



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

Proposal submission details are included in this Call for Proposals document.

Les détails concernant la soumission des propositions sont inclus dans le présent document d'appel de propositions.

**CALL FOR PROPOSALS
APPEL DE PROPOSITIONS**

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

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

Issuing Office - Bureau de distribution
Science Procurement Directorate/Direction de
l'acquisition
de travaux scientifiques
11C1, Phase III
Place du Portage
11 Laurier St. / 11, rue Laurier
Gatineau, Québec K1A 0S5

Title-Sujet BCIP 004 – PICC 004	
Solicitation No. - N° de l'invitation EN578-13BCIP/A	Date 2013-11-21
Client Reference No. - N° de référence du client EN578-13BCIP	
GETS Reference No. - N° de référence de SEAG PW-13-00540157	
File No. – N° de dossier 001sc.EN578-13BCIP	CCC No./N° CC – FMS NO. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le 2014-01-07	Time Zone Fuseau horaire Eastern Standard Time EST Heure normale de l'Est HNE
F.O.B. – F.A.B Plant-Usine : <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: François Pageau	Buyer Id – Id de l'acheteur 001sc
Telephone No. - N° de téléphone 819-956-3563	FAX No. - N° de FAX 819-997-2229
Destination of Goods, Services and Construction: Destinations des biens, services et construction : To be determined À être déterminé	

Instructions : See Herein

Instructions : voir aux présentes

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 telephone 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



**BUILD IN CANADA INNOVATION PROGRAM (BCIP)
CALL FOR PROPOSALS - CALL 004**

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PART 1 - GENERAL INFORMATION

1. Summary

Public Works and Government Services Canada (PWGSC), Office of Small and Medium Enterprises (OSME) under the Build in Canada Innovation Program (BCIP) has a requirement to procure:

- a) Research and Development (R&D) innovative pre-commercial goods and services, referred to as “innovations”, that are in late stage development; and,
- b) Support services such as installation, training and testing support services for the above pre-commercialized innovations procured for the federal government.

The BCIP is an R&D developmental testing and evaluation program aimed at testing and evaluating pre-commercial goods and services in the late-stage development. The Program has two components, Standard and Military.

Bidders should visit the Buy and Sell website at <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip> for specific information on the BCIP and its requirements, including:

- PRIORITY AREAS – STANDARD COMPONENT
 - Enabling Technologies
 - Environment
 - Health
 - Safety and Security
- PRIORITY AREA – MILITARY COMPONENT
 - Protecting the Soldier
- TECHNOLOGY READINESS LEVEL (TRL)
 - TRL 7, 8 and 9
- BCIP DEFINITIONS
 - Innovation
 - Pre-Commercial Innovation
 - Pre-Qualified Innovation
 - Testing Department
 - Commercial Sales
- EVALUATORS
 - National Research Council – Industrial Research Assistance Program (NRC-IRAP)
 - Innovation Selection Committee (ISC)

The Call for Proposals method of supply will result in two Pre-Qualified Pools of bidders that will be eligible for a contract, conditional upon the success of the contract award process defined in Part 5, Basis of Selection. Bidders in the Pre-Qualified Pool will be required to provide additional information in support of their proposal, including:

- CERTIFICATIONS
- FINANCIAL REQUIREMENTS

Bidders are also encouraged to view the DRAFT RESULTING CONTRACT CLAUSES to view a representative contract under the BCIP.

The above information on the Buy and Sell website forms part of this Call for Proposals (CFP), Call 004 solicitation document.



The approximate funding available for all Contracts resulting from the Call for Proposals Call 004 is:

Standard Component	\$17,000,000.00
Military Component	\$ 5,000,000.00
Total	\$22,000,000.00

The funding is in Canadian Dollars, applicable taxes excluded. This disclosure is made in good faith and does not commit Canada to contract for the total approximate funding.

Canada reserves the right to require that all Work be completed by March 31, 2015, including delivery of the Innovation.

