the output over current status quo to an audience outside of the project team indicated.

To what degree does the proposal demonstrate a realistic transition plan to place the proposed solution into an operational, policy or intelligence environment?	Point Value
None (The transition plan demonstrates that no consideration has been given to exploiting the resulting solution. There is no market/operational/policy landscape analysis, and no information on how the solution will be exploited and sustained or future work on it will be funded.)	0
Low (The transition plan demonstrates that limited consideration has been given to exploiting the resulting solution. There is limited or weak market/operational/policy landscape analysis. The plan is unclear on how the solution will be exploited and sustained, or how future work will be financed and exploitation considerations are limited.)	1
Moderate (The transition plan demonstrates that some consideration has been given to exploiting the resulting solution. There is adequate information on market/operational/policy landscape analysis and trends. A plan appears to be in place for sustainment and/or future financing to continue the work and a general strategy has been laid out.	2
High (The transition plan demonstrates that strong consideration has been given to exploiting the resulting research and/or technology, including detailed information market/operational/policy landscape analysis and trends. There is a plan in place for sustainment of the solution and/or future financing of the work, and a strategy is outlined. Some details may be missing, but overall, the strategy is clear and complete.)	3
Exceptional (The transition plan demonstrates that a clear and complete approach to fully exploiting the resulting solution has been considered. Market/operational/policy landscape analysis and trends are well considered, future financing for sustaining the output and/or to further develop it appears to be in place, and there is a solid plan laid out. The strategy is clear and complete.)	4

Annex F: PWGSC Contracting Documents

F.1 Resulting Contracting Clauses

a) Standard Acquisitions Clauses and Conditions SACC General conditions Research and Development 2040

[SACC 2040](#)

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&id=2040&date=2010-01-11&eid=1>

b) Implementation Guide for the Policy: Title to Intellectual Property Arising Under Crown Procurement Contracts

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13697§ion=text#cha4>

F.2 Security Requirements Check List

Fillable PDF Form (Fill-in by computer, print form, sign, submit by mail)

<http://www.tbs-sct.gc.ca/tbsf-fsct/350-103.pdf>

<http://www.tbs-sct.gc.ca/tbsf-fsct/350-103-eng.asp>

F.3 Writing Better Proposals

Writing Better Proposals - Business Access Canada

<http://contractscanada.gc.ca/rpe-wbp-eng.html>

Annex G: CSSP Communities of Practice

The following list presents the 16 CSSP supported CoPs.

Community Name	Nom de la communauté
Chemical	Chimique
Biological	Biologique
Radiological Nuclear (RN)	Radiologique et nucléaire (RN)
Explosives	Explosif
Forensics (CBRN)	Expertise judiciaire (CBRN)
Biometrics for National Security	Biométrie pour la sécurité nationale
Border and Transportation Security	Sécurité des frontières et des transports
Critical Infrastructure Vulnerability, Resiliency and Interdependencies	Vulnérabilité, résilience et interdépendances des infrastructures essentielles
e-Security (Cyber)	Cyber-sécurité
Emergency Management Systems Interoperability	Interopérabilité des systèmes de gestion d'urgence
Psycho-Social	Psychosocial
Fire	Incendie
Law Enforcement	Application de la loi
Emergency Medical Services (Paramedics)	Services médicaux d'urgence (paramédicaux)
Risk Network	Réseau du risque

Annex H: CSSP Call for Proposals Selection Schedule

Selection Schedule for CSSP CFP Bid Period 2013

Call for Proposals Announcement	20 June 2013
Closing Date for Synopsis Proposal Submission	18 July 2013
Request for Full Proposals	10 September 2013
Closing Date for Full Proposal Submission	17 October 2013
Projects Announcement	January 2014
Project Implementation Workshops	January/February 2014
Bid Validity End Date	18 July 2014
Follow-up Debrief to Potential Projects	As required February 2014 to June 2014
Follow-up Project Implementation Workshop for Potential Projects once Approved	As required March 2014 to June 2014

Annex I: Project Implementation

Once a proposal has been approved at Stage 2, it progresses to Stage 3, PWGSC Contracting, as appropriate, and then full project implementation. This Section provides a general overview of key implementation considerations as the project progresses through Stage 3 and beyond.

