

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

|   |   |
|---|---|
| <b>Title - Sujet</b><br>RADAR SYSTEMS AND SIGNAL PROCESSING   |   |
| <b>Solicitation No. - N° de l'invitation</b><br>W7714-135828/A  | <b>Date</b><br>2014-11-18   |
| <b>Client Reference No. - N° de référence du client</b><br>W7714-135828   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$\$\$V-054-28135 |
| <b>File No. - N° de dossier</b><br>054sv.W7714-135828   | <b>CCC No./N° CCC - FMS No./N° VME</b>                            |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-12-04</b>  |   |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST   |   |
| <b>F.O.B. - F.A.B.</b><br><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><br>Brault, Laurie   | <b>Buyer Id - Id de l'acheteur</b><br>054sv                       |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-1378 ( )  | <b>FAX No. - N° de FAX</b><br>(819) 997-2229                      |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>BLDG 29 RECEIVING<br>3701 CARLING AVE<br>OTTAWA<br>Ontario<br>K1A0Z4<br>Canada |   |

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution  
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

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

| Item<br>Article | Description  | Dest.<br>Code<br>Dest. | Inv.<br>Code<br>Fact. | Qty<br>Qté | U. of I.<br>U. de D. | Unit Price/Prix unitaire |                        | Delivery Req.<br>Livraison Req. | Del. Offered<br>Liv. offerte |
|-----------------|--|------------------------|-----------------------|------------|----------------------|--------------------------|------------------------|---------------------------------|------------------------------|
|                 |  |                        |                       |            |                      | Destination              | FOB/FAM<br>Plant/Usine |                                 |                              |
| 1               | Radar systems and signal processin<br>g spt (FY 13/14) | W7714                  | W141A                 | 1000000    | SU                   | \$                       | XXXXXXXXXXXXX          | See Herein                      |                              |
| 2               | Radar systems and signal processin<br>g spt (FY 14/15) | W7714                  | W141A                 | 1000000    | SU                   | \$                       | XXXXXXXXXXXXX          | See Herein                      |                              |

Solicitation No. - N° de l'invitation

W7714-135828/A

Amd. No. - N° de la modif.

File No. - N° du dossier

054svW7714-135828

Buyer ID - Id de l'acheteur

054sv

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

W7714-135828

CCC No./N° CCC - FMS No/ N° VME

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**RADAR SYSTEMS AND SIGNAL PROCESSING: Letter of Interest is attached.**

## **ANNEX A**

### **LETTER OF INTEREST (LOI)**

**Title: RADAR SYSTEMS AND SIGNAL PROCESSING**

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#### **1. PURPOSE**

This Letter of Interest (LOI) is to seek information from industry on their interest, capacity and ability to provide technical support services to DRDC in the area of Radar Systems and Signal Processing project activities and to provide industry the opportunity to provide feedback on the procurement strategy, including Value Proposition.

#### **2. BACKGROUND**

The Tactical Radar (TR) group of the Radar Sensing & Exploitation (RSE) section at Defence Research and Development Canada (DRDC) Ottawa has been involved in synthetic aperture radar (SAR) data acquisition and signal processing since the 1980s.

The work of the TR group is related to the X-band Wideband Experimental Airborne Radar Data Acquisition System (XWEAR DAS), the Data Acquisition System Ground Processing Facility (DAS GPF) , space-based radar such as Radarsat and Radarsat2, Through The Wall radar (TTWR) and various signal processing applications related to such systems.

The XWEAR DAS and the DAS GPF are sophisticated research tools which support multiple airborne radar related research activities and projects. The XWEAR DAS is installed and flown on a Convair 580, operated by the National Research Council and based at the Ottawa International Airport. When the system is not installed on the aircraft, it resides at a Hot-Bench environment located in Building T-86 at Defence Research and Development Canada - Ottawa, 3701 Carling Avenue, Ottawa. The prime signal processing system for the XWEAR DAS is the DAS GPF, which post-processes data collected by the airborne system. The airborne system also collects data in other radar modes including maritime surveillance and ground moving target indication (GMTI). The DAS GPF SAR processor is also located in the same facility.

The RSE section also performs research in space-based radar, particularly in support of Radarsat and Radarsat II. This research takes the form of signal and image processing for new applications for maritime and land surveillance, such as SAR imaging of fixed and moving targets, maritime surveillance for target detection and ground moving target indication.

The RSE section also performs research into the application of Through-the-wall Radar. This research takes the form of signal and image processing for the detection of persons and objects located within buildings constructed out of various types of material.

### 3. REQUIREMENT

The objective of the requirement is to provide technical support required by Defence Research and Development Canada (DRDC) – Ottawa, in support of radar systems and signal processing project activities. The activities are radar related and include, but are not limited to:

- tasks requiring system design;
- system build;
- system integration and test (SIT);
- system operation;
- analysis of system performance, where a system can consist of hardware (standalone radar or radar integrated with other sensors/communications systems), software or both; and
- project administration and project management services are also required.

### 4. ACQUISITION STRATEGY

Canada may release a competitive Request For Proposal (RFP) specifying the work required for radar systems and signal processing support services.

Following a potential RFP process, it is intended to award one Task Authorization Contract for a period of 2 years for the provision of radar systems and signal processing support services would be issued by DRDC on an as and when requested basis.

It is expected that the Contract will run until 2017.

### 5. PROPOSED SCHEDULE

The release of a potential RFP will not occur prior to November 2014.

Durations for the main procurement activities are included below in Table 1. Note that the times are subject to change.

| Activity                    | Duration                 |
|-----------------------------|--------------------------|
| LOI solicitation            | 1 month                  |
| RFP bid solicitation period | 2 months                 |
| Task Authorization Contract | 2 years + 3 option years |

**Table 1: Anticipated Project Schedule**

Respondents to the LOI wishing to participate in the potential RFP are requested to provide a confirmation that they can provide the required services until the end of the Task Authorization contract (2017).

### 6. SECURITY

The following security clauses may apply to any resulting contract:

SACC Manual clause A9131C (2014-06-26), Controlled Goods Program  
SACC Manual clause B4060C (2011-05-16), Controlled Goods

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding Capabilities at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (Latest Edition).

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods

## 7. NON DISCLOSURE AGREEMENT

Each potential bidder and all potential subcontractors, firms, and agencies must sign a Non-Disclosure Agreement, which would be included with any resulting RFP. Some documentation and material provided by Canada will be subject to the non-disclosure agreement, and will be identified as such when provided to bidders.

## 8. INTELLECTUAL PROPERTY

Canada will own all intellectual property rights in foreground information.

## 9. GOVERNMENT OF CANADA POLICY ISSUES

### Federal Contractor's Program for Employment Equity (FCP-EE)

The FCP ensures that organizations that do business with the Government of Canada achieve and maintain a workforce that is representative of the Canadian workforce population. Under the terms of the FCP, companies or institutions seeking contracts for goods and services from the federal government are required to be committed to employment equity and to have a plan in place that contains specific initiatives through which employment equity will be accomplished. The FCP-EE will apply.

### Canadian Content Policy

The Policy encourages industrial development in Canada by limiting, in specific circumstances, competition for government procurement opportunities to suppliers of Canadian goods and services.

Following the industry consultation process, it will be determined whether the requirement will be limited to Canadian goods and or services.

### **Value proposition**

During the industry consultation process, so as to consider Value Proposition elements, it will be ascertained whether the potential RFP will include a mandatory requirement to have the bidder demonstrate their access to a broad-range of expertise and experts in Radar systems and signal Processing activities.

## **10. RECOMMENDATIONS FROM INDUSTRY**

Industry recommendations that do not restrict the level of competition nor favour a particular solution or company will be given consideration. However, Canada will have the right to accept or reject any or all recommendations.

## **11. REVIEW OF THE LOI**

Canada reserves the right to request additional information for clarification during the review of the responses to this LOI, and/or to consider a subsequent modification of the response put forward by a company.

No payment will be made for costs incurred in the preparation and submission of a response to the LOI. Costs associated with preparing and submitting a response, as well as any costs incurred by the respondent associated with the evaluation of the LOI, are the sole responsibility of the respondent.

## **12. NO OBLIGATION**

The issuance of this LOI does not create an obligation for Canada to issue a subsequent bid solicitation and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from industry.

This industry consultation process is not a bid solicitation and a contract will not result from this request.

Potential respondents are advised that any information submitted to Canada in response to this industry consultation process may be used by Canada in the development of a subsequent competitive RFP. However, the Government is not bound to accept any expression of interest or to consider it further in any associated documents such as a RFP.

There will be no short listing of firms for purposes of undertaking any future work, as a result of this industry consultation process. Similarly, participation in this industry consultation process is not a condition or prerequisite for participation in any RFP.

Companies participating in this industry consultation process should identify any submitted information that is to be considered as either company confidential or proprietary.

All enquiries and other communications related to this industry consultation process must be directed exclusively to the Contracting Authority.

## **13. CLOSING DATE**

Responses to this LOI must be submitted directly to the Contracting Authority on or before December 4, 2014.

#### **14. CONTRACTING AUTHORITY**

All enquiries and other communications related to this LOI must be directed to the Contracting Authority as follows:

Laurie D Brault  
Supply Officer

Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Defense Sciences Division  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

TEL: 819-956-1378  
FAX: 819-997-2229  
E-mail: [laurie.brault@tpsgc-pwgsc.gc.ca](mailto:laurie.brault@tpsgc-pwgsc.gc.ca)



## **ANNEX B**

### **INDUSTRY ENGAGEMENT QUESTIONS**

The questions contained in the Sections below are intended to elicit feedback of interest to Canada and provide guidance to industry. It is not expected that all questions will elicit a response; neither should submissions be constrained by the questions.

Respondents are encouraged to submit a response to these questions in electronic format (MS Word or Adobe PDF preferable as long as copy/paste or printing of text functions are not restricted in any way) by the LOI closing date identified in Annex B, paragraph 13.