2. Policy Statements

The Agreement on Internal Trade (AIT) applies to this procurement. The requirement is excluded from the North American Free Trade Agreement (NAFTA) as per Annex 1001.1b-2 Research and Development, all classes, and excluded from the application of the World Trade Organization – Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4.

The requirement is limited to Canadian suppliers and Canadian goods and/or services.

The following may apply to the resulting contract(s), based on the Innovation and Testing Department:

- a) A security requirement may be associated with this requirement. For additional information, consult <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/security-requirements>.
- b) The region of delivery for the goods and/or services may be delivered in an area subject to Comprehensive Land Claims Agreements (CLCAs).
- c) Any resulting procurement may be subject to the Controlled Goods Program.

3. Contracting Authority

Enquiries regarding this Call for Proposals solicitation must be directed to:

François Pageau
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone: 819-956-3563

Fax: 819-997-2229

E-mail address: SSGP.SCPD@pwgsc.gc.ca

4. Conflict of Interest

The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a proposal agree to be bound by the instructions, clauses and conditions of the Call for Proposals solicitation.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposals solicitation, and are amended as follows:

- a) At Article 04, Definition of a Bidder,

Delete: "It does not include the parent, subsidiaries or other affiliates of the Bidder or its subcontractors."

- b) At Article 05, Submission of Bids, sub-article 4:

Delete: in its entirety

Bids must remain valid from date of bid closing to 31 October 2014.

- c) Delete the following Articles in their entirety:

08 Transmission by Facsimile
09 Customs Clearance
18 Conflict of Interest – Unfair Advantage
20 Further Information

- d) At Article 14, Price Justification:

Delete: In the event that the Bidder's proposal is the sole responsive proposal received
Insert: For all Pre-Qualified Proposals eligible for Contract Award

In this document, the term "bid" conveys "proposal."

2. Communications – Solicitation Period

All enquiries must be submitted to the Contracting Authority no later than 10 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.



3. Applicable Laws

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

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.

4. Communications Notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority five business days in advance of their intention to make public an announcement related to the recommendation of a contract award. In order to coordinate any public announcements pertaining to this Call for Proposals and any resultant contracts, neither the Bidder nor any participating partners shall make any public announcements without prior approval of Public Works and Government Services Canada.

5. Maximum Funding

The maximum funding available for any contract resulting from this Call for Proposals is \$500,000.00 CAD for the Standard Component, and \$1,000,000.00 CAD for the Military Component (Taxes, shipping and Travel and Living expenses extra, as appropriate). Proposals valued in excess of this amount will be declared non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



PART 3 - PROPOSAL PREPARATION INSTRUCTIONS

1. Electronic Proposal Submission Form

- 1.1 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 are requested to submit their proposal electronically using the electronic Proposal Submission Form on the Online Submission site at: <http://bcip-pic004.myreviewroom.com/>. This website also provides instructions on how to use the electronic Proposal Submission Form and the capability to view the Form. In order to complete and submit a proposal, Bidders must first register and obtain a username and password.
- 1.2 Should there be technical difficulties accessing or using the web-based system, Bidders must contact support@myreviewroom.com. Technical Assistance support is restricted to issues associated with mechanics of the online system. Technical Assistance Support personnel are not associated with the solicitation and are not in a position to comment on or provide interpretation on the Call for Proposals documentation. All non-technical assistance for the BCIP Electronic Proposal Service is to be directed to SSGP.SCPD@pwgsc.gc.ca.
- 1.3 The BCIP incorporates two components: Standard and Military. The Online Submission Site has two Forms, one for each component. Once the electronic Proposal Submission Form has been completed and submitted, Bidders will receive confirmation of receipt through the web-based system.
- 1.4 If a large number of Bidders access the web-based system at the same time, electronic submission of proposals at or near the closing date and time may be delayed. Bidders are solely responsible for ensuring their proposal is received on time; late submissions will not be accepted. A date stamp indicating the time of the transmission is not acceptable.

