

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

This requirement contains a security requirement - See Part 6 and Part 7.

Ce besoin comprend des exigences relatives à la sécurité
- Voir la Partie 6 et la Partie 7.

Title - Sujet Intermediate Engineer		
Solicitation No. - N° de l'invitation W8485-139780/C	Date 2013-08-13	
Client Reference No. - N° de référence du client W8485-139780		
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-113-26328		
File No. - N° de dossier 113zh.W8485-139780	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-26		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Reynolds(zh), Diane		Buyer Id - Id de l'acheteur 113zh
Telephone No. - N° de téléphone (819) 956-1141 ()		FAX No. - N° de FAX (819) 956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein Voir aux présentes		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - SECURITY AND OTHER REQUIREMENTS

1. Security Requirement
2. Controlled Goods Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. Foreign Nationals (Canadian Contractor)
13. Insurance
14. Controlled Goods Program
15. *SACC Manual* Clauses

List of Annexes:

- Annex A, Statement of Work
- Annex B, Basis of Payment
- Annex C, Security Requirements Check List
- Annex D, DND 626, Task Authorization Form
- Annex E, Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs
- Annex F, Non-disclosure Agreement

This bid solicitation cancels and supersedes previous bid solicitation number W8485-139780/B dated June 27, 2013 with a closing of July 12, 2013 at 02:00 p.m. Eastern Daylight Time.

PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, the Pricing Schedule, Technical Criteria and Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, DND 626 Task Authorization Form, Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs and the Non-disclosure Agreement.

2. Summary

The Department of National Defence requires the services of an Intermediate Engineer on an "as and when requested basis" for the Directorate Aerospace Equipment Program Management (Transport and Helicopters) (DAEPM(TH)) in the National Capital Region. DAEPM(TH) 6-3 manages the project and engineering activities applicable to the CH-146 Griffon fleet and currently oversees more than 106 separate projects, which vary in scope from simple aircraft modifications through significant capital projects which tends to be complex in nature.

The period of the Contract is from date of Contract for a period of one year with an irrevocable option to extend the term of the Contract by up to two additional one-year periods.

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

This procurement is subject to the Controlled Goods Program.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01, Code of Conduct and Certifications - Bid, of the 2003 incorporated by referenced above are hereby deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing the Supply Arrangement Authority in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
5. Canada may, at any time, request that a Bidder provides properly completed and signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

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

Delete: sixty (60) days

Insert: 180 calendar days

2. Submission of Bids

Bids must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (four hard copies);
Section II: Financial Bid (two hard copies); and
Section III: Certifications (one hard copy).

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

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

Section II: Financial Bid

- (a) Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of applicable taxes must be shown separately.
- (b) Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes excluded.
- (c) When preparing their financial bid, bidders should review clause 1.2, Financial Evaluation, of Part 4.
- (d) Bidders should include the following information in their financial bid:
 - i) Their legal name;
 - ii) Their Procurement Business Number (PBN); and
 - iii) The name of the contact person (including this person's mailing address, telephone and facsimile numbers and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to:
 1. their bid; and
 2. any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.2 Financial Evaluation

- (a) The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.
- (b) For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

PART 6 - SECURITY AND OTHER REQUIREMENTS

1. Security Requirement

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

2. Controlled Goods Requirement

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

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

- (a) This Bid Solicitation is issued against the Technical Engineering and Maintenance Services Supply Arrangement (TEMS SA), PWGSC File No. E60ZH-070002. All terms and conditions of the TEMS SA apply and will be incorporated into any resulting contract.
- (b) The requirement described herein is open only to PWGSC TEMS Pre-qualified suppliers in the following TEMS SA Stream: Stream 2 - General Engineering and Related Services. Eligible suppliers:
- i) ADGA Group Consultants;
 - ii) Airborne Systems Canada Ltd;
 - iii) Amtek Engineering Services Ltd;
 - iv) BMT Fleet Technology;
 - v) C-Core;
 - vi) Calian Ltd;
 - vii) Fleetway Inc.;
 - viii) General Dynamics Canada Ltd.;
 - ix) International Safety Research;
 - x) Michael Wager Consulting Inc;
 - xi) Modis Canada Inc;
 - xii) Promaxis Systems Inc.;
 - xiii) Standard Aero Limited;
 - xiv) Valcom Consulting Group.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