#### **Response Format**

All submissions should be clearly marked "Radar Systems and Signal Processing Support Services for Defence Research and Development Canada LOI". The name and address of the Respondent must be identified in the e-mail with a primary point of contact. One electronic copy, compatible with MS Word 2003 or a PDF file of the response is to be submitted by e-mail to the Contracting Authority at the following address: [laurie.brault@tpsgc-pwgsc.gc.ca](mailto:laurie.brault@tpsgc-pwgsc.gc.ca)

The inclusion of general marketing material is discouraged unless used to provide specific information relevant to a response. In this instance, it is requested that supporting text cross-reference the marketing material to the appropriate area of the LOI.

Companies may wish to consider whether to include proprietary information in the response. All submissions will be held by Canada on a confidentiality basis and remain the property of Canada once they have been received.

Oral presentations will not be entertained.

Responses will not be returned.

The number of pages of your response is not limited. However, the expected length should not exceed 15 pages double sided standard letter business format.

#### **Language of Response**

Responses may be in English or French, at the preference of the Respondent.

#### **Response Parameters**

Respondents are reminded that this is an LOI and not an RFP and, in that regard, Respondents should feel free to provide their comments and concerns with their responses.

Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this LOI, either by telephone, in writing or in person.

#### **Confidentiality**

Respondents are requested to clearly identify those portions of their response that are university or company confidential or proprietary in nature. The confidentiality of each Respondent's response will be maintained. Items that are 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 respondent do so, so that the

proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

#### **SECTION 1: ADMINISTRATIVE REQUIREMENT SUMMARY**

1. Please provide an impact statement on your ability to bid. If the current process is not feasible, please provide reasoning and suggest alternatives.
2. Please indicate your institution's or company's ability and that of any subcontractors, to accommodate personnel and facility security requirements, together with controlled goods restrictions (e.g. International Traffic in Arms Regulations (ITAR)), export licenses and 3rd party release requirements):
  - i. Please clearly identify any implications that may affect delivery of the proposed project in accordance with the requirements of the PWGSC Industrial Security Program.
  - ii. If some or all security measures are in progress, please indicate an estimate of when compliance will be achieved.
  - iii. If it is not possible to meet some or all security requirements, please substantiate.

#### **SECTION 2: REQUIREMENT**

1. Please provide a statement of interest, capacity and ability to provide technical support services for Radar Systems and Signal Processing Support Services to DRDC on a task-by-task basis, and the ability to handle multiple tasks concurrently.
2. Please provide information if and how your company can access expertise and experts through scientific networks.
3. Please provide any questions on the clarity of the SOW.

#### **SECTION 3: EVALUATION and BASIS OF SELECTION**

1. How would you propose Canada evaluate the offers?
2. Please provide any suggestions that, in your opinion could assist Canada in the development of the evaluation procedures including evaluation criteria and the basis of selection of the Bidders.
3. For each of the Point Rated Technical Criteria (PRTC), is the *Description of qualifications and experience* adequate to cover the skills and work experience needed for the resource required? (Take into consideration demonstrated experience and associated technologies, and the period of time within which the experience is considered to be valid).

#### **SECTION 4: BASIS of PAYMENT**

1. Please provide a general estimate for different labour/ resource categories on an hourly rate basis. Please provide a general estimate of the costs associated for account management and project management for the proposed contract.
2. Describe and provide an example if possible of your pricing model for the services you provide.

## **SECTION 5: VALUE PROPOSITION**

1. Please describe the research and scientific networks that your company can recommend and comment on the use of Value proposition and the possible ways to apply it.
2. Please describe research codes of conduct applicable to your company.

## **SECTION 6: OTHER**

1. Please identify any other issues, concerns, recommendations not addressed above.

## **ANNEX C**

### **DRAFT**

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- Foreign Nationals (Foreign Contractor)
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**List of Attachments:**

- Attachment 1 Financial Bid Presentation Sheet
- Attachment 2 Mandatory and Point Rated Technical Criteria
- Attachment 3 Bidders Checklist
- Attachment 4 Additional Certifications Required Precedent to Contract Award
- Attachment 5 Federal Contractors Program for Employment Equity – Certification

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- Annex "E"** DND 626, Task Authorization Form

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders;

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, the Security Requirements Checklist, Non-Disclosure Agreement, and the DND 626 Task Authorization Form. The attachments include the Financial Bid Presentation Sheet, Mandatory and Point Rated Technical Criteria, Bidders Checklist, Additional Certifications Required Precedent to Contract Award, and Federal Contractors Program for Employment Equity – Certification

### **2. Summary**

Defence Research and Development Canada (DRDC) has a requirement for technical support for radar systems and signal processing project activities on an 'as and when requested' basis. These activities include, but are not limited to, tasks requiring concept development, system design, system build, system integration, system test, system operation, signal processing development, and data analysis, where a system can consist of hardware (standalone radar or radar integrated with other sensors or communications systems), software, or both.

The following labour categories will be necessary to fulfill these requirements:

- SAR Computer Operator
- Intermediate Software Developer/Analyst
- Senior Software Developer/Analyst
- Intermediate Engineer
- Senior Engineer
- Senior Engineer

Research tasks involving the above listed activities include:

- a) Technical Investigations and Engineering Studies directed towards improving the performance of existing facilities.
- b) Scientific Studies directed at improving the performance of radar systems and radar systems operating in concert with other systems with a view towards generating new capabilities.
- c) Systems Development and Integration of radar subsystems or radar integrated with other systems and sensors including design, development and documentation systems (hardware and software).
- d) Software Development which could include design, development and documenting original computer code for stand-alone applications in C, C++ and Matlab to support research into radar signal processing.

- e) Test, repair and update software and hardware including performance testing, troubleshooting, and repair either on-site at DRDC Ottawa, on the test aircraft which is located at the Ottawa International Airport, or, when possible, at the contractor's facilities.
- f) Field Trials to participate in the collection of radar data.
- g) Data preparation and processing of new and archived SAR data into imagery. Test and comparison of different versions of signal processors against the same and new data, preparation of data and software for dissemination to third parties, and archiving raw and image data in databases.

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

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

This procurement is subject to the Controlled Goods Program.

The work will be performed at the Contractor's facilities or at the DRDC facility in the National Capital Region (NCR) as required.

The period of any resulting contract will be for two (2) years from the date of Contract with an irrevocable option on the part of Canada to extend the contract period by up to three (3) additional one (1) year periods.

Only one (1) contract may be issued as a result of this solicitation process.

The resulting contract will contain a minimum guarantee of 10%.

Intellectual Property: Foreground information shall vest with Canada

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the "Attachment 5" Federal Contractors Program for Employment Equity - Certification.

## **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>) 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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### **1.1 SACC Manual Clauses**

A7035T (2007-05-25), List of Proposed Subcontractors

### **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. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

### **4. Applicable Laws**

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

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

### **5. Basis for Canada's Ownership of Intellectual Property**



Defence Research and Development Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- the main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation.

## **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 and one (1) soft copy on CD or DVD

Section II: Financial Bid - one (1) hard copy

Section III: Certifications - one (1) hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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

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

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

**1.1** Bidders must submit their financial bid in accordance with the following:

- (a) A firm all-inclusive hourly rate for each category of resources listed in Attachment 1, for each year of the contract period and for each option period.

The total amount of Applicable Tax is to be shown separately.

The firm all-inclusive hourly rates included in the Basis of Payment exclude travel and living expenses, Hardware and Software expenses, and other direct charges.

The information should be provided in accordance with the Financial Bid Presentation Sheet at Attachment 1.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5 - Certifications and Attachment 3 - Additional Certifications precedent to Contract Award.

### **Section IV: Additional Information**

#### **1.1 Bidders Proposed Site or Premises Requiring Safeguard Measures**

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidders proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number, Street Name, Unit, Suite, Apartment Number

City, Province, Territory, State

Postal Code / Zip Code

Country

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Bidders Experience**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### **1.1.2. Mandatory Technical Criteria**

Refer to Attachment 2 - Mandatory and Point Rated Technical Criteria.

##### **1.1.3 Point Rated Technical Criteria**

Refer to Attachment 2, Mandatory and Point Rated Technical Criteria.

#### **1.2 Financial Evaluation**

##### **1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined based on Attachment 1, Financial Bid Presentation Sheet.

The inclusion of volumetric data in this document are estimates only and does not represent a commitment by Canada.

### **2. Basis of Selection - Lowest Evaluated Price per Point**

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria;
- c) obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
- d) obtain the required minimum **618** points out of a possible **883** points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The

evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

### **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\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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 [Federal Contractors Program for Employment Equity - Certification](#) found at Attachment 5 before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

The certifications in Attachment 4 "Additional Certifications Precedent to Contract Award", should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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 that time frame provided will render the bid non-responsive.

## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidders proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

### **2. Controlled Goods Requirement**

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

The Contractor must provide Technical Support Services for DRDC Radar systems and signal processing project activities in accordance with the Requirement at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_, as and when requested by Canada during the period of the Contract.

An obligation for any work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process" (see 1.2. Task Authorization below).

### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **1.1.1 Task Authorization Process**

1. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form at Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority within fifteen (15) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority and/or the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.1.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of **\$150,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **1.1.3 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report. The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and



4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- the authorized task number or task revision number(s);
- a title or a brief description of each authorized task;
- the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- the start and completion date for each authorized task; and
- the active status of each authorized task, as applicable.

For all authorized tasks:

The amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

The total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### **1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Total Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means **10%** of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **2. Standard Clauses and Conditions**

### **2.1 General Conditions**

2040 (2014-09-25), General Conditions - Research and Development, apply to and form part of the Contract.

### **2.2 Supplemental General Conditions**

4001 (2013-01-28), Hardware Purchase, Lease and Maintenance  
4002 (2010-08-16), Software Development or Modification Services  
4003 (2010-08-16), Licensed Software

### **2.3 SACC Manual Clauses**

K3410C (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information

### **2.4 Non-disclosure Agreement**

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

## **3. Security Requirement**

**3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
3. Processing of **CLASSIFIED** information electronically at the Contractor's site is **NOT** permitted under this Contract.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### **3.2 Contractors Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractors site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:  
Street Number, Street Name, Unit, Suite, Apartment Number  
City, Province, Territory, State  
Postal Code, Zip Code  
Country

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ (to be inserted at Contract award) inclusive.