2. Bid Receiving Unit

- 2.1 Bidders who are not able to submit their proposal using the web-based system may submit a hard copy of their completed Proposal Submission form to:

Bid Receiving Unit - PWGSC
11 Laurier, Street
Place du Portage, Phase III
Core 0A1
Gatineau, Québec K1A 0S5

Bidders should refer to 2003 (2013-06-01) Standard Instructions - Goods or Services Competitive Requirements for additional information.

- 2.2 Proposals submitted through the PWGSC Bid Receiving Unit are bound by the same terms, conditions and limitations as the electronic submission form. Proposals must be presented in the same format and order as the electronic Proposal Submission Form.
- 2.3 Any additional information submitted through the PWGSC Bid Receiving Unit that couldn't have been submitted using the electronic Proposal Submission Form will not be evaluated. This includes, but is not limited to: pictures, text, website links, and numbers. All text submitted through the PWGSC Bid Receiving Unit is subject to the same word count limitations as the



electronic proposal submission form. Any text submitted above the limit specified in the electronic proposal submission form will not be evaluated.

- 2.4 In the event that a proposal is submitted electronically and through Bid Receiving for the same Innovation, the electronic proposal will take precedence unless otherwise specified by the Bidder.

3. Technical Proposal

- 3.1 Bidders may only submit an Innovation for the Standard Component or the Military Component, but not both. In the event a Bidder submits the same Innovation for both the Standard and Military Components, the first proposal submitted will be accepted for evaluation, unless otherwise specified by the Bidder.
- 3.2 Bidders may submit one or more Innovations, but must submit a separate proposal for each proposed Innovation. Each proposal will be evaluated separately on its own merit.
- 3.3 Bidders must only submit 1 proposal per Innovation. Any proposal(s) submitted above the said limit will not be considered.
- 3.4 Innovations that have previously been awarded a Canadian Innovation Commercialization Program (CICP) Contract will not be evaluated. Bidders that have previously been identified in the Pre-Qualified Pool will be accepted and evaluated only if the bid validity period for that proposal has expired.
- 3.5 The Bidder's responses to the series of questions presented in the electronic Proposal Submission Form will form the Bidder's Technical Proposal. Bidders should respond to each question in a thorough, concise and clear manner within the allotted character count for each question. The Bidder must provide Technical Proposal content that clearly addresses in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.
- 3.6 To maintain the integrity of the evaluation, Evaluators will consider only information presented in the proposal. No information will be inferred, and personal knowledge or beliefs will not be utilized in the assessment. Bidders should explicitly demonstrate, in sufficient detail, how all criteria are met.

4. Financial Proposal

- 4.1 Bidders must complete their Financial Proposal as identified in the electronic Proposal Submission Form. The Bidder's response will form the Bidder's Financial Proposal.
- 4.2 The Bidder's Financial Proposal must not exceed \$500,000.00 CAD for the Standard Component, and \$1,000,000.00 CAD for the Military Component, applicable taxes, shipping costs and proposed travel and living expenses extra, where applicable.
- 4.3 The Bidder should note that the Financial Proposal submitted will be negotiated in accordance with Annex A, Statement of Work and as such, must be in accordance with Canada's standard Contract Cost Principles 1031-2. More information can be found at:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>
- 4.4 The Financial Proposal must not include commercial development activities such as quantity production, supply to establish commercial viability, recovery of R&D costs, integration, customization, incremental adaptations and improvements to existing products or processes that



have been previously commercialized, third party testing or the cost of obtaining health and safety / regulatory certifications.

4.5 Financial Proposal Cost Elements:

Bidders are requested to address in their Financial Proposal the following cost elements for testing and evaluating the proposed Innovation, applicable taxes extra, as appropriate. All labour rates must reflect all-inclusive firm rates (i.e., firm per diem rate, firm hourly rate).

4.5.1 Innovation Cost:

Innovation Cost must reflect the total purchase price of the Innovation, including quantity. For example, if the Innovation is a good, and testing requirements indicate that a quantity of three must be tested, identify the total cost of all three. This cost should also include operating instructions or manuals and peripheral items that will be commercially sold with the Innovation, such as cables, batteries, etc. If the proposed Innovation is a service, the Bidder must identify the labour costs.

