

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**Request For a Standing Offer**  
**Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**  
\*\*\*\*\*

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

\*\*\*\*\*

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

**Issuing Office - Bureau de distribution**  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

|  |  |
|--|--|
| <b>Title - Sujet</b><br>RISO Maritime Information Analysis   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W7707-145677/A   | <b>Date</b><br>2013-08-27                                      |
| <b>Client Reference No. - N° de référence du client</b><br>W7707-14-5677   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$HAL-208-9057 |
| <b>File No. - N° de dossier</b><br>HAL-3-71017 (208)   | <b>CCC No./N° CCC - FMS No./N° VME</b>                         |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-09-18</b>   |  |
| <b>Delivery Required - Livraison exigée</b><br>See Herein  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>LeBlanc, JoAnne   | <b>Buyer Id - Id de l'acheteur</b><br>hal208                   |
| <b>Telephone No. - N° de téléphone</b><br>(902)496-5010 ( )  | <b>FAX No. - N° de FAX</b><br>(902)496-5016                    |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>DRDC ATLANTIC<br>9 GROVE STREET<br>DARTMOUTH<br>NOVA SCOTIA<br>B3A3C5<br>Canada |  |
| <b>Security - Sécurité</b><br>This request for a Standing Offer does not include provisions for security.<br>Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.                                      |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**TITLE: Request for Standing Offer Agreement for Maritime Information Analysis, Research and Tool Development**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

The Department of Research & Development Canada (DRDC) requires one (1) Regional Individual Standing Offer (RISO) for Maritime Information Analysis, Research and Tool Development.

Over the past several years, the Maritime Decision Support (MDS) Section at DRDC Atlantic has been developing research-level tools in support of Maritime Domain Awareness (MDA). These tools support the analysis of data related to the movement of ships, aircraft and other objects in a maritime setting and the presentation of data products in support of MDA research.

This requirement is to provide software design, software development, software implementation, software testing, software maintenance, data analysis and related consultation service to the MDS Section. These services may relate to existing software tools or may be entirely new efforts. All applications will pertain in some way to MDA.

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The period for placing call-ups and rendering services against the RISO shall be from date of Standing Offer Agreement award to March 31, 2014. There will be an option to extend the period by four (4) additional one-year options to extend. The user of this Standing Offer Agreement (RISO) will be: Department of Research & Development Canada - Atlantic.

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

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

The requirement is subject to a preference for Canadian goods and/or services.

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### 4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

## 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by email to PWGSC will not be accepted.

## 3. Former Public Servant

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

**Section I:** Technical Offer (two hard copies)

**Section II:** Financial Offer (one hard copy)

**Section III:** Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment" attached herein. The total amount of Applicable Taxes must be shown separately.

### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) *The evaluation team will determine first if there are three (3) or more bids with a valid Canadian content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.*

#### 1.1. Technical Evaluation

The Point Rated technical evaluation criteria is included in Annex "E", included herein.

#### 1.2 Financial Evaluation

The Financial evaluation criteria is included in the Annex "E", included herein.

### 2. Basis of Selection

**2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

1. To be considered responsive, a bid must:

- (a) meet all the mandatory requirements of the solicitation; and
- (b) obtain the required minimum of 70 percent of the points for each of the rated criteria in the Technical Portion specified in the solicitation and achieve an overall score of at least 75 percent in the technical portion. The total overall technical rating is performed on a scale of 1400 points.

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2. Bids not meeting (a) or (b) above will be given no further consideration. The responsive bid with the highest overall points will be recommended for award of a contract. In the case of a tie, the bid with the highest technical proposal will be recommended.

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **2. Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

**Offerors must submit the following duly completed certifications with their offer**

**2.1 Canadian Content Certification**

**2.1.1 SACC Manual Clause A3050 (2010-01-11) Canadian Content Definition**

**2.2 Canadian Content Certification (M3065T)**

**This procurement is conditionally limited to Canadian services.**

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

**The Offeror certifies that:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART 6 - SECURITY REQUIREMENTS**

**1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror'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 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

Solicitation No. - N° de l'invitation

W7707-145677/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71017

Buyer ID - Id de l'acheteur

hal208

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

W7707-14-5677

CCC No./N° CCC - FMS No/ N° VME

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(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an **escort**.

3. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
- (b) Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer Agreement to March 31, 2014.