- (a) The Bidder must complete this pricing schedule and include it in its financial bid.
- (b) The rates specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:
- i) work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Web site: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
 - ii) any travel between the successful bidder's place of business or the proposed resource work location and the NCR; and
 - iii) the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

PERIOD		Quoted All Inclusive Fixed Daily Rate (in Cdn \$)	Estimated Level of Effort (Days)	Total (in Cdn \$)
		A	B	C = A x B
Contract Period				
1	Intermediate Engineer	\$	240	\$
2	Total Contract Period (C1)			\$
Option Period 1				
3	Intermediate Engineer	\$	240	\$
4	Total Option Period 1 (C3)			\$
Option Period 2				
5	Intermediate Engineer	\$	240	\$
6	Total Option Period 2 (C5)			\$
TOTAL EVALUATED PRICE (Applicable taxes excluded) (C2 + C4 + C6)				\$

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1. Mandatory Technical Criteria

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

Number	Mandatory Technical Criterion (MT)
MT1	<p>Must have a minimum a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program.</p> <p>The Bidder must provide a copy of the degree.</p> <p>OR</p> <p>Alternatively, should the resource's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program (EI-EAP).</p> <p>The Bidder must provide a copy of the official CCPE judgement.</p> <p>OR</p> <p>As a third alternative, the resource's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body.</p> <p>The Bidder must provide proof of registration.</p>
MT2	Must have a minimum of five years of experience as an Engineer.
MT3	<p>Must have a minimum of 36 months experience within the last 72 months as of the bid solicitation closing date working in an engineering capacity in an aircraft maintenance management organization or an aircraft engineering organization in support of a military or civilian aircraft fleet.</p> <p>OR</p> <p>Must have a minimum of 36 months working experience within the last 72 months as of the bid solicitation closing date working in an engineering capacity with the Bell 412 helicopter or Bell CH-146 Griffon helicopter or similar helicopter.</p>
MT4	Must have a minimum of 36 months experience within the last 72 months as of the bid solicitation closing date in applying civil or military airworthiness regulations enforced in North America such as the DND Technical Airworthiness Manual, Federal Aviation Administration regulations, Transport Canada regulations, etc.

Solicitation No. - N° de l'invitation

W8485-139780/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8485-139780

113zhW8485-139780

Number	Mandatory Technical Criterion (MT)
MT5	Must have a minimum of 36 months experience within the last 72 months as of the bid solicitation closing date in preparing Statement of Work (SOW) and/or Statement of Requirement (SOR).
MT6	Must have a minimum of 36 months experience within the last 72 months as of the bid solicitation closing date in performing or managing ground and flight Test and Evaluation (T&E) activities related to rotary wing aircraft.
MT7	Must have a minimum of 36 months experience within the last 72 months as of the bid solicitation closing date in developing or evaluating project schedules and/or project reports and/or aircraft modification documents.

ATTACHMENT 1 to PART 5 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1.1 Federal Contractors Program

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

1. The Federal Contractors Program (FCP) (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000.00 or more (including Applicable Taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP or, if the Bidder is a joint venture and if any of the members of the joint venture is subject to the FCP, evidence of the commitment made by the Bidder or by each member of the joint venture who is subject to the FCP must be provided by the Bidder before the award of any contract resulting from the bid solicitation.

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

2. The Bidder or, if the Bidder is a joint venture, any of the members of the joint venture who does not fall within the exceptions enumerated in 3.a or b below or does not have a valid certificate number confirming its adherence to the FCP must fax (819-953- 8768) a copy of the signed form LAB 1168 (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder or, if the Bidder is a joint venture, the member of the joint venture certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 permanent full-time, permanent part-time and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>), S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more permanent full-time, permanent part-time and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000.00 (including Applicable taxes) or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to the FCP, has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