The total innovation cost should be a firm, all-inclusive cost.

4.5.2 Installation Costs:

The installation costs should only be applied if the Bidder must perform the installation (as opposed to the Testing Department), and should reflect the costs related to labour for the installation, configuration, integration or other related tasks, such as de-installation. In the event additional equipment is required in support of the installation, those costs should be identified in Direct Costs, described below.

The total installation cost should be a firm, all inclusive cost.

4.5.3 Training Costs:

Training costs should identify the labour, instruction materials (other than the operating manuals detailed above), slideshow presentations, and any other material required to train a minimum of 5 Testing Department employees in the installation, operation and maintenance of the Innovation, as appropriate. Training costs must not include the development of such material, but may include some customization, where requested, to the Testing Department.

The total training cost should be a firm, all inclusive cost.

4.5.4 Support Services:

The price paid to support the Testing Department during the test period, or to support the Innovation. These costs can be associated with technical support (help desk) or could include support services, expressed as labour provided on-site at the Testing Department's facilities. The cost must not include Travel and Living Expenses.

The total support services cost should be a firm, all inclusive cost.

4.5.5 Direct Costs:

Costs that relate directly to the provision of, and testing of, the Innovation, (i.e., equipment, materials and supplies, rentals, etc. that are required for the testing and will be provided by the Bidder. Such costs will be accepted only where the Testing Department does not have the material. These costs are subject to negotiation.

The total Direct Costs must reflect the actual cost without markup.



4.5.6 **Negotiated Costs**

Costs that will be negotiated at time of contract award, such as shipping, transportation, and travel and living costs are not to be included in the financial proposal. These costs will be negotiated separately and will be paid at actual cost without mark up.

4.6 **Financial Cost Breakdown**

Prior to submitting the Financial Proposal detailed at Bidders' Financial Proposal in the electronic Proposal Submission Form, it is recommended that Bidders' review the Detailed Financial Cost Breakdown at <http://BCIP-picc004.myreviewroom.com/> to help determine the costs for each of the specific items listed above. Bidders should also review the Financial Requirements for additional assistance on the *BuyandSell* website <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/financial-requirements>.

5. **Certifications**

Certifications required with the Bidder's proposal are identified on the electronic Proposal Submission Form, Mandatory Criteria. Certifications that may be required precedent to contract award are identified on the *BuyandSell* website <https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program-BCIP/submit-a-proposal/certifications>.



PART 4 - EVALUATION PROCEDURES

1. Conduct of the Evaluation

An evaluation team composed of the National Research Council - Industrial Research Assistance Program (NRC-IRAP), Public Works and Government Services Canada (PWGSC) and/or subject matter experts from other government departments will evaluate the proposals for both the Standard and Military components. NRC-IRAP evaluators will perform independent evaluations of the technical proposal based on the information provided and in accordance with the technical evaluation criteria identified in the relevant Proposal Submission Forms.

The Innovation Selection Committee (ISC) will review and validate the top scoring proposals for each of the Standard and Military Components. The selection of Evaluators is detailed on the Buy and Sell website at: <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal#80>.

In conducting its evaluation, Canada may request clarification(s) or verification(s) from the Bidder regarding information provided by the Bidder with respect to any aspect of their proposal. This must not be construed as:

- a) an opportunity to provide supplemental information; or,
- b) an intent to pre-qualify the proposal; or,
- c) intent to contract with the Bidder.

The Bidder must provide a response to the written request for clarification or verification issued by the Contracting Authority in accordance with the provisions of the request, which may include a time period in which to provide the response. Failure to comply with the request may result in the proposal being declared non-responsive and given no further consideration.

2. Evaluation Process

The evaluation of proposals will be conducted using a two-stage process incorporating phases as detailed below. The process is the same for both the Standard and Military Components.