**4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one-year (12 month) periods, to begin the first day following the end of the first year of the Standing Offer, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority is:

JoAnne LeBlanc  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1713 Bedford Row  
Halifax, Nova Scotia B3J 3C9  
Telephone: 902-496-5010  
Email: JoAnne.LeBlanc3@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority**

The Project Authority for the Standing Offer is: Will be completed upon Standing Offer Agreement award.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**5.3 Offeror's Representative (to be completed by supplier)**

Offere's contact person: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Procurement Business Number: \_\_\_\_\_

**6. Proactive Disclosure of Contracts with Former Public Servants**

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By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of Research & Development Canada - Atlantic.  
9 Grove Street  
P.O. Box 1012  
Dartmouth NS, B2Y 3Z7

## 8. Call-up Procedures

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User.

## 9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

## 10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$103,500.00** (Applicable Taxes included).

## 11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$800,000.00** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 12. 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 call up against the Standing Offer, including any annexes;
  - b) the articles of the Standing Offer;
  - c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
  - d) the supplemental general conditions:
    - SACC Manual Clause 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information.
    - SACC Manual Clause 4002 (2010-08-16) - Software Development or Modification Services;
    - SACC Manual Clause 4003 (2010-08-16) License Software;
    - SACC Manual Clause 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
  - e) the general conditions 2040 (2013-06-27) Research and Development;
  - f) Annex A Statement of Work;
  - g) Annex B, Basis of Payment;
  - h) Annex C, Security Requirements Check List;
  - i) Annex D, Intellectual Property Disclosure Certification
  - j) the Offeror's offer dated \_\_\_\_\_.

### 13. Certifications

#### 13.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### 13.2 Canadian Content Certification

SACC Manual Clause M3060C (2008-05-12) Canadian Content Certification.

### 14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

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## 2.1 General Conditions

2040 (2013-06-27), General Conditions - Research and Development, apply to and form part of the Contract.

## 2.2 Supplemental General Conditions

The following Supplemental General Conditions apply to and form part of the Contract.

SACC Manual Clause 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information.

SACC Manual Clause 4002 (2010-08-16) - Software Development or Modification Services

SACC Manual Clause 4003 (2010-08-16) License Software

SACC Manual Clause 4004 (2013-04-25) Maintenance and Support Services for Licensed Software

## 3. Term of Contract

### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

## 4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 5. Payment

### 5.1 Basis of Payment

The Offeror will be reimbursed for the costs reasonably and properly incurred in the performance of the work, as determined in accordance with Annex "B", attached herein.

### 5.2 Limitation of Expenditure

1) Canada's total liability to the Contractor under the Contract must not exceed \$800,000.00 and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2) No increase in the total liability of Canada or in the price of the work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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 approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3) 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.

### **5.3 Method of Payment**

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

*SACC Manual* clause H1000C (2008-05-12) Single Payment

### **5.4 Payment by Credit Card**

Will be determined, based on Offeror's bid response.

## **6. Invoicing Instructions**

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.

## **7. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **8. SACC Manual Clauses**

### **8.1 Controlled Goods Definition**

The Contract involves controlled goods as defined in the Schedule to the *Defence Production Act*. The Contractor must identify those controlled goods to the Department of National Defence.

### **8.2 Controlled Goods Program**

1. As the Contract requires production of or access to controlled goods that are subject to the *Defence Production Act* R.S. 1985, c. D-1, the Contractor and any subcontractor are advised that, within Canada, only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are

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lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: Controlled Goods Program

2. When the Contractor and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the Contractor and any subcontractor must, within seven (7) working days from receipt of written notification of the contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the Contractor has provided proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP.

Failure of the Contractor to provide proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the Contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

3. The Contractor and any subcontractor must maintain registration, exemption or exclusion from the CGP for the duration of the Contract and in any event for so long as they will examine, possess or transfer controlled goods.

## **9. Defence Contract**

SACC Manual Clause A9006C (2012-07-16) - Defence Contract

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## **ANNEX "A"** **REQUIREMENT**

**Title:** Request for Standing Offer Agreement for Maritime Information Analysis, Research and Tool Development

Over the past several years, the Maritime Decision Support (MDS) Section at DRDC Atlantic has been developing research-level tools in support of Maritime Domain Awareness (MDA). These tools support the analysis of data related to the movement of ships, aircraft and other objects in a maritime setting and the presentation of data products in support of MDA research.

