

**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 PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Emergency Locator Transmitter Beaco	
<b>Solicitation No. - N° de l'invitation</b> W8475-155250/A	<b>Date</b> 2014-08-07
<b>Client Reference No. - N° de référence du client</b> W8475-155250	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-403-9326	
<b>File No. - N° de dossier</b> HAL-4-73059 (403)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-25</b>	<b>Time Zone Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brow, Theresa	<b>Buyer Id - Id de l'acheteur</b> hal403
<b>Telephone No. - N° de téléphone</b> (902) 496-5166 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> Wing Commander, Shearwater Supply Group Bldg 30 Shearwater, Nova Scotia B0J 3A0	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

Solicitation No. - N° de l'invitation

W8475-155250/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73059

Buyer ID - Id de l'acheteur

hal403

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

W8475-155250

CCC No./N° CCC - FMS No/ N° VME

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english

**TITLE** Automatic Deployable Emergency Locator Transmitter Beacon System

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this document.

### **2. Statement of Work**

For the procurement of AD-ELT, (Automatic Deployable-Emergency Locator Transmitter) beacon systems complete with associated technical publications, support and test equipment. The new system will be used on Sea King Helicopters that operate in a maritime environment out of Shearwater, Nova Scotia and Patricia Bay, British Columbia and from the flight decks of RCN and NATO ships that deploy around the world, in accordance with Annex A attached.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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 bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which

to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental 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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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.

#### **6. SACC Manual Clauses**

A0300T (2013-03-21) Military Aviation Replacement Parts – Condition and Certification of Deliverables.

A0301T (2007-05-15) Military Aviation Replacement Parts – Substitutes Traceability



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid ( three (3) hard copies)

Section II: Financial Bid (two (2) hard copies)

Section III: Certifications (two (2) hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **1.1 Exchange Rate Fluctuation**

C3011T (2003-11-06), Exchange Rate Fluctuation

##### **1.2 SACC Manual Clauses**

C2605C (2008-15-12) Customs Duty and Sales Tax  
C2608C (2012-07-16) Canadian Customs Documentation  
C2610C (2007-11-30) Customs Duty – Department of National Defence Importer  
C2611C (2007-11-30) Customs Duty – Contractor Importer

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

### **1.2 Financial Evaluation**

#### **Evaluation of Price – Canadian/Foreign Bidders**

- 1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
- 2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- 3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- 4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

### **2. Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be



untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

## **1. Certifications Required Precedent to Contract Award**

### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions 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.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture. (Annex D)

## **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

## **PART 6 - RESULTING CONTRACT CLAUSES** (*at contract award, delete this title*)

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

## **2. Statement of Work**

For the procurement of AD-ELT, (Automatic Deployable-Emergency Locator Transmitter) beacon systems complete with associated technical publications, support and test equipment. The new system will be used on Sea King Helicopters that operate in a maritime environment out of Shearwater, Nova Scotia and Patricia Bay, British Columbia and from the flight decks of RCN and NATO ships that deploy around the world, in accordance with Annex A attached

## **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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**

2010A (2014-03-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## **4. Term of Contract**

### **4.1 Delivery Date**

One functioning system MUST be received at place of delivery within 30 days of contract award to aid in aircraft modification instruction development. The remaining systems must be delivered within 120 days.

### **4.2 SACC Manual Clauses**

C2605C (2008-15-12)	Customs Duty and Sales Tax
C2608C (2012-07-16)	Canadian Customs Documentation
C2610C (2007-11-30)	Customs Duty – Department of National Defence Importer
C2611C (2007-11-30)	Customs Duty – Contractor Importer
D0037C (2011-05-16)	Shipping Instructions – (Department of National Defence) – Canadian Based Contractor
D2001C (2007-11-30)	Labelling
D3018C (2007-11-30)	Preparation for Delivery
D5510C (2014-06-26)	Quality Assurance Authority (Department of National Defence) Canadian Based Contractor
D5540C (2010-08-16)	ISO 9001L2008 Quality Management Systems – Requirement Quality Assurance Code Q
D5606C (2012-07-16)	Release Documents (Department of National Defence) – Canadian Based Contractor
D5620C (2012-07-16)	Release Documents Distribution
D6010C (2007-11-30)	Palletization
D9010C (2007-11-30)	Military Aviation Replacement Parts – Airworthiness Documentation.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Theresa Brow  
Title: Marine Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic, Nova Scotia Region

Telephone: (902) 496-5166  
Facsimile: (902) 496-5016  
E-mail address: Theresa.Brow@pwgsc-tpsgc.gc.ca

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

### **5.2 Project Authority**

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

### **5.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6. 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.

## **7. Payment**

### **7.1 Basis of Payment**

The contractor will be paid in accordance with price as quoted.