I.1 Initiation

The high level Project Initiation process steps are:

1. Project funds recipient sign-off (i.e., Charter is prepared);
2. DRDC CSS project sign-off (i.e., Charter reviewed and approved);
3. Funds transfer (this step is only applicable if the project lead is a federal government department. If the Government Lead is not a federal department, funds will be disbursed through a contract issued in the normal procurement processes; and
4. Procurement (the Proposal or Charter are not contractual in themselves. If required, a contract will be issued through DRDC CSS or the Lead Government Department by PWGSC).

I.1.1 Memorandum of Understanding

A MOU has been established between participating federal departments/agencies and the Department of National Defence (DND) to define the financial and project responsibilities to be undertaken in the execution of DRDC CSS projects for which these departments are the recipients of program funds.

If the Lead Government Department is a federal department that is not a signatory to the MOU, a Letter of Agreement (LOA) will be issued between the lead department and DRDC CSS. If the Lead Government Department is a provincial/territorial/municipal government department, a Memorandum of Agreement (MOA) will be issued between the Lead Department, DRDC CSS and PWGSC.

I.1.2 Project Implementation

A Project Implementation Workshop delivered by DRDC CSS will be held following project award for each bid period. The workshop is targeted to the Project Lead organizations and their participating PMs, Financial Officers and Procurement Officers. At the workshop, the PMs and team managers will receive guidance and further information in the development of the project plan, charter, reporting, financial, and accountability mechanisms.

I.1.2.1 Project-Sign off

All projects must be signed-off for official records. Sign-off for CFP Projects take the form of an approved Project Charter.

The project's PM is responsible to ensure that all the partnerships, resources, and project information included in the charter are true and accurate. For projects that have a federal Lead Government Department, this Project Charter is then attached to the signed PSTP MOU or LOA of the federal department. For projects that have a provincial/territorial/municipal Lead Government Department, the Project Charter is then attached to the MOA between the government department, DRDC CSS and PWGSC.

Project work plan, milestones, financial planning, the responsibilities of the team members, and the charter must be signed by all required partners and by DRDC CSS *before the funds can be transferred to the Lead Government Department*. A template is provided.

I.1.2.2 Impact Summary

Proposals that will receive CSSP funding will be required to submit a single page Impact Summary Chart with basic overview information, objectives and impact details; templates are provided by CSS. These documents must be updated annually and at project close.

I.1.2.3 Financial Accountability

All funding recipients will assume responsibility for received funds in accordance with approved project work plans presented in the project charter. The Lead Government Organization must retain a project file that documents all financial transactions including co-investment (cash and/or in-kind) contributions. Copies of documentation from this file may be requested during a program audit.

Federal departments and agencies will follow their departmental expenditure authorities. Financial accountability for any federal partner will be in accordance with the *Financial Administration Act* as administered within each participating department or agency.

I.1.2.4 Procurement

Any contracting process must be consistent with Canada's procurement principles (refer to the *PWGSC Supply Manual* at <<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/index-eng.html>>). All contracting must be performed in a manner that enhances access, competition, and fairness and results in best value or, if appropriate, the optimal balance of overall benefits to Canada. Contracting should stand the test of public scrutiny, ensure the pre-eminence of operational requirements, and be consistent with Canada's trade agreement obligations. Contracts will be issued by PWGSC based in accordance with the Statement of Work (SOW) and the Contractor's technical bid with a designated federal department or agency participating in the project as the contract Technical Authority as determined by the PM. PWGSC may update, as applicable, the standard terms and conditions of resultant contracts. This includes coordinating with PWGSC for Contract Demand documentation through departmental material managers and a PWGSC Contracting Officer (as applicable), including the:

- Applicable SOW;
- Security Clearance Requirement Checklist, if applicable;

- Employee–Employer Relationship Form;
- Intellectual Property Declaration; and
- Departmentally Approved Contract Requisition Form, PWGSC Requisition 9200.

I.2 Project Execution

DRDC CSS requires that all projects are executed in a manner that enables the program to progress successfully towards achieving its desired outcomes.

I.2.1 Deliverables

There are two required types of deliverables:

1. Technical project deliverables, as detailed in the proposal and subsequent project Charter; and
2. CSSP reporting deliverables, such as trimester reports, to provide DRDC CSS with oversight of CSSP investments.

I.2.1.1 Deliverable Format

Documents will be delivered in electronic (i.e., Microsoft (MS) Word or pdf) format. The deliverables can be submitted in the official language of preference. All project documentation, including project deliverables and publications resulting from the project, will be kept for retention in the CSSP Knowledge Base.