This requirement is to provide software design, software development, software implementation, software testing, software maintenance, data analysis and related consultation service to the MDS Section. These services may relate to existing software tools or may be entirely new efforts. All applications will pertain in some way to MDA.

See Statement of Work attached as Annex A for details.

### Period of Standing Offer

Start Date: Upon Award

Expiry Date: 31 March 2018

### Financial Limitation

The total cost to Canada resulting from call-ups against this Standing Offer shall not exceed the sum of \$800,000.00 (HST EXTRA).

### Suggested Call-up Limitation

Maximum suggested call-up limitation of \$90,000 (taxes extra).

### Designated User

Defence R&D Canada - Atlantic  
9 Grove Street  
P.O. Box 1012  
Dartmouth NS, B2Y 3Z7

### Security

Call-ups under this Standing Offer will all be unclassified. In order to provide the contractor services, the contractor personnel may require occasional unescorted on-site visit and will therefore require a security clearance of Reliability provided by Canadian International Industrial Security Division, Public Works and Government Services Canada. A Security Requirements Check List (SRCL) has been submitted to CFPM DPM Secur 3-4 and, upon authorization, will be forwarded to the PWGSC contracting officer.

### Controlled Goods

The Contractor may require access to controlled goods and therefore must hold a valid Canadian Controlled Goods registration. The contractor shall clearly identify and, as appropriate, mark all controlled goods/technical data furnished to DRDC.

### Contractor Personnel

All contractor personnel shall be named in the contract, all proposed changes in contractor personnel shall be addressed by the contractor to Public Works and Government Services Canada who in turn will request DRDC Atlantic's approval.

### Intellectual Property

This requirement has been reviewed in accordance with "Basis For DRDC Ownership of Intellectual Property Arising From DRDC Contracts" form and it has been determined that the Intellectual Property arising from this requirement should rest with the Crown.

Exception: 6.4.2 and 6.4.3

### Basis of Selection

It is requested that the Contractor selection be on the basis of highest overall point value totalled from the technical/management proposal point rated criteria and the price proposal score.

### Travel

Travel is authorized when in support of individual call-ups, and as detailed within the individual call-up documentation. Individual call-up documentation must indicate possible travel to support that call-up. All travel and living expenses claimed will be in accordance to Treasury Board guidelines.

### Equipment/Software Purchases

Equipment and/or software expenditures must be specifically authorized in advance by the call-up. These items shall be limited to equipment and software that form an integral part of the work that supports the call-up. All items purchased during the execution of the call-up, and reimbursed by the Crown, shall become the property of the Crown and shall be delivered to DRDC as part of the final deliverables.

### Deliverables

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the contractor in support of and claimed for under each call-up, the deliverables shall be:

1. Short monthly progress reports during the course of each call-up,
2. Individual reports as defined in the call-up.

Depending on the specifics of the call-up, deliverables may include:

1. Documented software source code (e.g., applications, applets, web services, etc.) generated during the contract, with the new capabilities described in a contractor report.
2. System documentation.

### Report Standard and Format

Reports will be to a standard acceptable to the initiator of the call-up. Should a report not be in accordance with the requirement of the work, the Project Authority (PA) shall have the right to reject it or require its correction.

The contractor shall supply one (1) final soft copy of the report to the PA for review before call-up completion. The format will be in the form of a Microsoft Word .doc file or LaTeX files. This review may require the contractor to make changes as directed by the PA. Also, this review will help to ensure the report is in keeping with contract requirements and that DND interests, including security, are safeguarded. Unless waived in the call-up, the report format shall comply with the standards set out in the DRDC Atlantic guide "Publication Standard for Scientific and Technical Documents (2nd Edition)". A MS Word template or LaTeX classes that comply with the DRDC publication standard will be provided to the contractor.

### Government Furnished Equipment

Any requirement for Government Furnished Equipment (GFE) will be identified in individual call-up.

### DRDC Atlantic Support, Facilities and Responsibilities

DRDC Atlantic may provide the contractor with computer/e-mail accounts on select computers as required for on-site software development, if specified within a call-up.

### Control Procedures

The contractor shall be in regular communication with the Project Authority of the call-up to review progress whenever there is a tasking in place. A formal start-of-contract kick-off meeting will be at the discretion of the PA for an individual call-up.

Inspection shall be by and to the satisfaction of the Project Authority (PA).

*For Milestone and lump sum payments:* The work shall be deemed 100% complete upon receipt and approval of all deliverables.