### **7.2 Limitation of Price**

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

### **7.3 Single Payment**

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

## **8. Invoicing Instructions**

1. 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.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be sent to the following address for certification and payment.

Department of National Defence  
DGAEPM/DAP  
101 Colonel By Drive,  
Ottawa, Ontario K1A 0K2

Attn: Jann Walton

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. one (1) copy must be forwarded to the consignee

Department of National Defence  
Wing Commander, Shearwater Supply Group, Bldg 30  
Shearwater, Nova Scotia B0J 3A0

## **9. Certifications**

### **9.1 Certifications**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9.2 Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2014-03-01), General Conditions - Goods (Medium Complexity
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Federal Contractors Program for Employment Equity –
- (f) Annex D,
- (g) Annex E,
- (h) the Contractor's bid dated \_\_TBD\_\_ as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_"

## **12. Defence Contract**

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

**ANNEX "A"**

**STATEMENT OF WORK**

Department of National Defence,  
Statement of Work  
For the CH124  
Automatic Deployable  
Emergency Location Transmitter  
Dated 15/07/2014 Ver. 4b  
Attached as a separate document.

**ANNEX "B" to PART 5 - BID SOLICITATION**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Annex C

Consent to a Criminal Record Verification (PWGSC-TPSGC 229)

Available as an attached via Buy and Sell website.



Annex D

Information Required for Code of Conduct Certification

**INFORMATION REQUIRED FOR CODE OF CONDUCT CERTIFICATION**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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Annex E      Evaluation Plan

*Attached as a separate document.*

DEPARTMENT OF NATIONAL DEFENCE (DND)



STATEMENT OF WORK  
FOR THE CH124  
AUTOMATIC DEPLOYABLE  
EMERGENCY LOCATOR TRANSMITTER

Version Number: 4b

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## 1.0 Introduction

- 1.1 Scope – The CH124 Sea King Helicopter fleet continues to use a single frequency 243 Mhz Crash Position Indicator (CPI) while the accepted standard transitioned to 406 Mhz as the primary frequency used by the International COSPAS/SARSAT Programme, a satellite based search and rescue distress detection system.
- 1.2 Intended Use – The new system will be used on CH124A/B Sea King helicopters that operate in a maritime environment out of Shearwater, NS and Patricia Bay, BC, and from the flight decks of Royal Canadian Navy and NATO ships that deploy around the world.
- 1.3 Support Concept - The system will be supported at by RCAF technicians for first and second levels of maintenance and returned to contractor for third level maintenance and repair.
- 1.4 System Overview – The typical Emergency Locator Transmitter (ELT) system normally consists of an Automatic Deployable (AD) radio transmitter beacon, battery pack(s) (integral to beacon or remote), release unit, control unit, hydrostatic switch and some other form of crash detection equipment (i.e. frangible switches), and other system components as appropriate to the design. The acceptable AD ELT shall be equipped to transmit aircrafts last known GPS location.

## 1.5 Terminology

AD	Automatic Deployable
AD –ELT	Automatic Deployable Emergency Locator Transmitter
BIT	Built-in Test
CPI	Crash Position Indicator
DID	Data Item Description
ELT	Emergency Locator transmitter
G	Force Gravity
GPS	Global Positioning System
HazMat	Hazardous Material
Mhz	Megahertz
mW	Milli-watts
NATO	North Atlantic Treaty Organization
RSERL	Recommended Support Equipment Requirements List
SPTD	Supplementary Provisioning Technical Documentation
TPRL	Technical Publications Requirements List
VDC	Volts Direct Current
W	Watts

## 2.0 Applicable Documents -

- 2.1 Canadian Aviation Regulations, Section 605.38
- 2.2 Transport Canada Airworthiness Manual, Chapter 551
- 2.3 RCTA DO-160C Environmental Conditions and Test procedures for Airborne Equipment.
- 2.4 RCTA DO-204 Minimum Operational Performance Standards for 406 MHz Emergency Locator Transmitters (ELT)