I.2.1.2 Publications Related to Project

In order to ensure the appropriate security classification, the attribution of CSSP funding and the provisions of Controlled Goods accounted for, DRDC CSS must review publications concerning CSSP funded work prior to publication.

I.2.1.3 Project Progress Reports

The following documents are required for financial accountability and oversight:

Trimester financial and progress reports – All projects are required to submit a trimester report that will provide an overview of the project budget and progress; a template and instructions will be provided.

I.2.1.4 Project Review Committee (PRC)

For projects spanning more than one fiscal year or having a DRDC CSS funded value of or exceeding CAD\$200K, a PRC and project team will assess the project once a year, traditionally in the fall. A PRC, chaired by the Lead Government Department's PC, provides oversight of the project, including approval of changes to the schedule and cash profile, recommends changes in the project's profile for approval, and addresses other

exceptional circumstances that cannot be resolved by the project team. The assessment will include the following key aspects:

1. Annual review of project performance against objectives and work plan; and
2. Annual review of project impact.

I.3 Project Close-out

Project close-out is a critical part of any project because it provides opportunities to capture deliverables and other valuable outcomes of the project. The size of reports and level of detail should be appropriate for the level of funding and complexity of the project.

After work on the project is complete, the project documentation must be submitted to DRDC CSS to formally document the results of the investment and capture the knowledge for the Canadian public safety and security knowledge base. The project is considered to be complete only after the required close-out documentation is received and approved.

I.3.1 Final Project Report

Project final documentation must be submitted consistent with the formats and templates supplied by DRDC CSS to the extent practicable. Documents will be delivered in hard copies (2) and electronic format (MS Word or pdf). The deliverables can be submitted in the official language of preference.

For all projects the minimum close-out requirements are:

- Documentation of the outputs of the investment is to be appropriate to the project type and include both a TRL assessment and outcome assessment, accounting the project's progress toward realizing its target impacts and its contribution toward program outcomes which may take the form of one of the following as indicated in the project charter:
 - A statement as to the advice and guidance provided, including to whom the advice and guidance was provided and what the outcomes and impacts were;
 - A study report providing details on the outcomes, deliverables and impacts on future operations or projects if appropriate;
 - A workshop report describing the Record of Discussion, a road map or other deliverables from the Workshop, and recommendations or next steps; or
 - A technical report describing the outcomes and impacts on operational, intelligence or policy capability and capacity.
- All hardware, software and infrastructure developed using program funds are delivered to DRDC CSS or disposed of in accordance with government rules;
- A Final Impact Summary that highlights outcomes and impact at the end of the project;
- A final trimester progress and financial report; and
- Inclusion of all publications resulting from or related to the work.

For projects that received DRDC CSS funding for a value equal to or exceeding CAD\$200K, or that was executed over more than one fiscal year, a final PRC presentation is also required.

I.3.2 Additional Activities

Project teams will be invited to submit a poster or provide a presentation at the completion of their projects. All projects should set their budget to enable this requirement.

Annex J: Frequently Asked Questions

Question #1:

Must a bidder collaborate with a government partner to form a proposal team?

Answer #1:

Yes, one of the requirements in the CSSP CFP process is that all proposal teams have a government partner. Please refer to the Partnership Requirements in Table 1, Summary of CFP Project Type Funding Parameter, in Section 2.2 of the CSSP CFP Guidebook. This section illustrates the Full Proposal mandatory criteria (section 2.5.3.2.1) of the partnership requirements which includes a government partner as a mandatory for all project type proposal teams.

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Questions #2:

Please tell me whether a USA based company can respond to this Call for Proposals.

Answer #2:

All lead bidders must be representatives of a Canadian organization. The lead bidder may collaborate with an international partner to form a proposal team that is led by the lead bidder. Please refer to the Proposal Submission and Lead Bidder sections in Table 1, Summary of CFP Project Type Funding Parameter, in Section 2.2 of the CSSP CFP Guidebook.

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Question #3:

We are seeking some clarification with respect to the number of bids that are allowed to be submitted by the Lead Bidder, section 2.5.1.2. The text reads:

Limits on Bidders: Proposals from any one person, individual laboratory, individual section, individual directorate or academic department, or private company (i.e. individual company business number) are strictly restricted to two (2) submissions per bid submission period.