1.2 Former Public Servants Certification

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act* (<http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html>), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act* (<http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html>), R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act* (<http://laws-lois.justice.gc.ca/eng/acts/D-1.3/>), 1970, c. D-3, the *Royal Canadian Mounted Police Continuation Act* (<http://laws-lois.justice.gc.ca/eng/acts/R-10.6/>), 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act* (<http://laws-lois.justice.gc.ca/eng/acts/R-11/page-19.html>), R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act* (<http://laws-lois.justice.gc.ca/eng/acts/M-5/index.html>), R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act* (<http://laws-lois.justice.gc.ca/eng/acts/C-8/index.html>), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

The Bidder must provide an answer to the following question:

As per the above definitions, is the Bidder a FPS in receipt of a pension? YES () NO () ; and

If the answer is YES, the Bidder must provide the following information for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental Web sites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 (http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp) and the Guidelines on the Proactive Disclosure of Contracts. (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text>).

Work Force Reduction Program

The Bidder must provide an answer to the following question:

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

If the answer is YES, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000.00, including Applicable Taxes.

Certification

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

1.3 Status and Availability of Resources

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

Solicitation No. - N° de l'invitation

W8485-139780/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

W8485-139780

File No. - N° du dossier

113zhW8485-139780

CCC No./N° CCC - FMS No/ N° VME

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

1.4 Education and Experience

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.1 Task Authorization

1.1.1 Work described at Annex A, Statement of Work will be performed under the Contract on an "as and when requested basis".

1.1.2 With respect to the Work mentioned under paragraph 1.1.1 of this clause,

- (a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
- (b) the TA Authority and limit will be determined in accordance with paragraph 1.1.3 of this clause;
- (c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- (d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
- (e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

1.1.3 TA Authority and Limit

- (a) The Directorate of Aerospace Procurement (DAP) 2-2, identified in Annex D, DND 626, Task Authorization Form, may authorize individual TAs inclusive of any revisions up to a limit of \$200,000.00, applicable taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.
- (b) The authority specified under paragraph 1.1.3(a) of this clause is granted subject to the sum specified in the Contract under clause 6.2, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

1.1.4 Task Authorization - Department of National Defence

The administration of the TA process will be carried out by DAP 2-2. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

1.1.5 TA Process

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

1.1.6 TA Authorization

- (a) The TA Authority will authorize the TA based on:
 - i) the request submitted to the Contractor pursuant to paragraph 1.1.5(a) above;
 - ii) the Contractor's response received, submitted pursuant to paragraph 1.1.5(b) above; and
 - iii) the agreed total estimated cost for performing the task or, as applicable, revised.
- (b) The authorized TA will be issued to the Contractor by e-mail as an attachment in PDF format.

1.1.7 Minimum Work Guarantee - All the Work - Authorized TAs

- (a) "Maximum Contract Value" means the sum specified in Contract clause 6.2, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
"Minimum Contract Value" means a fixed amount of \$20,000.00.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.7(c) of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.1.8 Periodic Usage Reports - Contracts with TAs

- (a) The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- (b) No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority a periodic usage report containing by e-mail, in an electronic spreadsheet (such as MS Office Excel), the data elements specified in paragraphs 1.1.8(c) and 1.1.8(d) below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority.

The reporting periods are defined as follows:

1st semi-annual reporting period: July 1 to December 31;

2nd semi-annual reporting period: January 1 to June 30.

A sample MS Office Excel spreadsheet containing the data elements contained in paragraphs 1.1.8(c) and 1.1.8(d) is provided in Annex E.

- (c) For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the TA number appearing on the TA form;
 - the date the task was authorized appearing on the TA form;
 - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc.:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
- (d) For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the sum (Applicable Taxes extra) specified in clause 6.2, Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended);
 - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
 - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;

- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

2.3 Specific Person

The Contractor must provide the services of the following person to perform the Work of an Intermediate Engineer as stated in the Contract:

To be identified at time of contract award

2.4 Non-disclosure Agreement

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

3. Security Requirement

- The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), PWGSC.
- The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the requisite level of RELIABILITY or SECRET, granted or approved by CISD/PWGSC.
- The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

- (e) The Contractor must comply with the provisions of the:
- i) Security Requirements Check List, attached at Annex C; and
 - ii) Industrial Security Manual (Latest Edition)
(<http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/msi-ism-eng.html>)

4. Term of Contract

The period of the Contract is from date of Contract for a period of one year.