## 3.0 Requirements

### 3.1 Performance Requirements –

#### **AD ELT System - General**

- 3.1.1 Must be a standalone system which only requires aircraft 28 VDC battery bus power to function and deploy the AD-ELT;
- 3.1.2 Serviceability of the system must include system BIT to determine serviceability;
- 3.1.3 AD-ELT must be self deployable by;
  - 3.1.3.1 A water activation switches (e.g hydrostatic switch) which operates with both fresh and salt water; and
  - 3.1.3.2 A redundant G-force sensing devices (e.g. frangible switches).
- 3.1.4 The beacon device must be capable of manual deployment by either the Pilot or Co-Pilot via a common Cockpit Control panel;
- 3.1.5 AD-ELT system must meet current regulatory requirements for installation on a rotor wing aircraft and be compliant with standards for such emergency location devices in accordance with paragraph 2.2 as demonstrated by a Transport Canada certificate to be included with bid.
- 3.1.6 Must automatically transmit on 121.5 MHz, 243 MHz, and 406.025 Mhz; and
- 3.1.7 Must possess a built-in GPS capability for obtaining and transmitting current location.

#### **Deployable Beacon**

- 3.1.8 The device must function in the temperature range of -40 to +50 degrees Celsius and have sufficient battery power to operate the deployable beacon device for a minimum of 48 hours;
- 3.1.9 When deployed the emergency locator beacon device must transmit an emergency distress signal concurrently on 121.5 MHz, 243 MHz (minimum wattage 50 mW) and 406.025 MHz (minimum wattage 5.0 W).
- 3.1.10 When deployed the device must transmit aircraft identification and last known GPS location with the 406MHz data stream message.

- 3.1.11 When deployed the deployable beacon device must withstand impact on land or water, must be waterproof with positive buoyancy in water;
- 3.1.12 When seated (not deployed) the device must not become defective as a result of normal maintenance, moderate surface corrosion, dirt (e.g. engine exhaust soot, hydraulic fluid), and severe inclement weather or when exposed to G forces less than 11 Gs.

#### **AD-ELT Releasing Unit**

- 3.1.13 The deployable device shall be capable of mounting to a beacon release unit, which can be installed on the side fuselage of a helicopter. Details of compliance to be included in proposal.
- 3.1.14 The release device shall be designed in such a manner to enable fitment of the release device to the side fuselage of a helicopter and would be the only mounting point for the deployable beacon device. Details of compliance to be included in proposal.
- 3.1.15 The release device shall be designed in such manner to enable electrical deployment of the beacon device.

#### **Cockpit Control Panel**

- 3.1.16 The Cockpit Control Panel must be designed in such a manner to enable system verification testing of the AD-ELT system through a BIT.
- 3.1.17 The deploy button or switch must be guarded, and the guard must have the ability to be witness-wired;
- 3.1.18 The transmit button or switch must be guarded, and the guard must have the ability to be witness-wired;
- 3.1.19 The Cockpit Control Panel must be illuminated using aircraft 28 VDC battery bus power (externally controlled by the Pilot or Co-Pilot's aircraft instrument panel associated dimming circuitry).
- 3.1.20 The edge-lit panel must be Night Vision Goggles compatible for use with Gen 2 and Gen 3 goggles.
- 3.1.21 The Cockpit Control Panel must have advisory light to indicate that the deployable device has been deployed or that the beacon is transmitting a distress signal.
- 3.1.22 The Cockpit Control Panel must be equipped with standard aviation control box turn-lock side fasteners.

### **3.2 Physical Requirements –**

- 3.2.1 The AD-ELT beacon device must be fire resistant, shockproof, corrosion resistant, waterproof and buoyant; Details of compliance to be included in proposal.
- 3.2.2 The dimensions of the deployable beacon of the AD ELT system must have an outside diameter of 11.5 +/- 0.75 inches and thickness of 3.75 +/- 0.25 inches.
- 3.2.3 Must be painted bright orange (industry standard) for easy identification

- 3.2.4 Must not contain any HazMat materials or other materiel that may harm the local environment (land and water) while deployed.

### 3.3 Environmental Requirements –

- 3.3.1 AD-ELT system must meet the environmental testing standards of paragraph 2.3 as demonstrated through independent testing included with proposal.