*For Progress Claims:* Progress will be monitored through brief monthly written reports submitted with progress claims and regular consultations between the Contractor and the PA. Progress claims may be monthly or quarterly, as determined in the individual call-up. The work shall be deemed 100% complete upon receipt and approval of the deliverables identified in each call-up.

### Method of Payment

- Milestone Payments, and/or
- Progress Payments

### Approval Prior To Publication

All manuscripts for publication in scientific journals or the like, abstracts of oral presentations and any releases that describe portions of the contract work or related information shall be submitted to the PA for approval of release. If the inadvertent presence of either defence classified or proprietary material is determined, the PA will consult with the Contractor to redraft the relevant sections to their joint satisfaction to produce an unclassified text or theme without sensitive information. Review of manuscripts and releases will be completed within two months after receipt. Review of abstracts and any other releases will proceed rapidly and approval of release will follow without delay.

## **Annex A: Statement of Work**

### Background

Over the past several years DRDC Atlantic has been utilizing Maritime Domain Awareness (MDA) data sources and developing associated tools for the analysis or processing of these data. Typically these data sources provide data or information on vessels, shipping activities, and related information.

The primary effort of this Standing Offer is related to:

- a. research and analysis associated with the combining and utilization of the data provided by data sources supporting MDA. The goal of this research and analysis is to better describe the overall maritime situation, thereby providing improved knowledge of the maritime domain.
- b. software programming related to a. above. The goal of the programming is the development of automated procedures that implement analysis techniques.

The current tools use an assortment of technologies including (but not limited to):

1. MySQL database management system (DBMS);
2. PostgreSQL DBMS with PostGIS extensions;
3. Microsoft SQL Server DBMS;
4. Microsoft Access DBMS;
5. JAVA applications;
6. Visual Basic applications;
7. IDL applications;
8. Socket-based communications;
9. over-the-air data communications;
10. AGI Satellite Tool-Kit (STK);
11. Google search Application Program Interface (API);
12. Google Earth as a virtual globe visualization tool;
13. Apache Tomcat;
14. jUDDI as a web service directory;

### Requirement

There is a need to support the ongoing development and refinement of the tools currently being used by the MDS Section. In general this includes software design, development, coding, software implementation, and data analysis. This may also include the visualization of data products or more generally, results of computations. Ideally, the contractor will be capable of identifying broad objectives that the tasks will contribute towards, building upon existing tools or methodology.

Call ups under this standing offer will include one or more of the following elements:

1. Design, develop, manage, test, and/or implement specific software or data source modules including:
  - a. development of web services related to data delivery, assessing the operational status of a remote system or applications. This is an assessment of the operational capacity of the system.
  - b. database design, development, and implementation for one or more maritime data sources
  - c. application or system level architectural design and development
  - d. analysis tool design, development, coding, or implementation relevant to MDA data, perhaps involving Automatic Identification System (AIS) data, ship attribute data, digital images, etc.
  - e. the design, development, and incorporation of metadata tagging techniques to support MDA-related activities (e.g., image metadata tagging)
  - f. Graphical User Interface (GUI) development for input, output, displaying results, potentially geo-referencing results where applicable
  - g. creating linkages between the internal tools, and external or internal MDA data sources
  - h. assess data sources, structures or the business model used by the source. In this context, business model refers to the methods or processes used by the data source including communication, design, agility, governance, etc.
2. Provide advice to the DRDC defence scientists on deficiencies in the algorithms, data sources, processing techniques, software languages, etc. used or proposed to be used in the tools.
3. Conducting specific end-to-end testing of existing or added tools with real and/or simulated data.

## **Appendix B - LIST OF ACRONYMS**

|      |   |
|------|---|
| AIS  | Automatic Identification System         |
| API  | Application Program Interface           |
| DBMS | Database Management System              |
| DRDC | Defence Research and Development Canada |
| GFE  | Government Furnished Equipment          |
| GIS  | Geographic Information System           |
| GUI  | Graphical User Interface                |
| IDL  | Interactive Data Language               |
| MDA  | Maritime Domain Awareness               |
| MDS  | Maritime Decision Support (Section)     |
| PA   | Project Authority                       |

Solicitation No. - N° de l'invitation

W7707-145677/A

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

W7707-14-5677

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71017

Buyer ID - Id de l'acheteur

hal208

CCC No./N° CCC - FMS No/ N° VME

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STK Satellite Took Kit  
VB Visual Basic