4.2 Option to Extend the Contract

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

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Reynolds
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
Place du Portage, Phase III, 10C1
11 Laurier Street, Gatineau, Quebec, K1A 0S5
Telephone: 819-956-1141
Facsimile: 819-956-9235
E-mail : Diane.Reynolds@tpsgc-pwgsc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

To be identified at time of contract award

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

5.3 Contractor's Representative

To be identified at time of contract award

6. Payment

6.1 Basis of Payment - TA Subject to a Limitation of Expenditure

- (a) When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex D, to the limitation of expenditure specified in the authorized TA.
- (b) Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and applicable taxes is extra.
- (c) No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:
 - i) when it is 75 percent committed, or
 - ii) four months before the final delivery date specified in the authorized TA, or
 - iii) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA, whichever comes first.
- (d) If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Limitation of Expenditure - Cumulative Total of All Authorized TAs

- (a) Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$(*insert amount at contract award*). Customs duties are included and the applicable taxes is extra.
- (b) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

- (c) The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
- i) when it is 75 percent committed, or
 - ii) four months before the Contract expiry date, or
 - iii) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.1, TA Subject to a Limitation of Expenditure), whichever comes first.
- (d) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment - Authorized TA

- (a) For the Work specified in an authorized TA subject to a limitation of expenditure, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
- i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii) all such documents have been verified by Canada;
 - iii) the Work performed has been accepted by Canada.

6.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- (b) Each invoice must be supported by:
- i) a copy of time sheets to support the time claimed;
 - ii) a copy of the release document and any other documents as specified in the Contract; and
 - iii) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
- (c) Invoices must be distributed as follows:
- i) The original and 1 copy must be forwarded to the DND Procurement Authority identified on page 1 of the Contract for certification and payment; and
 - ii) One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated (*insert date of bid*).

11. Defence Contract

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

12. Foreign Nationals (Canadian Contractor)

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

13. Insurance

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

14. Controlled Goods Program

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

15. SACC Manual Clauses

- (a) A9062C (2011-05-16), Canadian Forces Site Regulations
- (b) A9068C (2010-01-11), Government Site Regulations

ANNEX A STATEMENT OF WORK

1.0 GENERAL

- 1.1 **Purpose.** The purpose of this Statement of Work (SOW) is to define the requirement of Intermediate Engineering support services for the Directorate Aerospace Equipment Program Management (Transport and Helicopters) (DAEPM(TH)).
- 1.2 **Background.** DAEPM(TH) 6-3 manages the project and engineering activities applicable to the CH-146 Griffon fleet. DAEPM(TH) 6-3 currently oversees more than 106 separate projects, which vary in scope from simple aircraft modifications through significant capital projects which tends to be complex in nature.
- 1.3 **Abbreviations and Acronyms.** The following abbreviations and acronyms are used in this SOW:

ADP	Automated Data Processing
AMAF	Aerospace Modification Approval Form
BHTCL	Bell Helicopter Textron Canada Limited
CF	Canadian Forces
CFTO	Canadian Forces Technical Order
CG	Controlled Goods
CPU	Central Processing Unit
DAEPM	Directorate of Aerospace Equipment Program Management
DAEME	Director Ammunition and Explosive Management and Engineering
DGAEPM	Director General Aerospace Equipment Program Management
DND	Department of National Defence
ECP	Engineering Change Proposal
LAN	Local Area Network
NCR	National Capital Region
OEM	Original Equipment Manufacturer
OWSS	Optimum Weapon Systems Support
PWGSC	Public Works and Government Services Canada
RDIMS	Records Document Information Management System
RFE	Request for Estimate
SOO	Statement of Objectives
SOCD	Statement of Capability Deficiency
SOR	Statement of Requirement
SOW	Statement of Work
SRCL	Security Requirements Check List
TA	Technical Authority
TH	Transport and Helicopters
UCR	Unsatisfactory Condition Report
WSM	Weapon System Management