### 3.4 Supportability –

- 3.4.1 The bidder must provide the following data deliverable with their proposal;
  - 3.4.1.1 Technical data and publications necessary to enable cataloguing, installation, testing, calibration, troubleshooting and repair the AD-ELT system in accordance with DID-01 and DID-02. A copy of technical publication to be provided with bid which will be returned at the end of the bid process; and
  - 3.4.1.2 Ground Support/Test Equipment to enable aircraft maintenance personnel to test, calibrate, program and/or troubleshoot the AD-ELT system and devices in all operating locations in accordance with DID-03;

### 4.0 Delivery Requirements -

- 4.1 The AD-ELT system must be delivered in a suitable, reusable commercial shipping/storage containers.
- 4.2 One functioning system must be received at place of delivery within 30 days of contract award to aide in aircraft modification instruction development.
- 4.3 The remaining systems must be delivered within 120 days.



## 5.0 Deliverables

Item	Description	Reference	Delivery Location	Qty	Unit Price	Extended Price
1	AD-ELT Beacon systems	3.1.5	CFSS	30		
2	Supplementary Provisioning Technical Documentation (SPTD)	DID-01	Submitted with bid	1		
3	Technical Publications Requirements List (TPRL)	DID-02	Submitted with bid	1		
4	Recommended Support Equipment Requirements List (RSERL)	DID-03	Submitted with bid	1		
5	Operation manual(s)*	DID-02	DGAEP M 3	TBD		
6	Technical Publication(s)*	DID-02	DGAEP M 3	TBD		
7	Support and Test equipment	DID-03	CFSS	TBD		
Total Price						\$

\* DND reserves the right to incorporate provided publications into Canadian Forces Technical Publications.

**Annex A: Compliance Matrix**

Item	SOW Reference	Description	Compliant (Y/N)	How Met
1	3.1.1	28 VDC system		
2	3.1.2	Built in Test (BIT)		
3	3.1.3.1	Fresh/Salt water activation switch		
4	3.1.3.2	G-Switch		
5	3.1.4	Manual Deployable switch		
6	3.1.5	Transport Canada Certificate		
7	3.1.6	Automatic transmit on 121.5 MHz, 243 MHz, and 406.025 Mhz		
8	3.1.7	Contains a built in GPS		
9	3.1.8	-40 to +50 degrees centigrade for 48 hrs.		
10	3.1.9	Transmit an emergency distress signal concurrently on 121.5 MHz, 243 MHz (minimum wattage 50 mW) and 406.025 MHz		
11	3.1.10	Transmit aircraft identification and last known GPS location with the 406MHz data stream		
12	3.1.11	Withstand impact on land or water, must be waterproof with positive buoyancy in water;		
13	3.1.12	Remains serviceable with normal maintenance, requires 11 G to activate.		
14	3.1.13	Side mount beacon release unit		
15	3.1.14	Single Mounting		
16	3.1.15	Electrical Deployment		
17	3.1.16	Cockpit Controlled BIT		
18	3.1.17	Guarded deploy switch, witness wire able		
19	3.1.18	Guarded transmit switch, witness wire able		
20	3.1.19	28VDC lighting Dimmable		
21	3.1.20	Edge-lit panel Night Vision Goggles compatible for Gen 2 and Gen 3 goggles		
22	3.1.21	Cockpit Control Panel advisory light to indicate device deployment / transmit		
23	3.1.22	Standard aviation control box turn-lock side fasteners		
24	3.2.1	Fire resistant, shockproof, corrosion resistant, waterproof and buoyant		

25	3.2.2	Outside diameter of 11.5 +/- 0.75 inches and thickness of 3.75 +/- 0.25 inches		
26	3.2.3	Bright orange (industry standard)		
27	3.2.4	No HazMat to local environment when deployed		
28	3.3.1	Meets environmental standard RCTA DO-160C		