**ANNEX B**  
**BASIS OF PAYMENT**

The Offeror will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with the Supplier's bid proposal. Bidders are to submit their financial bid in accordance with the below pricing structure. *All applicable taxes are to be listed separately.*

**For Initial period from Standing Offer Agreement award to March 31, 2014:**

Labour:

Indicate proposed time rates (Canadian dollars per hour/day/week) and estimated time required to complete the project.

|                                       |                              |
|---------------------------------------|------------------------------|
| Project Manager                       | \$ _____ / fixed hourly rate |
| Software Engineer/Designer            | \$ _____ / fixed hourly rate |
| Database Engineer                     | \$ _____ / fixed hourly rate |
| Computer Programmer                   | \$ _____ / fixed hourly rate |
| Subject Matter Expert/System Architec | \$ _____ / fixed hourly rate |

Equipment, Materials, Supplies:

Identify the items required to complete the work not provided by Canada and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project. (if applicable). \_\_\_\_\_

**Option Year 1 - April 1, 2014 to March 31, 2015 (if exercised)**

Labour:

Indicate proposed time rates (Canadian dollars per hour/day/week) and estimated time required to complete the project.

|                                       |                              |
|---------------------------------------|------------------------------|
| Project Manager                       | \$ _____ / fixed hourly rate |
| Software Engineer/Designer            | \$ _____ / fixed hourly rate |
| Database Engineer                     | \$ _____ / fixed hourly rate |
| Computer Programmer                   | \$ _____ / fixed hourly rate |
| Subject Matter Expert/System Architec | \$ _____ / fixed hourly rate |

Equipment, Materials, Supplies:

Identify the items required to complete the work not provided by Canada and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project. (if applicable). \_\_\_\_\_

**Option Year 2 - April 1, 2015 to March 31, 2016 (if exercised):**Labour:

Indicate proposed time rates (Canadian dollars per hour/day/week) and estimated time required to complete the project.

|                                       |                              |
|---------------------------------------|------------------------------|
| Project Manager                       | \$ _____ / fixed hourly rate |
| Software Engineer/Designer            | \$ _____ / fixed hourly rate |
| Database Engineer                     | \$ _____ / fixed hourly rate |
| Computer Programmer                   | \$ _____ / fixed hourly rate |
| Subject Matter Expert/System Architec | \$ _____ / fixed hourly rate |

Equipment, Materials, Supplies:

Identify the items required to complete the work not provided by Canada and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project. (if applicable). \_\_\_\_\_

**Option Year 3 - April 1, 2016 to March 31, 2017 (if exercised):**Labour:

Indicate proposed time rates (Canadian dollars per hour/day/week) and estimated time required to complete the project.

|                                       |                              |
|---------------------------------------|------------------------------|
| Project Manager                       | \$ _____ / fixed hourly rate |
| Software Engineer/Designer            | \$ _____ / fixed hourly rate |
| Database Engineer                     | \$ _____ / fixed hourly rate |
| Computer Programmer                   | \$ _____ / fixed hourly rate |
| Subject Matter Expert/System Architec | \$ _____ / fixed hourly rate |

Equipment, Materials, Supplies:

Identify the items required to complete the work not provided by Canada and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project. (if applicable). \_\_\_\_\_

**Option Period 4 - April 1, 2017 to March 31, 2018 (if exercised):**Labour:

Indicate proposed time rates (Canadian dollars per hour/day/week) and estimated time required to complete the project.

|                                       |                              |
|---------------------------------------|------------------------------|
| Project Manager                       | \$ _____ / fixed hourly rate |
| Software Engineer/Designer            | \$ _____ / fixed hourly rate |
| Database Engineer                     | \$ _____ / fixed hourly rate |
| Computer Programmer                   | \$ _____ / fixed hourly rate |
| Subject Matter Expert/System Architec | \$ _____ / fixed hourly rate |

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

W7707-14-5677

CCC No./N° CCC - FMS No/ N° VME

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**Equipment, Materials, Supplies:**

Identify the items required to complete the work not provided by Canada and identify the pricing basis inclusive of customs duty. These items will be delivered to Canada upon completion of the project. (if applicable).\_\_\_\_\_

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(attached herein)**

**ANNEX "D"**

**INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION**

This form is to be completed and signed by the contractor upon completion of the contract and returned to:

JoAnne LeBlanc  
Science & Professional Services  
Public Works and Government Services Canada  
1713 Bedford Row, PO Box 2247  
Halifax, Nova Scotia  
B3J 3C9  
Tel: (902) 496-5010  
Fax: (902) 496-5016

**Contract Title: Regional Individual Standing Offer for Maritime Information Analysis, Research and Tool Development**

PWGSC File number - **W7707-145677/001/HAL**

It is a term of the referenced contract that, regardless of its ownership, all Foreground Information<sup>1</sup> that could be Inventions<sup>1</sup> and all other Foreground Information, shall be promptly and fully disclosed to Canada.