2.0 SCOPE OF WORK

- 2.1 **Services Required.** The Contractor's resource must provide the following services:
- a) Coordinates and conducts engineering, technical and project management activities associated with CH-146 systems and related projects. Includes overseeing aspects of design, acquisition, installation, test and evaluation, certification, life cycle management and integrated logistic support;

-
- b) Provide project management support for assigned projects. The focus will be maintaining project scope by ensuring optimization of cost, project schedules, technical performance and standards compliance;
 - c) Track and report project management issues, such as status of projects, general issues, risks, problems and their disposition, and lessons learned;
 - d) Review, analyze and assess SOCDs, UCRs, SORs, flight safety incidents, test and evaluation reports, and other notifications of capability deficiencies or safety issues;
 - e) Prepare, review and update project-related SOOs, SOWs, test and evaluation RFEs, drawings, supporting agency taskings, test plans, procurement requests, AMAFs, CFTOs and other project documentation;
 - f) Review, analyze and assess ECPs, task proposals and recommendations from the OEM and other external suppliers or service providers;
 - g) Reviews, assesses and recommends approval of technical documentation, equipment and materials submitted by unit/department staff, other government agencies and/or contractors. Provides engineering and technical guidance and interpretation on compliance with associated standards, specifications, procedures and accepted practices to ensure work requirements are met and deficiencies are corrected;
 - h) Undertake engineering and technical analysis of armament systems to make determinations of compliance with appropriate airworthiness standards and manage assigned program and related projects;
 - i) Participate in tactical aviation systems working groups and provide technical assistance as required for test and evaluation or operation;
 - j) Conduct technical airworthiness clearance activities and draft messages or other flight permit documentation related to airworthiness clearances of project modifications/deliverables on behalf of the TA;
 - k) Monitor, report on and provide recommendations to the TA on project budgets, forecasts and schedules;
 - l) Provide timely and effective preparation of briefings, updates, reports, correspondence and project documentation;
 - m) Assist in the resolution of problems with operational, procurement, engineering, technical or other staffs with regard to project activities;
 - n) Track and report on engineering and test support activities on responsible projects or other projects as directed by the TA, including project status, issues, risks (including mitigation proposal), problems and their disposition, and lessons learned;
 - o) Generate and maintain project files, making maximum use of RDIMS;
 - p) Maintain a thorough and current knowledge of relevant CF administrative and technical orders and directives, as related to the contracted work;
 - q) Keep up to date with related developments to assigned systems/equipment by studying current literature, liaison with other military design agencies and visits to military and industrial establishments as directed by the TA;
 - r) Keep up to date with AF9000 directives and procedures; and
 - s) Any other project-related activities as directed by the TA.

- 2.2 In addition to the requirements of the Monthly Reports (see the "Deliverables" section below), the Contractor's resource must report verbally and by e-mail to the TA of any special circumstance or events affecting the provision of the required services.

3.0 LIMITATIONS AND CONSTRAINTS

- 3.1 There will be a requirement for the Contractor's resource to access information available exclusively at DND's facility located at Louis St. Laurent (LSTL#2) building, 455 Blvd De La Carriere, Gatineau, Quebec, and, on occasion, at other DND and Government of Canada buildings located throughout the NCR.
- 3.2 All reports developed and/or updated by the Contractor's resource must be for the review, approval and signature (where required) of the TA.
- 3.3 Decisions concerning revision or definition of policy, budgets, as well as contractual obligations and requirements, are excluded from the Contractor's services. The Contractor's resource must limit themselves to providing comments and recommendations only to the TA on these issues.
- 3.4 The Contractor's resource providing the services must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada.
- 3.5 During the performance of the Contract, the Contractor or their resource must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.
- 3.6 At all times during the provision of the required services, the Contractor's resource must not have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary information may be provided to Contractor's resource in the performance of assigned tasks, as required.
- 3.7 All drawings, software codes, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor's resource in providing services under the Contract, remains the property of Canada and must be used solely in support of this requirement. The Contractor must be required to safe guard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the work or when requested by the TA.
- 3.8 All correspondence, either initiated by the Contractor's resource or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.
- 3.9 The TA or other authorized departmental government representative will have access at all times to the work and to the plant or facility where any part of the work is being performed.
- 3.10 The Contractor must ensure that their resources do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor's resource as being an employee of Canada.