2.1 Stage One – Mandatory Requirements

Stage One includes three Phases, and reflects mandatory requirements that must be met in order to proceed to Stage Two, Point Rated Criteria.

Phase 1 – Mandatory Criteria

Proposals will be evaluated against the Mandatory Criteria identified in the electronic Proposal Submission Form. Failure to meet any criterion will render the Bidder's proposal non-compliant, and the Bidder's proposal will be given no further consideration.

Phase 2 - Screening Criteria

Proposals will be evaluated against the Screening Criteria identified in the electronic Proposal Submission Form. There are four main categories:

- Commercialization Capability
- Innovation
- Readiness
- Test Plan.



Bidders must achieve a pass for each criterion within the four categories in order to proceed to the next Stage. Failure to meet any criterion will render the Bidders' proposal non-compliant and it will be given no further consideration.

Phase 3 – Stage One Debriefing

Upon completion of the previous two Phases all Bidders will be notified on the status of their proposal:

- a) *Non-compliant.* The Bidder did not meet a criteria in Phase 1 or Phase 2.
- b) *Compliant.* The Bidder met the criteria identified in both Phase 1 and 2 above, and will proceed to Stage Two.

Upon receipt of the notification, non-compliant Bidders may request a formal debriefing on the results of their proposal. Bidders should make the request to the Contracting Authority within 10 working days of date of receipt of the letter. The debriefing will be performed by email. Compliant Bidders will not be given a formal debriefing until completion of Stage Two, Phase 7.

2.2 Stage Two – Point Rated Criteria

Phase 4 – Point Rated Criteria

Proposals will be evaluated against the Point Rated Criteria identified in the electronic Proposal Submission Form.

Canada will select the **top scoring proposals** to proceed to Phase 5.

In the event that two or more responsive proposals have the same Total Overall Point Score the responsive proposal which obtained the highest score for Point Rated Criteria 1: Advance of the State of the Art, will be ranked higher. If the proposals have the same score for Point Rated Criteria 1, the responsive proposal which obtained the highest score for Point Rated Criteria 2: Usefulness or Efficacy or Value of Features and Benefits, will be ranked higher.

Phase 5 – Innovation Selection Committee (ISC) Validation

The **top scoring proposals** identified in Phase 4 will be presented to the Innovation Selection Committee for final review and validation.

Phase 6 - Pre-Qualified Pool

The **top scoring** validated responsive proposals within the maximum stipulated budget plus 20% will be placed in a Pre-Qualified Pool.

In order to maximize the number of contracts and ensure the greatest utilization of the fiscal year funding available, Canada may over-qualify the total number of Bidders in the Pre-Qualified Pool by approximately 20% of the maximum stipulated budget for each Component.

The establishment of the Pre-Qualified Pool is “approved in principle” and will not constitute a guarantee on the part of Canada that a contract will be awarded. Approved in principle for contract consideration is defined as conditional acceptance of the Proposal subject to meeting the criteria identified in Part 5, Basis of Selection and the available funding.

Phase 7 – Stage 2 Debriefing

PWGSC Contracting will release the stage two debrief letters noting the final results of the evaluation.



The letters will reflect one of the following:

- Inclusion of the Bidder in the Pre-Qualified Pool
- Non-Compliant – Bidder did not fall within the top ranked proposals

The Pre-Qualified Pool for each Component will be published in alphabetical order on the BCIP website.

Upon receipt of the evaluation results, Bidders may request a formal debriefing on the results of their proposal. Bidders should make the request to the Contracting Authority within 10 working days of date of receipt of the letter. The debriefing will be performed by email.

Phase 7 represents the completion of the evaluation process.



PART 5 - BASIS OF SELECTION

1. Basis of Selection

1.1 To be declared responsive, a proposal must:

- (a) comply with all the requirements of the Call for Proposals solicitation;
- (b) be identified in the Pre-Qualified Pool;
- (c) meet the Contract Award Process detailed at Part 5, Article 2.

Proposals not meeting (a) and (b) and (c) will be declared non-responsive.