Tel que stipulé dans le contrat mentionné ci-dessus, et peu importe à qui sont dévolus les droits de propriété intellectuelle, tous les renseignements originaux \* susceptibles de constituer des inventions\*, de même que tous les autres renseignements originaux découlant de ce contrat, devront être divulgués pleinement et sans délai au Canada.

<sup>1</sup> - defined in the General Conditions identified in the Contract

\* - tels que définis dans les conditions générales identifiées dans le contrat.

**Consequently, the undersigned, being a duly authorized officer of the Contractor, certifies that during the tenure of the contract**

**Par conséquent, le soussigné, étant un agent dûment autorisé de l'Entrepreneur, certifie que durant la période du contrat**

(mark appropriate box):

(cochez la case appropriée):

|  |   |
|--|---|
| [ ] No Foreground Information was conceived, developed or produced as part of the Work and, therefore the Contractor has nothing to disclose.  | Aucun renseignement original n'a été conçu, développé ou produit pendant l'exécution des travaux; l'entrepreneur n'a donc aucun renseignement original à divulguer.   |
| [ ] All Foreground Information which was conceived, developed or produced as part of the Work was fully disclosed and documented in the technical reports delivered by the Contractor to the Technical Authority designated in the Contract, and the Contractor has nothing further to disclose. | Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux ont été entièrement divulgués et documentés dans les rapports techniques livrés par l'Entrepreneur à l'autorité technique indiquée dans le contrat, et l'Entrepreneur certifie qu'il n'existe aucune information supplémentaire à divulguer. |
| [ ] All Foreground Information conceived, developed or produced as part of the Work by the Contractor is hereby fully disclosed in the attached document.  | Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux par l'Entrepreneur sont entièrement divulgués dans le document ci-joint.   |

Signature - Signature: \_\_\_\_\_

Print Name - Nom en caractère imprimé: \_\_\_\_\_

Title - Titre: \_\_\_\_\_

Company Name - Entrepreneur: \_\_\_\_\_

Date - Date: \_\_\_\_\_

**ANNEX "E"**  
**EVALUATION CRITERIA**

Title: Maritime Information Analysis, Research and Tool Development

Contractor selection will be based on the best overall value to the Crown. The following selection criteria are proposed. Bidders shall submit a proposal that addresses the criteria in reasonable depth. They shall provide a "Cross Reference" index that identifies the paragraphs and page numbers associated with each criterion.

**A. TECHNICAL PORTION (Total 1400 points max / 980 points minimum i.e., 70%)**

1. TECHNICAL PROPOSAL (600 points max/420 points min i.e.70%)

(a) Demonstrated understanding of:

- scope of potential tasks, (100 points)
- objectives or broader objectives that the tasks will contribute towards (200 points)
- potential difficulties that may be encountered (100 points)

(b) Demonstrated experience in the:

- Design, (50 points)
- Development, (50 points)
- implementation, and (50 points)
- Maintenance of system components including web services and databases. (50 points)

2. PERSONNEL (800 points max/560 points min i.e.70%)

(a) Demonstrated experience of bidder on similar contracts, including experience of project manager, experience of key personnel, and experience in managing similar R&D projects. (150 points)

(b) Key personnel capability - demonstrated relevant experience, qualifications and competence proven by similar and/or related work in the following areas:

- a) Expertise/knowledge in XML ( 50 points)
- b) Expertise/knowledge in database design ( 50 points)
- c) Expertise/knowledge in database implementation ( 50 points)
- d) Expertise/knowledge in geospatial databases ( 50 points)  
(e.g., for supporting a GIS)
- e) Expertise/knowledge in virtual globe implementations ( 50 points)
- f) Expertise/knowledge in metadata tagging techniques ( 50 points)
- g) Expertise/knowledge in Java, C++, IDL, and VB (100 points)
- h) Expertise/knowledge in web service development (100 points)
- i) Parallel computing/distributed computing ( 50 points)
- j) Expertise/knowledge in MDA data analysis (100 points)