4.0 RESOURCE CATEGORY REQUIRED

The specific requirement is for the provision of services from one Intermediate Engineer, on an "as and when requested" basis.

5.0 ESTIMATED LEVEL OF EFFORT

5.1 The estimated level of effort is indicated below:

Resource Category	Estimated Level Of Effort (days)		
	Contract Period	Option Period 1	Option Period 2
Intermediate Engineer	240	240	240

5.2 This level of effort is only an estimation made in good faith and is not to be considered in any way as a commitment from Canada.

6.0 DELIVERABLES

6.1 Deliverables must be in the form of services provided to the TA in accordance with this SOW and of the products generated thereof.

6.2 The Contractor must prepare monthly progress reports of the work performed in a contractor format acceptable to the TA, to be attached to each monthly invoice. As a minimum, each monthly progress report must document the following information:

- a) All significant activities performed by the Intermediate Engineer during the period covered by the progress report;
- b) Status of all action/decision items as well as a list of outstanding activities;
- c) A description of any problems encountered which are likely to require attention by the TA;
- d) Any recommendations relating to the conduct of the work;
- e) Total number of days invoiced for the Intermediate Engineer during the covered period;
- f) Cumulative number of days invoiced for the Intermediate Engineer; and
- g) Travel costs incurred including all applicable receipts.

6.2.1 Monthly progress reports are not required for any month in which services were not provided.

6.3 The Contractor's resource must prepare and submit various deliverables resulting from services provided including but not limited to:

- SOOs;
- Technical SOWs;
- SORs;
- Project Charters;
- Project Management Plan;
- Specifications;
- RFEs;
- Taskings;
- Test Plans;
- UCRs;
- SPFP;
- AMAFs; and
- CFTOs.

- 6.4 Unless otherwise specified by the TA, one hard copy and one soft copy of these deliverables must be provided to the TA. Soft copy deliverables must be provided on Microsoft Windows compatible CD-ROM or by e-mail. All deliverables, excluding those dependent upon other software suites, must be provided in MS Office format.
- 6.5 As a minimum Quality Assurance requirement, the Contractor must perform all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this SOW and any tasking issued. The schedule of deliverables must be in accordance with the priorities established by the TA.

7.0 Language Requirements

The Contractor must provide all services and deliverables in English.

8.0 DND SUPPORT TO CONTRACTOR

- 8.1 To aid the Contractor in the provision of the required services, the following information, materials and assistance will be provided if available and deemed appropriate by the TA:
- a) All available data and documents such as CFTOs, drawings, engineering or logistic plans, directives, instructions and other data deemed necessary by the TA for the provision of services under this SOW;
 - b) Consultation with the TA and other specialists may be arranged by the TA, as required; and
 - c) Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA.
- 8.2 To aid the Contractor in the provision of the required services Canada will provide special training of approximately four hours duration on the RDIMS system, on an "as and when required basis" to Contractor's resource for DND unique Computer Systems/Software that have been recently implemented or changed. Canada will not incur any charges from the Contractor for time while the Contractor's resource is being trained.
- 8.3 The above does not represent a commitment by Canada and that the Contractor must provide all the services required to perform the Work under the Contract. The Contractor's resource must work independently on all aspects of the required services.

9.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 9.1 The Contractor must actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its resources in order to minimize the effort required by DND to manage the requirement.
- 9.2 The Contractor must ensure that all work produced under this Contract is complete, accurate and adheres to all relevant safety and environmental regulations, rules and good practices.
- 9.3 The Contractor must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

10.0 MEETINGS

- 10.1 The Contractor's resource must make all necessary preparations in order to actively participate in any meeting convened by the TA.