2. Contract Award Process

Information provided by the Bidder in the proposal may be used for promotional purposes, including being made publicly available, or to assist in identifying an appropriate Testing Department.

Recommendation for contract award will be determined based on the maximum budget for each component and the success of the following steps.

2.1 Step 1 - Testing Department Match

A Testing Department match will be sought to identify a Technical Authority who will be responsible for the testing and evaluation of the Innovation. Information provided in the proposal will be used to promote the Innovation to potential Testing Departments and may be made publicly available to assist in finding a Testing Department. Testing Departments participate on a voluntary basis. It is important to note that the BCIP will procure Innovations based on need reflecting goods and / or services that fall within or supports the operations of the Testing Departments' mandate.

The Defence Validation Committee (DVC), which is composed of DND/CF members, will be the primary means of identifying a strategic match within the Department of National Defence (DND) and the Canadian Forces (CF) during the Contract Award Process for the Military Component only. DND/CF will have right of first refusal as a Testing Department under the Military Component.

In order to maximize the available funding and to ensure a higher volume of contracts, Canada may give preference to those Bidders that have identified a federal government department that has agreed to function as the Testing Department for the proposed Innovation, thus demonstrating an existing operational need.

Innovations that are not matched with a Testing Department during the proposal validity period will be given no further consideration.

2.2 Step 2 – Statement of Work

Once a Testing Department has been matched, the BCIP will facilitate collaboration between the Technical Authority and the Bidder to develop a Statement of Work (SOW), based on the proposed Test Plan and the Financial Proposal. The SOW is negotiated to ensure both the Bidders' and Testing Departments' needs are met within the framework of the Program. The SOW must represent a benefit to Canada.

If mutually acceptable to both the Testing Department and the Bidder, the final SOW will be presented to the BCIP Client Authority for approval. If approved, the SOW will be sent to the Contracting Authority for review and inclusion into the Contract. A template representing the information that may be required in



the Statement of Work is provided in portable document format (pdf) at <http://BCIP-piccc004.myreviewroom.com/>

2.3 Step 3 - Financial Capability and Certifications

The Contracting Authority may undertake the following:

- (a) obtain financial information to verify the Bidder's capacity to undertake the Work; and,
- (b) request certifications and other information required before contract award.

Should the Bidder fail to demonstrate adequate financial resources to complete the contract, or fail to provide the additional certifications and other information, the proposal will be considered non-compliant and given no further consideration.

2.4 Step 4 – Contract Negotiations

Upon completion of the SOW, the Contracting Authority will initiate the negotiations for the following:

- a) contract terms and conditions, if applicable;
- b) pricing and cost breakdown; and,
- c) the provision by the Bidder of price support to substantiate the costs to Canada.

Failure to achieve consensus on any aspect of the negotiations will result in the proposal being deemed non-responsive.

Bidders who have identified in their proposal partial acceptance of the terms and conditions stipulated in the *Draft Resulting Contract* document on the Buy and Sell website, will be requested to provide, during the Contract Negotiations and within a specified time frame, any new or modified terms and conditions proposed by the Bidder. The Contracting Authority will then negotiate with the Bidder as may be applicable. After completion of any negotiation regarding a term and condition, the Bidder will be informed whether or not the result of the negotiation represents:

- i) An acceptable offer to Canada; or
- ii) An unacceptable offer to Canada, in which case the proposal will be considered non-compliant.

2.5 Step 5 - Contract Award

In the event Steps 1 through 4 are successfully completed, the Bidder will be recommended for award of a contract.

3. Bid Validity Extension

In the event the Contract Award Process has not been completed by the Bid Validity date stipulated in Part 2, Article 1, sub-section (c), Pre-Qualified Bidder's may be requested to extend the validity of their proposal if the following conditions are in evidence:

1. Step 2 – Testing Department Match has been successfully completed; and
2. Step 3 – Statement of Work Development has been initiated with the Testing Department.

If these two conditions are not met, the Bidder will not be requested to extend the bid validity period beyond the stipulated date.