## B. PRICE PROPOSAL (MAXIMUM TOTAL 600 POINTS)

The Price Proposals of bids with responsive Technical/Management Proposals will be scored in accordance with the following:

**FOR EVALUATION PURPOSES ONLY**, a Price Proposal's proposed hourly rates, taxes extra, will be used to calculate the Price Proposal's "Price for evaluation", rounded to the nearest cent, as follows:

where H = highest proposed rate, L = lowest proposed rate, and A = average of remaining proposed rates

If one (1) hourly rate is proposed, "Price for evaluation" = proposed rate

If two (2) hourly rates are proposed, "Price for evaluation" =  $(5/6 \times H) + (1/6 \times L)$

If three (3) or more hourly rates are proposed, "Price for evaluation" =  $(1/2 \times H) + (1/6 \times L) + (1/3 \times A)$

**For example**, fictionally assuming responsive **Bid A** proposes the following hourly rate:

|                       |         |
|-----------------------|---------|
| Project Manager       | \$99.00 |
| Software Designer     | \$99.00 |
| Software Engineer     | \$99.00 |
| Computer Programmer   | \$99.00 |
| Subject Matter Expert | \$99.00 |

For this example, one (1) hourly rate is proposed:

"Price for evaluation" = proposed rate = \$99.00

**Continuing the example**, responsive **Bid B** proposes the following hourly rates:

|                     |         |
|---------------------|---------|
| Project Manager     | \$99.00 |
| Software Engineer   | \$66.73 |
| Computer Programmer | \$66.73 |

For this example, two (2) hourly rates are proposed:

H = highest proposed rate = \$99.00

L = lowest proposed rate = \$66.73

"Price for evaluation" =  $(5/6 \times H) + (1/6 \times L) = (5/6 \times \$99.00) + (1/6 \times \$66.73) = \$93.62$

**Continuing the example**, responsive **Bid C** proposes the following hourly rates:

|                       |         |
|-----------------------|---------|
| Project Manager       | \$94.00 |
| Subject Matter Expert | \$75.00 |
| Database Engineer     | \$62.00 |
| System Architect      | \$51.00 |
| Computer Programmer   | \$38.00 |

For this example, five (5) hourly rates are proposed:

H = highest proposed rate = \$94.00

L = lowest proposed rate = \$38.00

A = average of remaining proposed rates =  $(\$75.00 + \$62.00 + \$51.00)/3$

"Price for evaluation" =  $(1/2 \times H) + (1/6 \times L) + (1/3 \times A)$

=  $(1/2 \times \$94.00) + (1/6 \times \$38.00) + [1/3 \times (\$75.00 + \$62.00 + \$51.00)/3] = \$74.22$

**Continuing the example**, each responsive bid's calculated "Price for evaluation" shall then be prorated as per the following:

Bid A's "Price for evaluation" = \$99.00

Bid B's "Price for evaluation" = \$93.62

Bid C's "Price for evaluation" = \$74.22

**Formula:**

**Price Proposal Score =**

Lowest "Price for evaluation"/Subject "Price for evaluation" x 450 points (rounded to the nearest point)

Lowest "Price for evaluation" = Bid C's "Price for evaluation" = \$74.22

Bid A's **Price Proposal Score** =  $\$74.22/\$99.00 \times 600 = 450$  points

Bid B's **Price Proposal Score** =  $\$74.22/\$93.62 \times 600 = 476$  points

Bid C's **Price Proposal Score** =  $\$74.22/\$74.22 \times 600 = 600$  points

**Continuing the example**, each responsive bid's Total Overall Points shall then be calculated as per the following:

$$\begin{aligned} & \text{TOTAL OVERALL POINTS (2000 POINTS MAXIMUM) =} \\ & \text{TOTAL TECHNICAL PROPOSAL POINT RATED CRITERIA POINTS} \\ & \text{(1400 POINTS MAXIMUM)} \\ & \quad + \\ & \text{PRICE PROPOSAL SCORE (600 POINTS MAXIMUM)} \end{aligned}$$

**BASIS OF SELECTION**

1. To be considered responsive, a bid must:

(a) meet all the mandatory requirements of the solicitation; and

(b) obtain the required minimum of 70 percent of the points for each of the rated criteria in the Technical Portion specified in the solicitation and achieve an overall score of at least 75 percent in the technical portion. The total overall technical rating is performed on a scale of 1400 points.