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **4.3 Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Laurie D Brault  
Public Works and Government Services Canada  
Acquisitions Branch  
Defence Sciences Division  
Place du Portage, Phase III, 11C1  
11 Laurier St  
Gatineau, QC K1A 0S5

Telephone: 819-956-1378  
Facsimile: 819-997-2229  
E-mail address: laurie.brault@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 Technical Authority**

The Technical Authority for the Contract is:

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

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

**(Information to be inserted at the time of contract award)**

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

**5.3 Contractor's Representative**

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

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

**(Information to be inserted at the time of contract award)**

**5.4 Procurement Authority**

The Procurement Authority for the Contract is:

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

**(Information to be inserted at the time of contract award)**

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

**6. Payment**

**6.1 Basis of Payment**

One of the following types of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

**(a) Firm Unit Price(s) or Firm Lot Price TA**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment in Annex B as specified in the authorized TA. Customs duties are included and Applicable Tax is extra.

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

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a fixed fee, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included, and Customs duties are included and Applicable Tax is extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment in Annex B.

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 Technical Authority before their incorporation into the Work.

(c) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Customs duties are included and Applicable Tax is extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **6.2 Total Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. **(Amount to be inserted at Contract award)** Customs duties are included and Applicable Tax is extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **6.3 Method of Payment**

**6.3.1** Payments will be made not more frequently than once a month.

**6.3.2** Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

**6.3.2.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Task Authorization and the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

**6.3.2.2 Milestone Payments** (For a Firm Price TA)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete invoice, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**6.3.2.3 Progress Payments** (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete invoice and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

**7. Invoicing Instructions**

- 1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. The invoice must show the Task Authorization (TA) number and, as applicable, the

description of the milestone invoiced. Invoices cannot be submitted until all work identified on the invoice is completed.

2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:

- (a) a list of all expenses, in accordance with the TA;
- (b) a copy of time sheets to support the time claimed;
- (c) a copy of the release document and any other document(s) as specified in the Contract;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (e) a copy of the monthly progress report.

3. Invoices must be distributed as follows:

- (a) One (1) copy must be submitted in electronic format to the technical authority whose name appears in the "Authorities" heading of the contract for certification and payment. Microsoft Word, Adobe Reader (. Pdf) formats are acceptable.
- (b) One (1) copy must be submitted electronically to the Contracting Authority name appears in the "Authorities" heading of the contract. Microsoft Word, Adobe Reader (. Pdf) formats are acceptable.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## **8. Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "\_\_\_\_". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a \_\_\_\_\_ (insert "quarterly basis" or specify an alternate reporting period) to the Contracting Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than five (5) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;

- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, applicable tax extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

**For all authorized tasks:**

- (i) the amount (applicable tax extra) specified in the contract as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, applicable tax extra, expended to date against all authorized TAs.

**9. Certifications**

**9.1 Compliance**

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

**9.2 Federal 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 HRSDC-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 HRSDC will constitute the Contractor in default as per the terms of the Contract.

**9.3 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

**10. Applicable Laws**

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

**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 supplemental general conditions
  - 4001 (2013-01-28), Hardware Purchase, Lease and Maintenance
  - 4002 (2010-08-16), Software Development or Modification Services
  - 4003 (2010-08-16), Licensed Software
- (c) the general conditions 2040 (2014-09-25), General Conditions - Research and Development;
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex F, Federal Contractors Program for Employment Equity – Certification (as submitted by the Contractor before Contract Award)



- (h) Annex D, Non-disclosure agreement;
- (i) Annex E, DND 626, Task Authorization Form;
- (j) the Contractor's bid dated \_\_\_\_\_, (insert date of bid)

## **12. Defence Contract**

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

## **13. Foreign Nationals**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) or  
SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## **14. Insurance**

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

## **15. Controlled Goods Program**

**15.1** SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

**15.2** SACC Manual clause B4060C (2011-05-16), Controlled Goods

## **16. Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

# ATTACHMENT 1

## FINANCIAL BID PRESENTATION SHEET

For evaluation purposes only, the total price will be calculated by multiplying the proposed firm all-inclusive hourly rates by the estimated number of hours stipulated and then totaling each of the results. The resulting grand total will be the Bid Price for evaluation purposes.

- LABOUR:** at firm all-inclusive hourly rates, inclusive of overhead and profit, Applicable taxes extra, F.O.B. Destination (for goods), in accordance with the following:

The estimated level of effort specified under the "Annual Estimated Level of Effort (Hours)" column is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.

**BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER LABOUR CATEGORY, PER YEAR AND OPTION YEAR.**

### A. Proposed Contract Period:

**TABLE 1**

| Labour Category                            | Firm All-Inclusive Hourly Rate<br>Contract Period |  |  |                       |  | G<br><br>Total per<br>Category<br>(Sub-Total 1 +<br>Sub-Total 2)<br>C + F = G |
|--|---|--|--|-----------------------|--|---|
|  | A   | B  | C  | D                     | E  |   |
|  | Year 1<br>Hourly<br>Rate                          | Annual<br>Estimated<br>Level of<br>Effort<br>(hours) | Sub -Total 1<br>(Year 1 x<br>Total Est.<br>Hrs)<br>A X B = C | Year 2<br>Hourly Rate | Annual<br>Estimated<br>Level of<br>Effort<br>(hours) |   |
|  |   |  |  |                       |  | F<br>Sub -Total 2<br>(Year 2 x<br>Total Est. Hrs)<br>D X E = F                |
| Technical Support:                         |   |  |  |                       |  |   |
| SAR Computer Operator                      | \$  | 1920   | \$   | \$                    | 1920   | \$  |
| Intermediate Software<br>Developer/Analyst | \$  | 1600   | \$   | \$                    | 1600   | \$  |
| Senior Software Developer/Analyst          | \$  | 1600   | \$   | \$                    | 1600   | \$  |
| Intermediate Engineer                      | \$  | 800  | \$   | \$                    | 800  | \$  |
| Senior Engineer                            | \$  | 800  | \$   | \$                    | 800  | \$  |
| Project Manager                            | \$  | 940  | \$   | \$                    | 940  | \$  |
| TOTAL 1:\$                                 |   |  |  |                       |  |   |

**TOTAL 1, the Estimated Labour for Years 1 and 2: \$** \_\_\_\_\_  
(Applicable tax extra)

**B. Option Periods**

**TABLE 2**

| Labour Category                         | Firm All-Inclusive Hourly Rate<br>Option Periods |   |   |                                     |   |   |                                    |  |   | J<br>Total per Category<br>(Sub-Total 1 + Sub-<br>Total 2 + Sub-<br>Total 3)<br>(C + F + I = J) |
|---|--|---|---|-------------------------------------|---|---|------------------------------------|--|---|---|
|   | A  | B   | C   | D                                   | E   | F   | G                                  | H  | I   |   |
|   | Option Year 1<br>Hourly<br>Rate                  | Annual<br>Estimated<br>Level<br>of<br>Effort<br>(hours) | Sub-Total 1<br>(Option Year<br>1 x Total<br>Est. Hrs)<br>(A X B =C) | Option<br>Year 2<br>Hourly<br>Rate) | Annual<br>Estimated<br>Level<br>of<br>Effort<br>(hours) | Sub-Total 2<br>(Option Year<br>2 x<br>Total Est.<br>Hrs)<br>(D X E = F) | Option<br>Year 3<br>Hourly<br>Rate | Annual<br>Estimated<br>Level<br>5<br>of<br>Effort<br>(hours) | Sub-Total 3<br>(Option Year 3 x<br>Total Est. Hrs)<br>(G x H = I) |   |
|   |  |   |   |                                     |   |   |                                    |  |   |   |
| Technical Support:                      |  |   |   |                                     |   |   |                                    |  |   |   |
| SAR Computer Operator                   | \$   | 1920  | \$  | \$                                  | 1920  | \$  | \$                                 | 1920   |   | \$  |
| Intermediate Software Developer/Analyst | \$   | 1300  | \$  | \$                                  | 1600  | \$  | \$                                 | 1600   |   | \$  |
| Senior Software Developer/Analyst       | \$   | 1300  | \$  | \$                                  | 1600  | \$  | \$                                 | 1600   |   | \$  |
| Intermediate Engineer                   | \$   | 700   | \$  | \$                                  | 800   | \$  | \$                                 | 800  |   | \$  |
| Senior Engineer                         | \$   | 700   | \$  | \$                                  | 800   | \$  | \$                                 | 800  |   | \$  |
| Project Manager                         | \$   | 340   | \$  | \$                                  | 940   | \$  | \$                                 | 940  |   | \$  |
| Total 2                                 |  |   |   |                                     |   |   |                                    |  |   | \$  |

**Total 2, the Estimated Labour for Option Years 1 and 2 and 3: \$** \_\_\_\_\_ **(Applicable tax extra)**

**BID PRICE TOTAL Table 1 and Total Table 2: \$** \_\_\_\_\_ **(Applicable tax extra)**

## ATTACHMENT 2

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. **Mandatory Technical Criteria (MTC)**

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

The proposed resources and the replacement resources will be evaluated against both mandatory and point rated criteria.