**Annex B: Data Item Deliverables (DID)s**

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Supplementary Provisioning Technical Documentation (SPTD)	<b>2. IDENTIFICATION NUMBER</b> DID-01	
<b>3. DESCRIPTION/PURPOSE</b> To uniquely identify, for cataloguing purposes, each item in each provisioning list (that has not already been assigned a NATO Stock Number).		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b>	<b>6. GIDEP APPLICABLE</b> <small>Government Industry Data Exchange Program</small>
<b>7. APPLICATION/INTERRELATIONSHIP</b> SOW paragraph 3.4.1.1		
<b>8. ORIGINATOR</b>	<b>9. APPLICABLE FORMS</b>	
<b>10. PREPARATION INSTRUCTIONS</b> 10.1 The SPTD shall include sufficient data to clearly define each item for cataloguing. All information must be provided in PDF format.  10.2 The SPTD shall include: - Item Name; - Reference (Manufacturer's Part) No.; and - CAGE Code.  10.3 The SPTD shall include, as applicable: - Configuration - drawing of item; assembly, wiring or schematic drawing; illustrated parts list; - Technical specification, including relevant standards; - Physical characteristics, such as dimensions, tolerances, materials, mandatory processes, surface finish, protective coating; - Electrical characteristics; - Performance data, including the environmental and operating conditions under which the item must perform; - Mounting requirements; - Special features which contribute to the uniqueness of the item; and - Commercial catalogue data.  10.4 The SPTD shall include identification of any limitations on the use or publication of any data provided.		

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Technical Publications Requirements List (TPRL)		<b>2. IDENTIFICATION NUMBER</b> DID-02
<b>3. DESCRIPTION/PURPOSE</b> To provide the data needed to identify, procure and manage Technical Publications.		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b>	<b>6. GIDEP APPLICABLE</b> <small>Government Industry Data Exchange Program</small>
<b>7. APPLICATION/INTERRELATIONSHIP</b> SOW paragraph 3.4.1.1		
<b>8. ORIGINATOR</b>		<b>9. APPLICABLE FORMS</b>
<b>10. PREPARATION INSTRUCTIONS</b> 10.1 The TPRL shall identify recommended required publications to install, test, calibrate, troubleshoot and repair the AD-ELT system for the usage environment identified in paragraph 1.2 and support concept identified in paragraph 1.3.  10.2 The TPRL shall contain the following information for each Technical Publication: - Technical Manual Title; - Technical Manual Number; - Technical Manual Change Number; - NSCM/CAGE Code; - Media (hard copy, microfiche, electronic); - Owner of Proprietary Right/Copyright; - Procurement Lead Time; - Recommended quantity; and - Price Per Book.  10.3 All documentation must be provided in PDF format.		

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Recommended Support Equipment Requirements List (RSERL)		<b>2. IDENTIFICATION NUMBER</b> DID-03
<b>3. DESCRIPTION/PURPOSE</b> To The RSERL is the Contractor's recommended list of common and peculiar tools, test equipment, handling equipment, automatic test equipment, test stands, jigs and other support equipment required to perform operator and maintenance tasks as identified in paragraph 3.4.1.2 in support of the supportability concept stated in paragraph 1.3.		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b>	<b>6. GIDEP APPLICABLE</b> Government Industry Data Exchange Program
<b>7. APPLICATION/INTERRELATIONSHIP</b> SOW paragraph 3.4.1.2		
<b>8. ORIGINATOR</b>		<b>9. APPLICABLE FORMS</b>
<b>10. PREPARATION INSTRUCTIONS</b> 10.1 The RSERL shall be prepared in the contractors format that conveys required information, and at a minimum must include; <ul style="list-style-type: none"> <li>- Name;</li> <li>- Description;</li> <li>- Identification number;</li> <li>- Manufacture;</li> <li>- NSN (if applicable);</li> <li>- NSCM/CAGE Code;</li> <li>- Calibration and maintenance requirement;</li> <li>- Technical Manuals required to operate tools and test equipment as required;</li> <li>- Recommended quantity; and</li> <li>- Price per unit.</li> </ul> 10.2 All documentation must be provided in PDF format.		

**AUTOMATIC DEPLOYABLE  
CRASH POSITION INDICATOR  
(AD-ELT)**

**REQUEST FOR PROPOSAL**

**EVALUATION PLAN**

10 April 2014

RFP #

## **1.0 INTRODUCTION**

### **1.1 General**

- 1.1.1 This Evaluation Plan (EP) identifies the methodology that will be followed by the evaluators for the evaluation of the Bidder's proposal. The evaluation team will be comprised of DND, PWGSC and IC staff.
- 1.1.2 The organization of the evaluation team and the responsibilities of the team members are contained in Annex A.