-
- 10.2 All meetings will be conducted at facilities to be provided by DND or any third party, unless otherwise requested by the TA. In the later case, the meeting must be conducted at the Contractor's facility and the Contractor must provide all facilities and resources required at no additional cost to Canada.
- 10.3 If required by the TA, the Contractor's resource must prepare minutes of all discussions and/or records of decisions of meetings and must provide them to the TA, for review and approval, no later than three working days after each meeting.
- 10.4 The Contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the TA when requested.
- 11.0 TRAVEL**
- 11.1 The Intermediate Engineer may be required to travel outside the NCR. The Contractor will not be reimbursed for travel costs incurred within the NCR.
- 11.2 The requirement for any travel and trip report (content and format) will be identified by the TA or authorized representative. All travel must have prior written approval from the TA or the authorized representative and must, in all cases, be in accordance with the Technical Engineering and Maintenance Services Supply Arrangement, PWGSC File No. E60ZH-070002 and the *National Joint Council Travel Directive*.
- 11.3 If required by the TA, the Contractor's resource must prepare a trip report and provide it to the TA no later than seven working days after return from the trip, indicating results of the activities performed.
- 12.0 LOCATION**
- 12.1 All services must be provided on-site at DGAEPH Headquarters, 455 Blvd De La Carriere, Gatineau, Quebec. DND will provide sufficient office space, general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements), for one Intermediate Engineer.
- 12.2 DND will provide, subject to normal security requirements, and only to the specified Contractor's resource, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the services associated with the Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- 12.3 All of the above provisions will, in all cases, be subject to the availability of suitable DND office facilities in the NCR.
- 12.4 Due to the uncertain future availability of DND office facilities in the NCR, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of services from their own offices or place of business and adequate work space and office equipment if, for any reason, suitable DND office facilities become unavailable.
- 12.5 After Contract award, Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

13.0 TECHNICAL AUTHORITY

- 13.1 The TA for this requirement will be the primary point of contact for the Contractor's resource.
- 13.2 All reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. All evaluations will be done within a reasonable time frame, as determined by the TA, based on the particular deliverable.
- 13.3 Should any report, document, good or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA or designated representatives as submitted, the TA will have the right to reject it or require its correction at the sole expense of the Contractor.

ANNEX B BASIS OF PAYMENT

1. The Contractor will be paid in accordance with the following Basis of Payment for Work performed under to this Contract and to each authorized Task Authorization (TA). Customs duties are included and applicable taxes is extra.

- 1.1 The Contractor will be paid all inclusive fixed daily rate as follows:

Resource Category	All Inclusive Fixed Daily Rate (in Cdn \$)		
	Contract Period	Option Period 1	Option Period 2
Intermediate Engineer	\$	\$	\$

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

- 2.0 Travel and Living Expenses:

- (a) Canada will not accept any travel and living expenses for:
- i) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c.N-4, S.2. The National Capital Act is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/>; and
 - ii) Any travel between the Contractor's place of business or the proposed resource work location and the NCR to satisfy the terms of any resulting contract.
- These expenses are included in the all inclusive fixed daily rates in section 1.1 above.
- (b) For Work performed outside the NCR:
- i) The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees"; and
 - ii) The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work for travel occurring within a 24 hour period, without any allowance for overhead or profit. A day is defined as 7.5 hours. Time for travel that is more or less than a day must be prorated to reflect actual time for travel in accordance with the following formula: (travel time hours x all inclusive fixed daily rate) ÷ 7.5 hours
- (d) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (e) All travel must have the prior authorization of the Technical Authority.
- (f) The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Solicitation No. - N° de l'invitation

W8485-139780/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8485-139780

113zhW8485-139780

ANNEX C
SECURITY REQUIREMENTS CHECK LIST

See attached.

Solicitation No. - N° de l'invitation

W8485-139780/C

Amd. No. - N° de la modif.

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W8485-139780

113zhW8485-139780

ANNEX D
DND 626 TASK AUTHORIZATION FORM

See attached.

Solicitation No. - N° de l'invitation

W8485-139780/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8485-139780

113zhW8485-139780

ANNEX E
SAMPLE MS OFFICE EXCEL SPREADSHEET FOR
PERIODIC USAGE REPORTS - CONTRACTS WITH TAs

See attached.

ANNEX F NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W8485-139780/001/ZH between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W8485-139780/001/ZH.

Signature

Date



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

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



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No
Non ☐ Yes
Oui

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

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

☒ No
Non ☐ Yes
Oui

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

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

Summary of all Authorized TAs

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