|             | Mandatory Criteria   | Met | Not Met | Cross Reference to Proposal |
|-------------|--|-----|---------|-----------------------------|
| <b>MTC1</b> | <p><b>RESOURCE REQUIREMENTS</b></p> <p>The Bidder must propose the number of resources for each labour category and must submit a résumé for each resource proposed as described below:</p> <ol style="list-style-type: none"> <li>One (1) resource for the category of <b>Synthetic Aperture Radar (SAR) Computer Operator</b> and one (1) replacement resource for the category of <b>Synthetic Aperture Radar (SAR) Computer Operator</b></li> <li>Two (2) resources for the category of <b>Intermediate Software Developers/Analysts</b> and two (2) replacement resources for the category of <b>Intermediate Software Developers/Analysts</b>.</li> <li>Two (2) resources for the category of <b>Senior Software Developers/Analysts</b> and two (2) replacement resources for the category of <b>Senior Software Developers/Analysts</b>.</li> <li>One (1) individual for the category of <b>Intermediate Engineer</b> and one (1) replacement resource for the category of <b>Intermediate Engineer</b>.</li> <li>One (1) individual for the category of <b>Senior Engineer</b> and one (1) replacement resource for the category of <b>Senior Engineer</b>.</li> <li>One (1) individual for the category of <b>Project Manager</b> and one (1) replacement resource for the category of <b>Project Manager</b>.</li> </ol> <p>Each Intermediate Software Developer/Analyst resource proposed must have a minimum of a Bachelors Degree in electrical engineering, computer engineering, computer science, mathematics or physics from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials (<a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>).</p> <p>Each Senior Software Developer/Analyst resources proposed must have a minimum of a Bachelors Degree in electrical engineering, computer engineering, computer science, mathematics or physics from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials (<a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>).</p> <p>Each Intermediate Engineer resource proposed must have a minimum of a Bachelors Degree in electrical or computer engineering from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials (<a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>).</p> <p>Each Senior Engineer resource proposed must have a minimum of a Bachelors Degree in electrical or computer engineering from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials (<a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>).</p> <p>Each Project Manager resource proposed must have a minimum of a Bachelors Degree in electrical engineering, computer engineering, computer science, mathematics or physics from a Canadian University, or equivalent from a foreign institution, as determined by the Canadian Centre for International Credentials (<a href="http://www.cicic.ca/en/index.aspx">http://www.cicic.ca/en/index.aspx</a>).</p> |     |         |                             |
| <b>MTC2</b> |  |     |         |                             |
| <b>MTC3</b> |  |     |         |                             |
| <b>MTC4</b> |  |     |         |                             |
| <b>MTC5</b> |  |     |         |                             |
| <b>MTC6</b> |  |     |         |                             |

## 2.0 Point Rated Technical Criteria (PRTC)

The maximum total score for the rated criteria (Sections PRTC 1, PRTC 2, PRTC 3, PRTC 4, PRTC 5, PRTC 6, and PRTC 7) is **883** points.

The minimum total score to be compliant (Sections PRTC 1, PRTC 2, PRTC 3, PRTC 4, PRTC 5, PRTC 6, and PRTC 7) is **616** points  
The PRTC are summarized by the table below.

| PRTC | Category   | Applicable Evaluation Criteria | Max Points Available |
|------|--|--------------------------------|----------------------|
| 1    | SAR Computer Operator –<br>1 resource and 1 replacement resource             | Described in section PRTC 1    | 40                   |
| 2    | Intermediate Software Developer –<br>2 resources and 2 replacement resources | Described in section PRTC 2    | 200                  |
| 3    | Senior Software Developer –<br>2 resources and 2 replacement resources       | Described in section PRTC 3    | 264                  |
| 4    | Intermediate Engineer –<br>1 resource and 1 replacement resource             | Described in section PRTC 4    | 120                  |
| 5    | Senior Engineer –<br>1 resource and 1 replacement resource                   | Described in section PRTC 5    | 164                  |
| 6    | Project Manager-<br>1 resource and 1 replacement resource                    | Described in section PRTC 6    | 70                   |
| 7    | Company Capability   | Described in section PRTC 7    | 25                   |
|      |  | <b>TOTAL POINTS</b>            | <b>883</b>           |

The Bidder is requested to include a grid in their Technical Bid that cross-references the evaluation criteria with the location of supporting information contained in the Technical Bid. The grid is intended to aid evaluators in reviewing the Technical Bid. Bidders may use the template provided in Attachment 3, Bidder Checklist. Any grid or checklist submitted by the Bidder is, by and of itself, insufficient to demonstrate achievement of the evaluation criteria.

## 2.1 Experience

For the purpose of personnel qualifications, experience gained through formal education will not be considered as experience. All requirements for experience must be obtained in a work environment as opposed to an educational setting. Co-op terms are considered experience provided that they are related to the required activities defined in each criterion.  
The Bidder should clearly demonstrate in its bid how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation. The Bidder should provide complete details as to where, when and how (through which activities and responsibilities) the stated qualifications and experience was obtained and use the Project and Activity Summary format provided below. In order to demonstrate when

experience was obtained, the Bidder should indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or activities overlap, the duration of time common to each project or experience will not be counted more than once.

## **2.2 Project and Activity Summary:**

For each project or activity identified by the Bidder to demonstrate experience acquired by the proposed resource, the information about the identified project or activity should be provided in the following format:

- i. Name and description of client organization;
- ii. Name, phone, email of client organization representative;
- iii. Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- iv. Outcomes of the project; and
- v. Description of the roles and responsibilities of the proposed resource in the identified project or activity.

The information provided by the Bidder in Project and Activity Summaries are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly.

# **PRTC 1 - SYNTHETIC APERTURE RADAR (SAR) COMPUTER OPERATOR**

One (1) resource required

One (1) replacement resource required

Total points available per Resource 1: maximum = 20 points; minimum = 12 points

Total points available per replacement Resource 1: maximum = 20 points; minimum = 12 points

Combined score: maximum = 40 points; minimum = 24 points.

|                 | Description of qualifications and experience  | Point Descriptor   | Max Points Available |
|-----------------|---|--|----------------------|
| <b>PRTC 1.1</b> | The bidder should demonstrate the experience of the proposed SAR Computer Operator resource operating PC based SAR signal processors utilizing the MATLAB development environment and VME systems utilizing native "c" code.<br>All experience must have been obtained within the last five (5) years from the date of Solicitation closing.  | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years. | 20                   |
| <b>PRTC 1.2</b> | The bidder should demonstrate the experience of the proposed SAR Computer Operator resource managing databases (including Setting up, creating and deleting records) containing radar data and radar imagery utilizing Microsoft Tools including each of the following:<br><br><ul style="list-style-type: none"> <li>- Access,</li> <li>- Excel,</li> <li>- Word, and</li> <li>- Picture Manager</li> </ul> All experience must have been obtained within the last five (5) years from the date of Solicitation closing. | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years. | 20                   |
| Totals          |   |  | 40                   |



## PRTC 2: INTERMEDIATE SOFTWARE DEVELOPERS/ANALYSTS

Two (2) resources required

Two (2) replacement resources required

Total maximum points available per Resource 1: maximum = 50 points; minimum = 28 points

Total maximum points available per Resource 2: maximum = 50 points; minimum = 28 points

Total maximum points available per replacement Resource 1: maximum = 50 points; minimum = 28 points

Total maximum points available per replacement Resource 2: maximum = 50 points; minimum = 28 points

Combined score: maximum = 200 points; minimum = 112 points.

|                 | Description of qualifications and experience   | Point Descriptor  | Max Points Available |
|-----------------|--|---|----------------------|
| <b>PRTC 2.1</b> | The Bidder should demonstrate that each of the proposed Intermediate Software Developer/Analyst resources hold a Masters Degree or PhD in Science or Engineering.<br><br>4 points will be awarded for a relevant Masters Degree or PhD for each proposed resource  | The Bidder will score 4 points (for each resource proposed) for a relevant Masters Degree or PhD.   | 16                   |
| <b>PRTC 2.2</b> | The Bidder should demonstrate the experience of the proposed Intermediate Software Developer/Analyst resource in Radar Systems and Signal Processing for SAR, GMTI and maritime surveillance systems.<br><br>This should be demonstrated through experience working on projects that show a thorough understanding of the concepts and design techniques for high-resolution radar systems, particularly those principles applicable to imaging and surveillance radar. This could include the design, analysis, and evaluation of systems for commercial or military applications. In particular, project experience should demonstrate an understanding of the theory and concepts related to SAR, GMTI or maritime surveillance radar systems applied to at least 3 of the following 5:<br><br><ul style="list-style-type: none"> <li>• Radar pulse selection and compression techniques.</li> <li>• Sampling and processing of high-resolution radar signals.</li> <li>• Determine sampling needs in range and azimuth.</li> <li>• Determine phase-noise requirements for high-resolution radar.</li> <li>• Avoiding problems associated with SAR image distortion, and ambiguities</li> </ul><br>2 points will be awarded for each demonstrated year of experience up to 16 points for each proposed resource.<br><br>All experience must have been obtained within the last eight (8) years from the date of Solicitation closing. | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 8 years. | 64                   |
| <b>PRTC 2.3</b> | The Bidder should demonstrate the experience of the proposed Intermediate Software Developer/Analyst resource in the design, implementation and documentation of complex radar signal processors and radar system controllers for SAR and GMTI on multiprocessing systems using all of the following:  | The Bidder will score 2 points (for each resource proposed) for each 12 month period  | 40                   |

|                 |  |   |     |
|-----------------|--|---|-----|
|                 | <ul style="list-style-type: none"> <li>- C/C++,</li> <li>- Matlab,</li> <li>- VxWorks OS,</li> <li>- Mercury OS, and</li> <li>- Real-time Linux</li> </ul> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for each proposed resource.</p>  | from date of Solicitation closing within the last 5 years   |     |
| <b>PRTC 2.4</b> | <p>All experience must have been obtained within the last five (5) years from the date of Solicitation closing.</p> <p>The Bidder should demonstrate the experience of the proposed Intermediate Software Developer/Analyst resource in testing and analyzing SAR, GMTI and Maritime surveillance processors.</p> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for each proposed resource.</p> <p>All experience must have been obtained within the last five (5) years from the date of Solicitation closing.</p> | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 5 years. | 40  |
| <b>PRTC 2.5</b> | <p>The Bidder should demonstrate the experience of the proposed Intermediate Software Developer/Analyst resource developing code in C and Matlab in support of analysis and development of SAR, GMTI and maritime surveillance processors.</p> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for each proposed resource.</p> <p>All experience must have been obtained within the last five (5) years from the date of Solicitation closing.</p>  | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 5 years. | 40  |
|                 |  | Total   | 200 |

### PRTC 3 SENIOR SOFTWARE DEVELOPERS/ANALYSTS:

Two (2) resources required

Two (2) replacement resources required

Total points available per Resource 1: maximum = 66 points; minimum = 38 points

Total points available per Resource 2: maximum = 66 points; minimum = 38 points

Total points available per replacement Resource 1: maximum = 66 points; minimum = 38 points

Total points available per replacement Resource 2: maximum = 66 points; minimum = 38 points