### **1.2 Purpose**

- 1.2.1 The purpose of this EP is to provide all concerned with the methods and procedures that will be used to evaluate bidders' proposals in response to the EOIR Replacement Request for Proposal (RFP). Execution of this EP will result in the overall ranking of the proposals and a recommendation for the selection of a Contractor for the EOIR Replacement project.

### **1.3 Evaluation Criteria**

- 1.3.1 Proposals will be evaluated on the basis of mandatory and point-rated requirements relating to the RFP.

#### **1.3.2 Mandatory Requirements**

- 1.3.2.1 A mandatory requirement is defined as a RFP requirement that must be met in order for a Bidder's proposal to be considered compliant. Mandatory requirements are evaluated on a simple compliant/non-compliant (pass/fail) basis. Failure to meet a requirement identified as mandatory will result in the Bidder's proposal being assessed as non-compliant in its entirety. A mandatory requirement contains the verb "shall", "will" or "must".

#### **1.3.3 Rated (Weighted) Requirements**

- 1.3.3.1 A rated requirement is defined as a RFP requirement that is beneficial and will be evaluated and rated as specified in the RFP. A rated requirement contains the verb "should" or "may".
- 1.3.3.2 There are no rated requirements to this RFP.

### **1.4 Basis of Selection**

- 1.4.1 To be considered compliant, a proposal must meet all of the mandatory requirements specified in the RFP. The compliant proposal with the lowest Price will be recommended for contract award(s).



## **2.0 PROPOSAL EVALUATION PROCESS**

2.1 The Bidder's proposal evaluation will be conducted in five steps:

Step 1 - Initial Screening of Proposal

Step 2 - Evaluation of Industrial and Regional Benefits Requirements

Step 3 - Evaluation of Technical Requirements

Step 4 - Evaluation of Proposal Price

Step 5 – Report and recommendation.

### **3.0 STEP 1 - INITIAL SCREENING OF PROPOSALS**

3.1 Following bid closing, PWGSC will carry out an initial screening of the Bidder's Proposal to verify whether the mandatory requirements specified in Part 1 and 2 of the RFP have been met. If all the mandatory requirements specified in Part 1 and 2 have been met, the proposal will therefore be considered acceptable for further evaluation. Bidder's proposal not meeting the mandatory requirements specified in Part 1 and 2 of the RFP would be given no further consideration.

3.2 Following completion of the initial screening, PWGSC will separate the proposals for distribution. PWGSC will keep one complete set of each Bidder's proposal and all copies of the financial volumes. PWGSC will forward the proposals to the DND Project Manager for Technical evaluation. PWGSC will also forward volume 3 to Industry Canada (IC) for evaluation.

3.3 In order to preclude any financial bias, PWGSC will not release the Financial volume to the Evaluation Team Leader (ETL) until the Technical Evaluation is complete.

### **4.0 STEP 2 - EVALUATION OF INDUSTRIAL AND REGIONAL BENEFITS REQUIREMENTS**

4.1 The Bidder's proposals will be evaluated to verify whether the IRB mandatory requirements specified in Part 3 of the RFP have been met. Part 3 of the RFP describes the methodology that will be used by Industry Canada for the evaluation of the Bidder's proposal volume 3.

4.2 A bidder's failure to meet a mandatory requirement specified in Part 3 of the RFP will result in the Bidder's proposal being deemed non-compliant. Conversely, if the proposal meets all the mandatory requirements, then the Bidder's proposal will be deemed acceptable.

4.3 The results of this evaluation carried out by Industry Canada will be provided to PWGSC.

### **5.0 STEP 3 – EVALUATION OF TECHNICAL REQUIREMENTS**

#### **5.1 General**

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- 5.1.1 The Evaluation Team Leader (ETL) will control and distribute the technical proposals to the team members on a “need to know” basis. Team members will be required to complete the Non-Disclosure Agreement at Annex B.
- 5.1.2 Prior to the evaluation, the ETL will provide a briefing to all evaluation team members to review the evaluation requirement and processes.
- 5.1.3 Evaluation team members shall be required to read the Bidder’s technical proposal once in their entirety prior to commencing the assessment and scoring activities.