Could you define "section" and "directorate"?

Answer #3:

For the purposes of the CSSP CFP, a lab/section/directorate is a management entity that is typically managed by an EX02 in the federal government. In the private sector, it is a

management entity that is distinguished by a unique government issued business number. For a Canadian company to do business with the federal government, it must be registered with the Canada Revenue Agency (CRA) and have a Business Number (BN).

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Question #4:

We noticed that each valid proposal requires the participation of a Lead Government Department. While we are independently pursuing our own connections with suitable organizations, I am wondering if there are any Government organizations that are already familiar with the CSSP program, and have registered an interest, either with DRDC or with you at PWGSC, in receiving invitations from industry and/or academia to team up in order to jointly participate in submitting a CSSP proposal. If so, I would like to receive the appropriate contact information for all such Government organizations, in order to approach them with regards to such a possible teaming arrangement.

Answer #4:

It is the responsibility of the bidder to arrange the necessary partnerships. Representatives from a number of government departments across federal, provincial/territorial and municipal levels have been involved in the CSSP or its predecessor programs which were administered by DRDC CSS. At the federal level, the federal signatories of the PSTP MOU are the most familiar with the CSSP. Other departments and agencies became involved in the program through collaborative partnerships that were formed to execute projects funded through previous calls for proposals. The federal government departments who are signatory to the PSTP MOU include:

- Agriculture and Agri-Food Canada/Agriculture et Agroalimentaire Canada
- Atomic Energy Canada Limited/Energie atomique du Canada
- Canada Border Services Agency/Agence des services frontaliers du Canada
- Canadian Food Inspection Agency/Agence canadienne d'inspection des aliments
- Canadian Nuclear Safety Commission/Commission canadienne de sûreté nucléaire
- Canadian Security Intelligence Service/Service canadien du renseignement de sécurité
- Communications Security Establishment/Centre de la sécurité des télécommunications
- Defence Research and Development Canada /Recherche et développement pour la défense
- Canada
- Department of Fisheries and Oceans Canada/Pêches et océans Canada
- Environment Canada/Environnement Canada
- Health Canada/Santé Canada
- Industry Canada/Industrie Canada
- National Defence/Défense nationale
- National Research Council/Conseil national de recherches Canada

- Natural Resources Canada /Ressources naturelles Canada
- Privy Council Office/ Bureau du Conseil privé
- Public Health Agency of Canada (PHAC) / Agence de la santé public du Canada
- Public Safety Canada/Sécurité publique Canada
- Public Works and Government Services Canada/Travaux publics et services gouvernementaux
- Canada
- Royal Canadian Mounted Police/Gendarmerie royale du Canada
- Transport, Infrastructure, Communities Canada/Transports,Infrastructure, et Collectivités Canada

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Question #5:

Do Federal Agencies, such as Canadian Space Agency, Canada Border Services Agency etc, qualify as "Lead Government Departments"?

Answer #5:

Yes, all federal agencies qualify as Lead Government Departments.

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Question #6:

Regarding Section 2.6.1 of the CSSP CFP Guidebook, the Lead Government Department takes on a lot of responsibility. What are the benefits for the Department for participating in a project under the CSSP CFP?

Answer #6:

The horizontal nature of the program enables unique opportunities to collaborate on S&T projects to solve complex public safety and security issues. It is hoped that the lead government department is one of the intended end users or a representative of a stakeholder group who will be the beneficiaries of increased capability due to the CSSP investment. As such, their participation in a horizontal project may also augment their S&T capability and/or operational capability.

.....

Question #7:

When a private company submits a proposal, are there any requirements of the types of the private sector? For example, a private sector registered at Ontario with unlimited liability or a private sector registered in federal level as a corporation?

Answer #7:

No, any Canadian private company may submit a proposal.

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Question #8:

Regarding 2.5.2.2.1 Synopsis Mandatory Criteria: SM2 - All proposal submissions must be completed fully. Failure to populate the forms correctly or to submit the required information will result in the rejection of the proposal;

And regarding 2.5.1.3 Submission Tool: All unclassified submissions must be completed through the web-based submission system. Bidders are directed to <https://cssp-cfp-2013-adp-pcss.myreviewroom.com/> to initiate the submission process:

Will Canada please confirm that the "forms" referred to in RFP section 2.5.2.2.1 relate to 'electronic forms' that will be made available via the web-based submission system?