Combined score: maximum = 264 points; minimum = 152 points.

|                 | Description of qualifications and experience  | Point Descriptor   | Max Points Available |
|-----------------|---|--|----------------------|
| <b>PRTC 3.1</b> | The Bidder should demonstrate that each of the proposed Senior Software Developer/Analyst resources hold a Masters Degree or PhD in Science or Engineering.<br><br>4 points will be awarded for a relevant Masters Degree or PhD for each proposed resource.  | The Bidder will score 4 points (for each resource proposed) for a relevant Masters Degree or PhD.  | 16                   |
| <b>PRTC 3.2</b> | The Bidder should demonstrate the experience of the proposed Senior Software Developer/Analyst resource in Radar Systems and Signal Processing for SAR, GMTI and maritime surveillance systems.<br><br>The Bidder should demonstrate this through experience working on projects that illustrates a thorough understanding of the concepts and design techniques for high-resolution radar systems, particularly those principles applicable to imaging and surveillance radar. This could include the design, analysis, and evaluation of systems for commercial or military applications. In particular, project experience should demonstrate an understanding of the theory and concepts applied to the following:<br><br><ul style="list-style-type: none"> <li>• Radar pulse selection and compression techniques.</li> <li>• Sampling and processing of high-resolution radar signals.</li> <li>• Determine sampling needs in range and azimuth for imaging radar systems.</li> <li>• Determine phase-noise requirements for high-resolution radar.</li> <li>• Avoiding problems associated with SAR image distortion, and ambiguities</li> </ul><br>2 points will be awarded for each demonstrated year of experience up to 20 points for each proposed resource.<br><br>All experience must have been obtained within the last ten (10) years from the date of Solicitation closing. | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 10 years. | 80                   |
| <b>PRTC 3.3</b> | The Bidder should demonstrate the experience of the proposed Senior Software Developer/Analyst resource in designing, implementing and documenting complex radar signal processors and radar system controllers for SAR and GMTI on multiprocess systems using all of the following:  | The Bidder will score 2 points (for each resource proposed)  | 56                   |

|                 |  |  |     |
|-----------------|--|--|-----|
|                 | <ul style="list-style-type: none"> <li>- C/C++,</li> <li>- Matlab,</li> <li>- VxWorks OS,</li> <li>- Mercury OS, and</li> <li>- Real-time Linux</li> </ul> <p>2 points will be awarded for each demonstrated year of experience up to 14 points for each proposed resource.</p> <p>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.</p>   | for each 12 month period from date of Solicitation closing within the last 7 years.  |     |
| <b>PRTC 3.4</b> | <p>The Bidder should demonstrate the experience of the proposed Senior Software Developer/Analyst resource testing and analyzing SAR, GMTI and maritime surveillance processors.</p> <p>2 points will be awarded for each demonstrated year of experience up to 14 points for each proposed resource.</p> <p>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.</p>   | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 7 years . | 56  |
| <b>PRTC 3.5</b> | <p>The Bidder should demonstrate the experience of the proposed Senior Software Developer/Analyst resource developing code in C and Matlab in support of analysis and development of SAR, GMTI and maritime surveillance processors.</p> <p>2 points will be awarded for each demonstrated year of experience up to 14 points for each proposed resource.</p> <p>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.</p> | The Bidder will score 2 points (for each resource proposed) for each 12 month period from date of Solicitation closing within the last 7 years.  | 56  |
|                 |  | Totals   | 264 |

**PRTC 4 INTERMEDIATE ENGINEER:**

One (1) resource required

One (1) replacement resource required

Total maximum points available per Resource 1: maximum = 60 points; minimum = 34 points

Total maximum points available per replacement Resource 1: maximum = 60 points; minimum = 34 points

Combined score: maximum = 120 points; minimum = 68 points.

|                 | Description of qualifications and experience  | Point Descriptor   | Max Points Available |
|-----------------|---|--|----------------------|
| <b>PRTC 4.1</b> | The Bidder should demonstrate that the proposed Intermediate Engineer resource holds a Masters or PhD Degree in Science or Engineering.<br><br>4 points will be awarded for a relevant Masters Degree or PhD.   | The Bidder will score 4 points for a relevant Masters Degree or PhD.   | 8                    |
| <b>PRTC 4.2</b> | The Bidder should demonstrate the experience of the proposed Intermediate Engineer in Radar Systems and Signal Processing for SAR, GMTI and maritime surveillance systems.<br><br>The Bidder demonstrated experience should illustrate a thorough understanding of the concepts and design techniques for high-resolution radar systems, particularly those principles applicable to imaging and surveillance radar. This could include the design, analysis, and evaluation of systems for commercial or military applications. In particular, project experience should demonstrate an understanding of the theory and concepts applied to at least 3 of the following 5: <ul style="list-style-type: none"><li>• Radar pulse selection and compression techniques.</li><li>• Sampling and processing of high-resolution radar signals.</li><li>• Determine sampling needs in range and azimuth.</li><li>• Determine phase-noise requirements for high-resolution radar.</li><li>• Avoiding problems associated with SAR image distortion, and ambiguities</li></ul> 2 points will be awarded for each demonstrated year of experience up to 16 points for the proposed resource. The proposed resource must achieve a minimum of 10 points.<br><br>All experience must have been obtained within the last eight (8) years from the date of solicitation closing. | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 8 years. | 32                   |
| <b>PRTC 4.3</b> | The Bidder should demonstrate the experience of the proposed Intermediate Engineer resource developing software applications using C and C++ using commercial-off-the-shelf VME technology.<br><br>2 points will be awarded for each demonstrated year of experience up to 10 points for each proposed resource.<br><br>All experience must have been obtained within the last five (5) years from the date of solicitation   | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years. | 20                   |

|                 |  |  |     |  |
|-----------------|--|--|-----|--|
|                 | closing.   |  |     |  |
| <b>PRTC 4.4</b> | <p>The Bidder should demonstrate the experience of the proposed Intermediate Engineer resource developing software applications using Matlab under UNIX and WinXP or newer.</p> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for the proposed resource.</p> <p>All experience must have been obtained within the last five (5) years from the date of solicitation closing.</p>  | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years  | 20  |  |
| <b>PRTC 4.5</b> | <p>The Bidder should demonstrate the experience of the proposed Intermediate Engineer resource designing, implementing and testing real-time signal processing and control software for SAR and GMTI incorporating embedded systems using commercial-off-the-shelf VME technology. This includes experience with all of the following:</p> <ul style="list-style-type: none"> <li>- VME 64,</li> <li>- PCI bus,</li> <li>- Mercury Raceway, and</li> <li>- Fibre Channel Technologies</li> </ul> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for the proposed resource.</p> <p>All experience must have been obtained within the last five (5) years from the date of solicitation closing.</p> | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years. | 20  |  |
| <b>PRTC 4.6</b> | <p>The Bidder should demonstrate the experience of the proposed Intermediate Engineer resource in integrated real-time systems and subsystems for SAR and GMTI.</p> <p>2 points will be awarded for each demonstrated year of experience up to 10 points for each proposed resource.</p> <p>All experience must have been obtained within the last five (5) years from the date of solicitation closing.</p>   | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 5 years. | 20  |  |
|                 |  | Total  | 120 |  |

**PRTC 5 SENIOR ENGINEER:**

One (1) resource required  
One (1) replacement resource required

Total maximum points available per Resource 1: maximum = 82 points; minimum = 50 points  
Total maximum points available per replacement Resource 1: maximum = 82 points; minimum = 50 points

Combined score: maximum = 164 points; minimum = 100 points.

|                 | Description of qualifications and experience  | Point Descriptor   | Max Points Available |
|-----------------|---|--|----------------------|
| <b>PRTC 5.1</b> | The Bidder should demonstrate that the proposed Senior Engineer resource holds a Master's or PhD degree in electrical or computer engineering.<br><br>4 points will be awarded for a relevant Masters Degree and 6 points will be awarded for a relevant PhD.   | The Bidder will score<br>4 points: a relevant Masters Degree.<br>6 points: a relevant PhD.                             | 12                   |
| <b>PRTC 5.2</b> | The Bidder should demonstrate the experience of the proposed Senior Engineer resource in Radar Systems and Signal Processing for SAR, GMTI and Maritime surveillance systems.<br><br>The Bidder should demonstrate experience that illustrates a thorough understanding of the concepts and design techniques for high-resolution radar systems, particularly those principles applicable to imaging and surveillance radar. This could include the design, analysis, and evaluation of systems for commercial or military applications. In particular, experience should demonstrate an understanding of the theory and concepts applied to at least 3 of the following 5:<br><br><ul style="list-style-type: none"> <li>• Radar pulse selection and compression techniques.</li> <li>• Sampling and processing of high-resolution radar signals.</li> <li>• Determine sampling needs in range and azimuth.</li> <li>• Determine phase-noise requirements for high-resolution radar.</li> <li>• Avoiding problems associated with SAR image distortion, and ambiguities</li> </ul><br>2 points will be awarded for each demonstrated year of experience up to 20 points for the proposed resource.<br><br>All experience must have been obtained within the last ten (10) years from the date of solicitation closing. | The Bidder will score<br>2 points for each 12 month period from date of Solicitation closing within the last 10 years. | 40                   |
| <b>PRTC 5.3</b> | The Bidder should demonstrate the experience of the proposed Senior Engineer resource developing software applications using C and C++ using commercial-off-the-shelf VME.  | The Bidder will score<br>2 points for each 12 month period from  | 28                   |

|                 |   |  |     |
|-----------------|---|--|-----|
|                 | 2 points will be awarded for each demonstrated year of experience up to 14 points for the proposed resource.<br>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.   | date of Solicitation closing within the last 7 years.  |     |
| <b>PRTC 5.4</b> | The Bidder should demonstrate the experience of the proposed Senior Engineer resource developing software applications using Matlab under UNIX and WinXP or newer.<br>2 points will be awarded for each demonstrated year of experience up to 14 points for the proposed resource.<br>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.   | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 7 years. | 28  |
| <b>PRTC 5.5</b> | The Bidder should demonstrate the experience of the proposed Intermediate Engineer resource designing, implementing and testing real-time signal processing and control software for SAR and GMTI incorporating embedded systems using commercial-off-the-shelf VME technology. This includes experience with all of the following:<br>- VME 64,<br>- PCI bus,<br>- Mercury Raceway, and<br>- Fibre Channel Technologies<br>2 points will be awarded for each demonstrated year of experience up to 14 points for the proposed resource.<br>All experience must have been obtained within the last seven (7) years from the date of solicitation closing. | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 7 years. | 28  |
| <b>PRTC 5.6</b> | The Bidder should demonstrate the experience of the proposed Senior Engineer resource in integrating real-time systems and subsystems for SAR and GMTI.<br>2 points will be awarded for each demonstrated year of experience up to 14 points for the proposed resource.<br>All experience must have been obtained within the last seven (7) years from the date of solicitation closing.  | The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 7 years. | 28  |
|                 |   | Totals   | 164 |



**PRTC 6 PROJECT MANAGER:**

One (1) resource required

One (1) replacement resource required

Total maximum points available per Resource 1: maximum = 35 points; minimum = 21 points

Total maximum points available per replacement Resource 1: maximum = 35 points; minimum = 21 points

Combined score: maximum = 70 points; minimum = 42 points.