## 5.2 TECHNICAL EVALUATION PROCESS

**Note: To obtain an understanding of the methods and processes used in the technical evaluation, the following should be read while having on-screen access to the Requirement Management Matrix (RMM) worksheets attached as Annex C.**

### 5.2.1 Mandatory Requirements

- 5.2.1.1 Mandatory Requirements will be assessed as “Compliant” or “Non-compliant” (Refer to the RMM, Annex C of this Evaluation Plan). Proposals that do not meet ALL mandatory requirements will NOT be given any further consideration. In the event of a disagreement within the evaluation team on the status of mandatory requirements, guidance from the Evaluation Review Board (ERB) will be sought.

### 5.2.2 Individual Scoring of Rated Requirements

- 5.2.2.1 Proposals meeting all Mandatory Requirements will be subject to further evaluation. Scoring will be conducted against each individual Rated Requirement. For each proposal, Subject Matter Expert(s) (SME) will independently assess each rated requirement in order to assign a score. In the event of a disagreement within the evaluation team on the status of a rated requirement, guidance from the ERB will be sought.
- 5.2.2.2 It is the bidder’s responsibility to have provided sufficient data to **prove compliance** and **demonstrate capability** for all Rated Requirements. Evaluation will be based solely on the data provided by the Bidder in his RFP response.

### 5.2.3 Requirements Management Matrix (RMM)

- 5.2.3.1 This EP is built around a RMM that details all the technical requirements using Microsoft Excel and is provided at Annex C of this EP. The RMM is comprised of the following worksheet:

- 5.2.3.1.1 Mandatory Requirements worksheet

### 5.2.4 Mandatory Requirements Evaluation

- 5.2.4.1 The Mandatory requirements worksheet in the Excel workbook detailing Compliance or Non-Compliance will be used for evaluation purposes. Mandatory requirements are evaluated on a simple compliant/non-compliant (pass/fail) basis. Failure of a bid proposal to meet a mandatory requirement will not be given any further consideration.

**6.0 STEP 4 – EVALUATION OF PROPOSAL PRICE**

6.1 Following successful completion of previous steps in the evaluation, the Bidder's price proposal will be evaluated as follow:

6.1.1 Price of proposal in Canadian dollars, Goods and Services Tax (GST) excluded, FOB destination for Goods, Customs duties and Excise taxes included;

6.1.2 Total price of proposal being evaluated will include the following:

- a. Acquisition price total as per Annex A of Part 2 (Bidder Price Proposal);
- b. Operating Manuals, technical publication (as selected by DND); and
- c. Support and test equipment (as selected by DND).

The aggregate of the above prices will be used to calculate the total price of the total requirement.

**7.0 STEP 5 – REPORT AND RECOMMENDATION**

7.1 At the conclusion of the evaluation process, an evaluation report will be prepared to summarize the results of the evaluation and a recommendation will be made for the award of the AD-ELT Contracts, to the successful Bidder. The Project Manager (PM) and PWGSC shall jointly prepare an Evaluation Report that documents the following:

- a. detailed technical scoring results with substantiation; and
- b. an evaluation results summary with ranking.

## **Technical Evaluation Organization and Responsibilities**

### **1.0 EVALUATION MANAGEMENT**

- 1.1 PWGSC and DAEPM (M) 3 will manage the technical evaluation of the proposals. During the evaluation process, the evaluation team will draw upon the capabilities, expertise and authorities of various DAEPM (M) 3 and matrix staff.

### **2.0 COORDINATION**

- 2.1 The DAEPM (M) 3's designated ETL will directly co-ordinate and control the orderly evaluation of all proposals received.

### **3.0 EVALUATION REVIEW BOARD**

- 3.1 For the AD-ELT, the project Evaluation Review Board (ERB) will act as the DND Evaluation Review Authority. The ERB membership is composed of:

- a. DAEPM (M) 3 (Co-Chairperson);
- b. PWGSC (Co-Chairperson) (See Note);
- c. Directorate of Air Requirements (Member); and
- d. Procurement Officer (Member).

**Note:** PWGSC acts as a member, primarily in an integrity audit function and acts as a Co-Chairperson. PWGSC is responsible for communication with the bidders and liaison with other government departments.

- 3.2 The ERB will:

- a. provide resolution on any evaluation issues that may arise throughout the process;
- b. ensure that the evaluation recommendations meet DND's requirements;
- c. review the ranking of proposals based on an Evaluation Report prepared by the ETL;
- d. in conjunction with PWGSC, ascertain the bidder with the proposal that provides the best value in accordance with the evaluation methodology described in this plan; and
- e. assist, as required, in securing appropriate departmental approval of the decision documents and/or contract award.