Answer #8:

Yes, this is correct.

.....

Question #9:

Regarding Section E.3, Annex E of the CSSP CFP Bidder Guidebook and the CSSP Synopsis Submission Form, I'm not clear on the meaning of "Indicate the operational, intelligence or policy need and user demand (end-user pull)."

Is it possible to provide an example of what "end user pull" means?

Answer #9:

"End user pull" potential refers to the degree of interest that currently exists from the targeted end user of the S&T being proposed. Proposals will be evaluated on the degree to which the proposed initiative is in response to a request for S&T originating from an operational, intelligence or policy end user or stakeholder group to fulfill a documented need.

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Question #10:

Regarding the CSSP Synopsis Submission Form, 150 words seems awfully short to include a project plan detailing precise information as outlined in the evaluation criteria on page 48 of the Guidebook plus including team members and relevant experience. Is that number correct?

Answer #10:

Yes. The synopsis is a conceptual overview of the intended project. Bidders invited to submit a full proposal will have an opportunity to expand and provide more detail.

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Question #11:

Does a bidder have to provide a Synopsis Proposal in order to qualify to submit a more detailed Full Proposal?

Answer #11:

Yes, submission of a synopsis proposal is Stage 1 of the CSSP CFP three stage procurement process described in the CSSP CFP Guidebook.

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Question #12:

Is there an MS Excel budget template associated with the Synopsis proposal submission that has to be uploaded into the online submission form?

Answer #12:

There are no additional forms to be completed and uploaded with the synopsis submission form. There is a requirement within the online synopsis submission form to provide projected high level budget information.

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Question #13:

In the CSSP CFP Bidder Guidebook, Annex D, it is stated that bidders are required to commit to a "co-investment contribution that indicates a commitment to the project that is commensurate with risk is required for all projects". What is the acceptable level of contribution from the partners (cash and in-kind) relative to the contribution from the CSSP for each type of project (study, research and development, and technology demonstrator)?

Answer #13:

The co-investment contribution model (section 2.4.2 and Annex D) and the evaluation criteria E6 (Annex E) provide a framework for the consideration of co-investment to aid the Bidders. Co-investment is not tied to TRL.

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Question #14:

I'm having trouble collecting all the signatures required for the Partner Certification Form for the Full Proposal submission deadline. Can I submit what I have now, and submit the missing signature(s) after the Full Proposal submission deadline?

Response #14:

No, the complete Partner Certification Form must be submitted before the Full Proposal submission deadline. Also, please note that the bidder must sign the form, too.

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Question #15:

SM4 in Section 2.5.2.2.1 of the CSSP CFP Guidebook notes that the proposals must indicate relevance to one capability area, one specific objective, and one CSSP threat/hazard. If the proposal applies to more than one, can we check more than one item on the CSSP Synopsis Proposal Form?

Answer #15:

Only one can be selected for each element.

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Question #16:

Regarding Sections 2.5.2.2.1 (SM6) and 2.5.3.2.1 (FM5, FM6) of the CSSP CFP Guidebook:

- a) Are there any guidelines for selecting partner government organizations?
- b) Is it the Bidder's responsibility to find a willing partner and propose a collaboration under the CSSP CFP?
- c) Is any Canadian government organization acceptable as a partner (for example the RCMP, Royal Canadian Navy)?

Answer #16:

- a) No.
- b) Yes.
- c) Yes.

Please see the response to Question #4.

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Question #17:

Regarding Section 2.5.1.2 of the CSSP CFP Bidder Guidebook, how does this limit on bidders work if the proposal has to be led by a Gov. Department. Does this mean that a Gov. Department can only submit 2 proposals, but companies can partner/sub for multiple Gov. Departments and therefore be on more than 2 bids?

Answer #17:

Lead bidders submit the bids on behalf of the project team and act as the point of contact (POC) throughout the bid solicitation period. Once a proposal has been selected for funding at the end of the Full Proposal stage (stage 2), the lead government department assumes the role of POC as the Project Manager and Project Champion to facilitate stage 3, contracting and project execution. The lead bidder organization and the lead government department organization on a proposal/project team may or may not be the same organization.

An organization may be a lead bidder on 2 bids and a secondary partner on additional bids.

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Question #18:

Within the CSSP Synopsis Submission Form, a section is provided for "Assumptions" - is the intent for scientific assumptions or project-related (i.e. lab and staff availability, etc)?