**NOTE:** Project Management experience includes, but is not limited to, financial budgeting, forecasting and regular reporting, coordinating of personnel, project planning and scheduling of work breakdown elements, and monitoring of their progress, and monthly reporting of all elements of the project to the client, with recommendations on the way forward.

|                 | Description of qualifications and experience  | Point Descriptor   | Maximum Points Available |
|-----------------|---|--|--------------------------|
| <b>PRTC 6.1</b> | <p>The Bidder should demonstrate the experience of the proposed Project Manager resource managing Research and Development projects in Radar Systems and Signal Processing for SAR, GMTI and maritime surveillance systems.</p> <p>The Bidder should demonstrate experience that illustrates a thorough understanding of the concepts and design techniques for high-resolution radar systems, particularly those principles applicable to imaging and surveillance radar. This could include the design, analysis, and evaluation of systems for commercial or military applications. In particular, experience should demonstrate an understanding of the theory and concepts applied to at least 3 of the following 5:</p> <ul style="list-style-type: none"><li>• Radar pulse selection and compression techniques.</li><li>• Sampling and processing of high-resolution radar signals.</li><li>• Determine sampling needs in range and azimuth.</li><li>• Determine phase-noise requirements for high-resolution radar.</li><li>• Avoiding problems associated with SAR image distortion, and ambiguities</li></ul> <p>2 points will be awarded for each demonstrated year of experience up to 20 points</p> <p>All experience must have been obtained within the last ten (10) years from the date of solicitation closing.</p> | <p>The Bidder will score 2 points for each 12 month period from date of Solicitation closing within the last 10 years.</p> | 40                       |
| <b>PRTC 6.2</b> | <p>The Bidder should demonstrate the experience of the proposed Project Manager resource managing projects involving:</p> <ul style="list-style-type: none"><li>➢ the design, implementation and documentation of complex radar signal processors on multiprocessor systems using C and Matlab.</li><li>➢ testing and analyzing SAR, GMTI and maritime surveillance processors and algorithms and;</li></ul>  | <p>The Bidder will score 2 points for each applicable 12 month period from date of Solicitation closing within the</p>     | 20                       |

|                 |  |  |    |
|-----------------|--|--|----|
|                 | <p>➤ Implementing and testing real-time signal processing and control software incorporating embedded systems using commercial-off-the-shelf VME technology.</p> <p>2 points will be awarded for each demonstrated year of experience up to 10 points.</p> <p>All experience must have been obtained within the last five (5) years from the date of solicitation closing.</p>   | last 5 years.  |    |
| <b>PRTC 6.3</b> | <p>The Bidder should demonstrate the experience of the proposed Project Manager resource in managing multiple resources. The experience should demonstrate that required deliverables were provided on time and within budget where multiple tasks may have run simultaneously or overlapped.</p> <p>1 point will be awarded for each demonstrated year of experience up to 5 points</p> <p>All experience must have been obtained within the last five (5) years from the date of solicitation closing.</p> | <p>The Bidder will score 1 point for each 12 month period w from date of Solicitation closing within the last 5 years.</p> | 10 |
| Totals          |  |  | 70 |

## PRTC 7 COMPANY CAPABILITY – RESOURCE STRATEGIES

(Maximum = 25 points, minimum = 15 points)

|                 | Description of Requirement   | Evaluation criteria   | Maximum Points Available | Minimum Points Required |
|-----------------|--|---|--------------------------|-------------------------|
| <b>PRTC 7.1</b> | The Bidder should demonstrate a resourcing strategy to ensure continuity and availability of personnel and services, as well as replacement strategies or back-up personnel for each of the categories throughout the duration of the contract including option periods. | <p><b>0 points</b> - Inadequate Capability</p> <p>The Bidders proposal provides insufficient or incomplete details in its resourcing strategy. The Bidder does not have a clear understanding of the services required.</p> <p><b>15 points</b> – Good</p> <p>The Bidders proposal provides acceptable and adequate detail on resourcing strategy. The approach is structured and coherent, though some minor elements were not clearly addressed. Risk is considered low.</p> <p><b>25 points</b> – Excellent</p> <p>The Bidders proposal provides excellent and in-depth specific detail on resourcing strategy. Resumes of replacement personnel are provided for each labour category. All necessary details are provided and no deficiencies exist. Risk is considered very low.</p> | 25                       | 15                      |

**ATTACHMENT 3  
BIDDER CHECKLIST**

This attachment is included in order to assist bidders in assembling their proposals. Bidders may complete this checklist and provide it as a cover page to their proposal.

| Item  | Included | Not Included | Cross Reference to Proposal |
|---|----------|--------------|-----------------------------|
| <b>Federal Contractors Program for Employment Equity - Bid Certification</b>  |          |              |                             |
| Former Public Servant Certification   |          |              |                             |
| Education and Experience Certification  |          |              |                             |
| Status and Availability of Resources Certification  |          |              |                             |
| Canadian Content Certification  |          |              |                             |
| Names of all individuals who will require access to classified or protected information, assets or sensitive work sites                     |          |              |                             |
| Address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information |          |              |                             |
| Financial Bid Presentation Sheet - Contract Period  |          |              |                             |
| Financial Bid Presentation Sheet - Option Periods   |          |              |                             |
| Mandatory Criteria - MTC1   |          |              |                             |
| Mandatory Criteria - MTC2   |          |              |                             |
| Mandatory Criteria - MTC3   |          |              |                             |
| Mandatory Criteria - MTC4   |          |              |                             |
| Mandatory Criteria - MTC5   |          |              |                             |
| Mandatory Criteria - MTC6   |          |              |                             |
| Point-Rated Criteria – PRTC 1 SYNTHETIC APERTURE RADAR (SAR) COMPUTER OPERATOR, PRTC 1.1 – PRTC 1.2   |          |              |                             |
| Point-Rated Criteria – PRTC 2 INTERMEDIATE SOFTWARE DEVELOPERS/ANALYSTS, PRTC 2.1 – PRTC 2.5  |          |              |                             |
| Point-Rated Criteria – PRTC 3 SENIOR SOFTWARE DEVELOPERS/ANALYSTS, PRTC 3.1 – PRTC 3.5  |          |              |                             |
| Point-Rated Criteria – PRTC 4 INTERMEDIATE ENGINEER, PRTC 4.1 – PRTC 4.6  |          |              |                             |
| Point-Rated Criteria – PRTC 5 SENIOR ENGINEER, PRTC 5.1 – PRTC 5.6  |          |              |                             |
| Point-Rated Criteria – PRTC 6 PROJECT MANAGER, PRTC 6.1 – PRTC 6.3  |          |              |                             |
| Point-Rated Criteria - PRTC 7 COMPANY CAPABILITY – RESOURCE STRATEGIES PRTC 7.1   |          |              |                             |



## **ATTACHMENT 4**

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

#### **1. Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

#### **1.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition**

#### **2. Status and Availability of Resources**

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

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

#### **3. Education and Experience**

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

#### **4. Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

## Attachment 5

### 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 such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-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 HRSDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-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 HRSDC-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 A**

### **Statement of Work**

#### **1.0 REQUIREMENT**

Engineering support services are required on an “as and when requested” basis to support Defence Research and Development Canada (DRDC) in radar experimentation including the design, development; and characterization of several radar system prototypes and test beds.

The Work to be performed must be in accordance with this Requirement and as described in each Task Authorization. It is expected that the majority of the Work will be research and development in nature, including software development and analysis. It is also expected that network and computer system management services may be required.

#### **2.0 OBJECTIVE**

The objective of this Requirement is to provide support to DRDC Ottawa in the development and maintenance of radar systems hardware and in the generation and processing of simulated and real radar data.

#### **3.0 BACKGROUND**

The Tactical Radar (TR) group of the Radar Sensing & Exploitation (RSE) section at Defence Research and Development Canada (DRDC) Ottawa has been involved in synthetic aperture radar (SAR) data acquisition and signal processing since the 1980s.

The work of the TR group is related to, but not limited to, the X-band Wideband Experimental Airborne Radar Data Acquisition System (XWEAR DAS), the Data Acquisition System Ground Processing Facility (DAS GPF) , space-based radar such as Radarsat and Radarsat2, Through The Wall radar (TTWR) and various signal processing applications related to such systems.

The XWEAR DAS and the DAS GPF are sophisticated research tools which support multiple airborne radar related research activities and projects. The XWEAR DAS is installed and flown on a Convair 580, operated by the National Research Council and based at the Ottawa International Airport. When the system is not installed on the aircraft, it resides at a Hot-Bench environment located in Building T-86 at Defence Research and Development Canada - Ottawa, 3701 Carling Avenue, Ottawa. The prime signal processing system for the XWEAR DAS is the DAS GPF, which post-processes data collected by the airborne system. The airborne system also collects data in other radar modes including maritime surveillance and ground moving target indication (GMTI). The DAS GPF SAR processor is also located in the same facility.