### **4.0 EVALUATION AUTHORITY**

- 4.1 The ERB has delegated the authority to conduct the evaluation of proposals to the ETL for the AD-ELT. The ETL is responsible for preparing the Evaluation Report. This document will contain DAEPM (M) 3's recommendations and other information sufficient to:

- a. rank all proposals in terms of technical points; and
- b. designate the proposal that best meets all project requirements.

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- 4.2 The ETL will assist the PM and PWGSC in preparing the final evaluation report, which identifies the winning proposal.

## **5.0 EVALUATION TEAM LEADER**

- 5.1 The ETL shall:
- a. ensure that the members are familiar with the necessary project documentation, including this EP;
  - b. resolve any extreme scores;
  - c. determine the official consensus regarding evaluators' scores for each proposal evaluation element;
  - d. identify any high risk areas; and
  - e. produce and staff the Evaluation Report including any lessons learned on the conduct of the evaluation.
- 5.2 The specific responsibilities of the ETL are listed in paragraph 7.0 below.

## **6.0 EVALUATION TEAM LEADER RESPONSIBILITIES**

- 6.1 The ETL has the following responsibilities:
- a. Ensuring that the evaluation team members are familiar with the necessary project documentation, including this EP;
  - b. Making available and maintaining all master copies of Proposals and evaluation reference documentation;
  - c. Arranging or delegating responsibility for the logistics associated with the evaluation activities (conference room, office space, secure lock-ups, computers, etc.);
  - d. Providing the Evaluation Team “Preparation Briefing” prior to commencement of the evaluation to explain and remind all Evaluators of the rules governing the evaluation;
  - e. Obtaining signed Non-Disclosure Agreements (Annex B) from all evaluation team members and maintaining these on file;
  - f. Assigning responsibility areas to evaluation team members;
  - g. Controlling and overseeing all evaluation activities;
  - h. Providing feedback to the ERB Co-Chairpersons on the progress of the evaluation including any issues for resolution;
  - i. Promulgating “instructions and guidance to evaluators”;
  - j. Liaising with PWGSC to formally co-ordinate any “question and answer” clarifications with bidders (as required) and ensuring that questions and answers are available to all evaluators;
  - k. Determining and documenting consensus scoring and findings;
  - l. Documenting any lessons learned from the evaluation;

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- m. Preparing the DND Evaluation Report; and
- n. Preparing, as required, an appropriate communications plan and/or briefing note(s) regarding the evaluation findings.

**7.0 EVALUATION TEAM MEMBERS' RESPONSIBILITIES**

7.1 The AD-ELT evaluation team members (Evaluators) shall be designated by the ERB and have the following responsibilities:

- a. Reading this EP and conforming to the requirements contained herein;
- b. Reading, signing and complying with the Non-Disclosure Agreement (Annex B);
- c. Reviewing and scoring of the proposals assigned to them in the RMM;
- d. Fully substantiating each score they assign within the RMM in the blocks provided for this specific purpose;
- e. Maintaining up-to-date copies of all proposals, associated documentation and all evaluation notes;
- f. Assisting the ETL (as required) in coordinating information requests through PWGSC in the event of conflicting or unclear proposal content;
- g. Ensuring that the necessary project documentation is understood and available to support the evaluation activities;
- h. Seeking the advice and guidance of the ETL in the event of problems or a need for assistance or interpretation; and
- i. Ensuring that the all evaluation results are treated as sensitive and are kept secure.

Evaluation Plan

**NON-DISCLOSURE AGREEMENT  
TO BE READ & SIGNED BY ALL  
EVALUATION TEAM MEMBERS**

I am aware that I am involved in reviewing a portion or portions of the evaluation of bids received in response to the Request for Proposal for the Automatic Deployable Emergency Locator Transmitter (AD-ELT) Project.

I acknowledge that I am not permitted to disclose any information relating to any portion of the bid evaluation, to anyone not involved in that portion of the bid evaluation, unless the Project Manager has specifically authorised such disclosure, regardless of whether the information is or is not classified, or whether the information is or is not commercially sensitive. I certify that I will not disclose any information for a private or other unofficial purpose.

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Name

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Date