Answer #18:

Assumptions that are relevant to the project being completed as proposed can include both scientific assumptions (i.e., scientific inferences based on scientific assumptions) and project execution related assumptions.

Question #19:

In Annex E of the CSSP CFP Bidder Guidebook, it states that the E.5 Quality of project proposal and team will be demonstrated by "Project plan contains precise information detailing tasks, budget, schedule, milestones and deliverables as well as a risk management plan with mitigation strategies and off ramps that provide partial value. The depth of the project plan should be appropriate for the level of funding requested." Further to this, the criteria state that demonstration of "Exceptional" (page 49) includes "all risks have effective contingency plans..."

a) What is meant by off-ramps?

b) The CSSP Synopsis Submission Form has a word cap of 150 words. How is it possible to provide even a summary of the tasks, budget, schedule, etc. in 150 words and to be reasonably evaluated on the criteria in this amount of space?

Answer #19a):

When a project fails to meet a scheduled milestone, (i.e., fails to show sufficient progress towards achieving the project goals), a decision is made either to invest more time and money or to stop or re-focus the effort. An off-ramp is a condition that will trigger a decision point that may result in stopping the effort (the effort can be the whole project or a subset of a project); for example, a margin between the minimal acceptable and baseline desired output can be used as an off-ramp.

Answer #19b):

The purpose of the synopsis is to provide a context overview. Additional level of detail will be required at the full proposal stage.

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Question #20:

Has CSS ever signed a MOU with a municipality and province as a lead department? If so, how long did it take? If no, how long can we expect it to take? This is not in the control of any bidder.

Answer #20:

Yes. DRDC CSS will contract directly with a municipality/province/territory through a Memorandum of Agreement (MOA) with the municipality/province/territory providing a deliverable to the Crown. Through its appropriate authorities, PWGSC will assist the municipality/province/territory to contract directly with the project partners. In the past, this has taken between 3 and 6 months. The length of time usually is dependent upon the

provincial/municipal authority's internal budget approval and or allocation process. For example, if a provincial cabinet has to approve the provincial resources being committed, this will take time.

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Question #21:

Regarding Table 1 in Section 2.2 of the CSSP CFP Bidder Guidebook, the nominal funding range is listed as <1,000K. Does that mean total over the three years or per year?

Answer #21:

The total value of the CSSP funding over the lifetime of the project will not exceed \$1,000K.

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Question #22:

When calculating the budget for the Synopsis Proposal, does this include the cost of all the partners?

Answer #22:

Yes, the budget should include the cost of all the partners, providing a total project budget.

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Question #23:

Can you please clarify the level of funding for this new CSSP program? \$15M total or \$15M annually for each bidding period?

Answer #23:

There is approximately \$15 million of funding available for the current bid period.

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Question #24:

Regarding Section 2.4.2 of the CSSP CFP Guidebook:

a) Are there guidelines for the size and nature of the required co-investment (apart from that given in Appendix D)?

- b) Is there a minimum size that the cash and in-kind co-investment needs to be with respect to the requested funds? Minimum percentage?
- c) Is there a specific minimum relationship between cash and in-kind co-investment?
- d) In the synopsis document, does the budget need to be exact, and does it need to match the budget indicated in the final proposal?
- e) Do the partner organizations have to be confirmed by the synopsis submission date?

Answer #24:

- a) The co-investment contribution model (section 2.4.2 and Annex D) and the evaluation criteria E6 (Annex E) provide a framework for the consideration of co-investment to aid the Bidders.
- b) No.
- c) No.
- d) The total budget includes CSSP funds requested and co-investment contributions. The full proposal budget of CSSP funds requested cannot exceed the synopsis budget of CSSP funds requested.
- e) No, the partners do not have to be confirmed by the synopsis submission date but intended partners should be indicated in order to be evaluated by technical point rated evaluation criteria 5.

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Question #25:

How many projects are expected to be funded for this call for proposal?

Answer #25:

The total number of projects is unknown at this time. The total value of the projects selected will be determined by the available funding envelope which is approximately \$15 million for the current call for proposals.

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Question #26:

What do I do if I cannot access the web-based submission system from my work computer due to our organization's firewall restrictions?

Answer #26:

Please contact your internal technical support and request access to the site or work with your organization to find an alternative means to access the site.

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