The RSE section also performs research in space-based radar, particularly in support of Radarsat and Radarsat II. This research takes the form of signal and image processing for new applications for maritime and land surveillance, such as SAR imaging of fixed and moving targets, maritime surveillance for target detection and ground moving target indication.

The RSE section also performs research into the application of Through-the-wall Radar. This research takes the form of signal and image processing for the detection of persons and objects located within buildings constructed out of various types of material.

#### **4.0 TECHNICAL REQUIREMENTS**



The technical required by Defence Research and Development Canada (DRDC) – Ottawa, are in support of radar systems and signal processing project activities. The activities are radar related and include, but are not limited to: tasks requiring system design, system build, system integration and test (SIT), system operation, and analysis of system performance, where a system can consist of hardware (standalone radar or radar integrated with other sensors/communications systems), software or both. Project administration and project management services are also required.

## **5.0 TASKS**

**5.1** The Contractor may be required to provide the following services on an “as and when required” basis, one or more of which may be covered in each Task Authorization form (DND 626). In general, these services will often require liaising and interfacing with both staff internal to RSE, other Department of National Defence (DND) staff, and third parties and vendors external to DND.. Resource requirements for specific Task Authorizations are expected to vary depending on the scope of the requirement. Some tasks may involve significant workload over a short duration, and may also run concurrently with other tasks.

- A. Engineering Studies and Investigations:** The Contractor may be required to perform studies directed towards improving the performance of existing facilities via updates or adding new capabilities, assessing and documenting the state-of-the-art of new technology (radar and radar related) for new sensing applications, assessing and documenting the state-of-the-art of other sensors or communications systems which are to be integrated with a DRDC radar, assessing and documenting the cost and level of effort of these upgrades or integration efforts, and generating system requirements specifications and system designs for these upgrades and integration efforts.
- B. Technical Studies:** The Contractor may be required to perform studies directed at improving the performance of radar systems and radar systems operating in concert with other systems such as EO/IR and communications systems, with a view towards generating new capabilities. The studies can be theoretical, simulation, literature or use real sensor data collected in the field. They can cover areas such as signal processing, information management, information fusion, performance prediction and operator/system interaction.
- C. Systems Design:** the Contractor may be required to provide the following: design, develop and document systems (hardware and software) comprised of radar subsystems or radar integrated with other systems and sensors such as communications and EO/IR
- D. Software Development and Integration:** The Contractor may be required to develop, integrate and document original computer code for stand-alone applications in C, C++ and Matlab to support research into radar signal processing. Tasks may include such as:
  - 1. The applications provide for signal processing, data manipulation, data display and information management capabilities, and can be either new or additions to existing systems.
  - 2. The development environment will be either UNIX (specifically Linux and vxWorks) or Microsoft Windows.
- E. System Test, Update and Repair:** The Contractor may be required to perform software and hardware performance testing, software and hardware troubleshooting and repair either on-site at DRDC, on the test aircraft, or, when possible, at the Contractor’s facilities. The required response time for repairs may be one or two days when the system is on the aircraft. The performance of the software and hardware must be documented in the form of both error reports and technical reports
- F. Field Trials:** The Contractor may be required to participate in the collection of radar data. This may be in the form of arranging field trials, deploying and adjusting targets for field trials (such as radar reflectors and vehicles), documenting ground truth for field trials (GPS and photographs), assisting with the on-aircraft collection of data and assisting with the post-flight backup of radar data on the aircraft .

- G. Post flight processing and data management:** The Contractor may be required to prepare data and software for dissemination to third parties. Additional copies of all CDs and DVDs prepared for distribution must be prepared and archived at, DRDC for future reference. The contractor may be required to operate the Ground Processing Facility (GPF) SAR signal processors, and the AN/APS-508 Data Processing Facility (DPF) and associated auxiliary software such as the MATLAB Back-Projection Processor, at DRDC Ottawa. The work will consist primarily of the processing of SAR data from various sources, including the Spotlight SAR XDM, the XWEAR DAS and the AN/APS-508.
- H. Hardware or software procurement:** The Contractor may be required to provide recommendations for and provide new hardware and software systems and software application licenses related to radar systems and signal processing design and build.

## **6.0 REPORTS.**

The Contractor must create and submit any of the following written reports:

A general description of the required tasks is (but not limited to) as follows:

System Requirements Specification (SRS) - The SRS must

- formalize the requirements,
- ensure that the ensuing design satisfies the design requirements,
- form the basis for the definition of the complete functional specifications.

Software Design Document (SDD) - The SDD includes detailed descriptions of the:

- functional specifications of the software design,
- module specifications,
- directory structure with respect to the location of the source code, how to compile the source code, the location of the executable code, and the location of the output log files. The SDD must also provide information needed by a programmer to understand, interpret, check out, troubleshoot, or modify the existing software on a PC, using the appropriate software development tools. The source code developed for the processors must be included in their respective SDDs.

Software and System User's Manual (SUM) - The SUM must:

- document the steps for executing the software and system, the required input, the expected output, and the measures to be taken if error messages appear.

Integration and Acceptance Test Plan (IATP) - The IATP must:

- describe the general procedures for the integration of the software and system at DRDC Ottawa,
- describe the general procedures and guidelines for the acceptance testing of the software/system using data approved by DRDC Ottawa. The acceptance test plan must execute each of the software applications demonstrating that the output results are equal to the expected results, and
- Include as an annex the outputs from the test data used during the integration and test procedure.

Technical Report –the Technical report must:

- Summarize the objectives of the tasking.
- Provide references to any external source material.
- Provide a detailed and concise record of the work generated by the tasking, and

- Provide a Summary of the findings and provide conclusions and further recommendations where required

## **6.0 MEETINGS**

A kick off meeting must be held within two (2) weeks of Contract award.

A kick off meeting must be held for each Task Authorization issued. Monthly review meetings must be held during the first week of each month for the duration of the task(s). A review meeting must be held during the first week of the last month of each year of the Contract.

## **8.0 DELIVERABLES:**

### **Deliverables will be defined in each of the proposed Tasks Authorization**

A general description of the deliverables for each task (but not limited to) are as follows:

- A Draft hard copy of any of the documents listed under REPORTS;
- Final copies (3 bound hard copies) of any of the documents listed under REPORTS;
- The complete source code and executable code and all reports for the delivered software applications on CD or DVD (3 copies);
- **Monthly progress reports.** These should be provided to the Technical Authority on the last working day of each month and must document completed activities, current activities, planned activities, issues that may impact planned schedule and cost, recommendations and level of effort spent on each activity (examples include writing of software for each individual task, development of documentation for each individual task); and
- Any hardware or software purchased or developed.

Documentation must be provided in Microsoft Word 2007 or later format. All deliverables must be provided in English.

## **9.0 LOCATION OF WORK**

The majority of the work will be performed either at the Contractor's facilities, Some work maybe performed at other DND facilities in the National Capital Region (NCR) according to the individual Task Authorization.

## **10.0 TRAVEL**

Contractor resources may be required to travel to a radar experimentation site outside of the National Capital Region (NCR). Travel will be specified in an individual task authorization as required.

All travel must have prior written authorization of the Technical Authority.

## **11.0 DND SUPPORT TO CONTRACTOR**

Canada will provide access and supply a workspace and the laboratory equipment necessary for each of the Contractors personnel specified within each Task Authorization during the normal hours of operation of DND. Access during "off peak hours" must be pre-arranged and approved by the Technical Authority.

DRDC may provide liaison services between the Contractor and other Government of Canada (GoC) departments, as required. For example, Contractor personnel may be required to perform work at the NRC Flight Research Centre (FRL) located at Ottawa airport and this will be arranged by DRDC.

## **12.0 Government Supplied Equipment (GFE):**

For work performed at the Contractor's facility, DRDC Ottawa Research Centre must provide as GFE, the hardware and software tools required for the support of the airborne SAR Data Acquisition Systems. For work performed at DRDC Ottawa, DRDC Ottawa will provide the hardware and tools required for processing the collected data to produce SAR imagery. DRDC Ottawa Research Centre will support and maintain all GFE. The list of GFE will be identified under the individual Task Authorizations issued pursuant to this Contract, as applicable. GFE may include, but is not limited to:

- a. Desktop computers;
  - b. A development system for support the airborne Data Acquisition System; and
  - c. Associated software development tools.
- Background material and guidance will be supplied by DRDC Ottawa in the forms of pseudo-code, journal articles, format specification and Matlab code. This software development also encompasses installation and subsequent test of new software on relevant data. Suitable test data will be agreed to by DRDC Ottawa and all modes with each combination of the options must be tested.

The Contractor must return **all GFE** on completion of the Contract.

## **13. HARDWARE AND SOFTWARE PROCUREMENT**

The Technical Authority may request the Contractor to supply specialized Hardware or Software, not covered under a National Master Standing Offer available to DND.

## **14.0 QUALITY ASSURANCE**

In the performance of the Work described herein, the Contractor must comply with the requirements of:

### **ISO 9001: 2008**

The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on *ISO 9001:2008 "Quality management systems - Requirements."*

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of one (1) year after the completion of the Contract.

Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

## **15.0 LANGUAGE REQUIREMENT**

This Contract work must be conducted in English. All deliverables must be delivered in the English language.