2. Bids not meeting (a) or (b) above will be given no further consideration. The responsive bid with the highest overall points will be recommended for award of a contract. In the case of a tie, the bid with the highest technical proposal will be recommended.

Solicitation No. - N° de l'invitation

W7707-145677/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71017

Buyer ID - Id de l'acheteur

hal208

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

W7707-14-5677

CCC No./N° CCC - FMS No/ N° VME

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# Annex C



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W7707-145677

Security Classification / Classification de sécurité  
unclassified

## 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 /<br>Ministère ou organisme gouvernemental d'origine   | DRDC Atlantic   | DND   |
| 2. Branch or Directorate / Direction générale ou Direction  |   | Maritime Decision Support Section   |
| 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<br>Data analysis and algorithm development for research applications related to maritime domain awareness and vessel traffic.   |   |   |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |   | <input type="checkbox"/> No / Non<br><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?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  |   | <input checked="" type="checkbox"/> No / Non<br><input type="checkbox"/> Yes / Oui            |
| 6. Indicate the type of access required / Indiquer le type d'accès requis   |   |   |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?   |   | <input checked="" type="checkbox"/> No / Non<br><input type="checkbox"/> Yes / Oui            |
| (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)   |   |   |
| 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.<br>Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. |   | <input type="checkbox"/> No / Non<br><input checked="" type="checkbox"/> Yes / Oui            |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |   | <input checked="" type="checkbox"/> No / Non<br><input type="checkbox"/> Yes / Oui            |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |   |   |
| Canada <input type="checkbox"/>   | NATO / OTAN <input type="checkbox"/>                                      | Foreign / Étranger <input type="checkbox"/>   |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |   |   |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>   | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>     | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/>   |   |   |
| Restricted to: / Limité à: <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:                              | Specify country(ies): / Préciser le(s) pays:  |
| 7. c) Level of information / Niveau d'information   |   |   |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/>  | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>           | PROTECTED A / PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B / PROTÉGÉ B <input type="checkbox"/>  | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>      | PROTECTED B / PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  | NATO CONFIDENTIAL <input type="checkbox"/>                                | PROTECTED C / PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  | NATO SECRET <input type="checkbox"/>                                      | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>  |
| SECRET <input type="checkbox"/>   | NATO SECRET <input type="checkbox"/>                                      | SECRET <input type="checkbox"/>   |
| TOP SECRET <input type="checkbox"/>   | COSMIC TOP SECRET <input type="checkbox"/>                                | TOP SECRET <input type="checkbox"/>   |
| TRÈS SECRET <input type="checkbox"/>  | COSMIC TRÈS SECRET <input type="checkbox"/>                               | TRÈS SECRET <input type="checkbox"/>  |
| TOP SECRET (SIGINT) <input type="checkbox"/>  |   | TOP SECRET (SIGINT) <input type="checkbox"/>  |
| TRÈS SECRET (SIGINT) <input type="checkbox"/>   |   | TRÈS SECRET (SIGINT) <input type="checkbox"/>   |

TBS/SCT 350-103(2004/12)

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**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux: Contractor will require occasional on site access

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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ      |        | NATO                            |   |  |                |   | COMSEC               |   |   |              |        |                                 |  |
|--|----------------------|---|---|------------------------------|--------|---------------------------------|---|--|----------------|---|----------------------|---|---|--------------|--------|---------------------------------|--|
|  | A                    | B | C | CONFIDENTIAL<br>CONFIDENTIEL | SECRET | TOP<br>SECRET<br>TRÈS<br>SECRET | NATO<br>RESTRICTED<br>NATO<br>DIFFUSION<br>RESTREINTE | NATO<br>CONFIDENTIAL<br>NATO<br>CONFIDENTIEL | NATO<br>SECRET | COMSEC<br>TOP<br>SECRET<br>COSANG<br>TRÈS<br>SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP<br>SECRET<br>TRÈS<br>SECRET |  |
|  |                      |   |   |                              |        |                                 |   |  |                |   | A                    | B | C |              |        |                                 |  |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                              |        |                                 |   |  |                |   |                      |   |   |              |        |                                 |  |
| IT Media /<br>Support IT                                     |                      |   |   |                              |        |                                 |   |  |                |   |                      |   |   |              |        |                                 |  |
| IT User /<br>Utilisateur informatique                        |                      |   |   |                              |        |                                 |   |  |                |   |                      |   |   |              |        |                                 |  |

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

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

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

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