## ANNEX B

### BASIS OF PAYMENT

1. **LABOUR:** at the following firm all – inclusive hourly rates, inclusive of overhead and profit, applicable tax is extra.

| Labour Category                         | Firm All-Inclusive Hourly Rate |        |                |               |               |
|---|--------------------------------|--------|----------------|---------------|---------------|
|   | Contract Period                |        | Option Periods |               |               |
|   | Year 1                         | Year 2 | Option Year 1  | Option Year 2 | Option Year 3 |
| <b>Technical Support:</b>               |                                |        |                |               |               |
| SAR Computer Operator                   |                                |        |                |               |               |
| Intermediate Software Developer/Analyst |                                |        |                |               |               |
| Senior Software Developer/Analyst       |                                |        |                |               |               |
| Intermediate Engineer                   |                                |        |                |               |               |
| Senior Engineer                         |                                |        |                |               |               |
| Project Manager                         |                                |        |                |               |               |

**TOTAL ESTIMATED LABOUR: \$ \_\_\_\_\_**  
(Applicable tax extra)

**2. TRAVEL AND LIVING EXPENSES:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act*, R.S.C. 1985, c.N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/N-4/20100210/>; and
  - (ii) any travel between the Contractor's place of business and the NCR.
- (b) For services to be provided outside the NCR, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**TOTAL ESTIMATED TRAVEL AND LIVING EXPENSES: \$ \_\_\_\_\_**  
(Applicable tax extra)

**3. OTHER DIRECT CHARGES:** at actual cost without markup  
**Hardware**

software

**TOTAL ESTIMATED OTHER DIRECT CHARGES**

**Est.: \$ \_\_\_\_\_**  
**(Applicable tax extra)**

**TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE -**

**CUMULATIVE TOTAL OF ALL TASK AUTHORIZATIONS: \$ \_\_\_\_\_**  
**(Applicable tax extra)**

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

## ANNEX C

## SECURITY REQUIREMENTS CHECK LIST

|  |   |                           |
|--|---|---------------------------|
|  Government of Canada<br>Gouvernement du Canada | <b>RECEIVED</b><br>14 AUG 2014  | REVISED #1<br>16 AUG 2014 |
|  | Contract Number / Numéro du contrat <b>044</b>  |                           |
|  | W7714-135826 <b>Amo 1</b><br>Security Classification / Classification de sécurité<br>UNCLASSIFIED |                           |

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

 Security Classification / Classification de sécurité  
 UNCLASSIFIED







Government of Canada  
Gouvernement du Canada

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Contract Number / Numéro du contrat

W7714-135828

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITE

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : None

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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





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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ      |                       | NATO                      |   |  |                |   | COMSEC               |   |   |              |        |            |
|--|----------------------|---|---|------------------------------|-----------------------|---------------------------|---|--|----------------|---|----------------------|---|---|--------------|--------|------------|
|  | A                    | B | C | CONFIDENTIAL<br>CONFIDENTIEL | SECRET<br>TRÈS SECRET | TOP SECRET<br>TRÈS SECRET | NATO<br>RESTRICTED<br>NATO<br>DIFFUSION<br>RESTRIÉE | NATO<br>CONFIDENTIAL<br>NATO<br>CONFIDENTIEL | NATO<br>SECRET | COSMIC<br>TOP<br>SECRET<br>COSMIC<br>TRÈS<br>SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET |
|  |                      |   |   |                              |                       |                           |   |  |                |   | A                    | B | C |              |        |            |
| Information Assets<br>Renseignements / Données<br>Production |                      |   |   |                              | ✓                     |                           |   |  |                |   |                      |   |   |              |        |            |
| IT Media /<br>Support II                                     |                      |   |   |                              | ✓                     |                           |   |  |                |   |                      |   |   |              |        |            |
| IT Low /<br>Lien électronique                                |                      |   |   |                              |                       |                           |   |  |                |   |                      |   |   |              |        |            |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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2014

|  |       |
|--|-------|
| Contract Number / Numéro du contrat                                  | 04    |
| W7714-135828   | Amo 1 |
| Security Classification / Classification de sécurité<br>UNCLASSIFIED |       |

|  |                                   |                                   |   |
|--|-----------------------------------|-----------------------------------|---|
| <b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>  |                                   |                                   |   |
| <b>13. Organization Project Authority / Chargé de projet de l'organisme</b>  |                                   |                                   |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                     | Signature   |
| Anthony Damini   |                                   | Scientific Authority              | <i>A. Damini</i>  |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date  |
| 613-996-5294   | 613-950-8906                      | Anthony.Damini@drds-rdds.gc.ca    | 24 July 2014  |
| <b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>   |                                   |                                   |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                     | Signature   |
| DAVID HURRAY   |                                   | SECRETARIES<br>TEAM LEADER        | <i>David Hurray</i>   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date  |
| 613-996-5294   |                                   | David.Huray@drds-rdds.gc.ca       | 31 July 2014  |
| <b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b><br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? |                                   |                                   |   |
|  |                                   |                                   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui |
| <b>16. Procurement Officer / Agent d'approvisionnement</b>   |                                   |                                   |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                     | Signature   |
| Laurie D Brauet  |                                   | Supply Officer                    | <i>L. Brauet</i>  |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date  |
| 613-956-1378   | 819-                              | Laurie.Brauet@pwscc.gc.ca         | Sept 9, 2014  |
| <b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>   |                                   |                                   |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                     | Signature   |
|  |                                   |                                   | <i>Maria E. Mendoza</i>   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date  |
|  |                                   |                                   | Sept. 8, 2014   |

Maria Mendoza  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@tpsgc-pwgsc.gc.ca  
Tel/Tél : 613-956-1618 / Fax/Téléc : 613-954-4171

## ANNEX D

### NON-DISCLOSURE AGREEMENT

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

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX E**  
**DND 626 TASK AUTHORIZATION FORM**

| DEPARTMENT OF NATIONAL DEFENCE<br><b>TASK AUTHORIZATION</b>   |  |             |   | MINISTÈRE DE LA DÉFENSE NATIONALE<br><b>AUTORISATION DES TÂCHES</b> |             |                    |   |
|---|--|-------------|---|---|-------------|--------------------|---|
| ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT, REFERENCE NUMBERS:   |  |             |   |   |             |                    | *Agreement/Contract No.<br>*No de la convention ou du contrat |
| TOUTES LES FACTURES, TOUS LES CONNAISSEMENTS ET BORDEREAUX D'EMBALLAGE DOIVENT INDiquer LES NUMÉROS SUIVANTS RELATIFS AU CONTRAT:   |  |             |   |   |             |                    |   |
| Cost Centre   | Organisation Code d'organisation       | CO/FES/FMAS | S.A. Sous Rap   | WBS/Internal Order  | G/L Account | Amount Montant     |   |
| 9-15  | 22-27                                  | 28-34       | 35-36   | 37-41   | 42-46       | 47-56              |   |
|   |  |             |   |   |             | \$ (Including GST) | Reqn. No. - No de la demande<br><br>TASK No.                  |
| <b>TO - A</b><br><br>Company Name and Address:<br><br><br>ATTN: Company Contract Manager Name<br><br>DELIVER TO - EXPÉDIEZ A<br><br><br>DELIVERY DATE - DATE DE LIVRAISON   |  |             | <b>TO THE CONTRACTOR</b><br>You are requested to supply the following materiel/services in accordance with the terms of the above reference contract. Only materiel/services included in the contract shall be supplied against this task.<br>Each delivery shall be accompanied by a packing note or delivery slip.<br>Please advise the undersigned if the delivery date cannot be met. Invoices shall be prepared in accordance with the instructions set out in the contract.<br><br><b>A L'ENTREPRENEUR</b><br>Vous êtes prié de fournir le matériel ou les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls le matériel ou les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.<br>Chaque livraison doit être accompagnée d'un bordereau d'emballage ou de livraison. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. |   |             |                    |   |
| Date _____<br><br>Date _____  |  |             | _____<br>for Department of National Defence<br>Pour le Ministère de la Défense Nationale<br><br>_____<br>for DRDC Procurement Authority<br>Pour l'autorité d'approvisionnement du RDDC  |   |             |                    |   |
| Contract Item No.<br>No d'article du contrat  | Material/Services<br>Matériel/Services |             |   |   |             | Cost<br>Prix       |   |
|   |  |             |   |   |             |                    |   |
|   |  |             |   |   |             | GST/HST<br>TPS/TVH |   |
|   |  |             |   |   |             | Total              |   |
| <b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.<br><br><b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. |  |             |   |   |             |                    |   |
| for the Department of Public Works and Government Services<br>pour le ministère des Travaux publics et services gouvernementaux   |  |             |   |   |             |                    |   |
| DND 626 (01-05)   |  |             |   |   |             |                    |   |

| Instructions for completing<br>DND 626 - Task Authorization   | Instructions pour compléter le formulaire<br>DND 626 - Autorisation des tâches   |
|---|--|
| <b>Contract no.</b><br>Enter the PWGSC contract number in full.   | <b>N° du contrat</b><br>Inscrivez le numéro du contrat de TPSGC en entier.   |
| <b>Task no.</b><br>Enter the sequential Task number.  | <b>N° de la tâche</b><br>Inscrivez le numéro de tâche séquentiel.  |
| <b>Amendment no.</b><br>Enter the amendment number when the original Task is amended to change the scope or the value.  | <b>N° de la modification</b><br>Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.   |
| <b>Increase/Decrease</b><br>Enter the increase or decrease total dollar amount including taxes.   | <b>Augmentation/Réduction</b><br>Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.  |
| <b>Previous value</b><br>Enter the previous total dollar amount including taxes.  | <b>Valeur précédente</b><br>Inscrivez le montant total précédent, y compris les taxes.   |
| <b>To</b><br>Name of the contractor.  | <b>À</b><br>Nom de l'entrepreneur.   |
| <b>Delivery location</b><br>Location where the work will be completed, if other than the contractor's location.   | <b>Expédiez à</b><br>Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.  |
| <b>Delivery/Completion date</b><br>Completion date for the task.  | <b>Date de livraison/d'achèvement</b><br>Date d'achèvement de la tâche.  |
| <b>for the Department of National Defence</b><br>Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the delegation of financial authorities).<br><b>Note:</b> the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.  | <b>pour le ministère de la Défense nationale</b><br>Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans les délégations des pouvoirs financiers).<br><b>Nota :</b> la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.  |
| <b>Matériel/Services</b><br>Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form. | <b>Matériel/Services</b><br>Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/elles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626. |
| <b>Cost</b><br>The cost of the Task broken out into the individual costed items in Services.  | <b>Prix</b><br>Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.  |
| <b>GST/HST</b><br>The GST/HST cost as appropriate.  | <b>TPS/TVH</b><br>Mentionnez le montant de la TPS/TVH, s'il y a lieu.  |
| <b>Total</b><br>The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.   | <b>Total</b><br>Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.   |
| <b>Applicable only to PWGSC contracts</b><br>This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.   | <b>Ne s'applique qu'aux contrats de TPSGC</b><br>Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.  |
| <b>Note:</b><br>Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.   | <b>Nota :</b><br>Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.  |