

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**ATB Place North Tower**  
**10025 Jasper Ave./10025 ave. Jasper**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

<b>Title - Sujet</b> Generate and Characterize Chemical	
<b>Solicitation No. - N° de l'invitation</b> W7702-155716/A	<b>Date</b> 2015-01-12
<b>Client Reference No. - N° de référence du client</b> W7702-155716	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-002-10348	
<b>File No. - N° de dossier</b> EDM-4-37207 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-02-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Scott, Jasmine	<b>Buyer Id - Id de l'acheteur</b> edm002
<b>Telephone No. - N° de téléphone</b> (780) 497-3578 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE PO BOX 4000, STN MAIN MEDICINE HAT Alberta T1A8K6 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

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

Solicitation No. - N° de l'invitation

W7702-155716/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm002

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

W7702-155716

File No. - N° du dossier

EDM-4-37207

CCC No./N° CCC - FMS No/ N° VME

---

**(This page is intentionally blank)**

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 MAXIMUM FUNDING .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
<b>PART 5 - CERTIFICATIONS .....</b>	<b>9</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD .....	9
<b>PART 6 – SECURITY AND OTHER REQUIREMENTS .....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS .....	11
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
7.1 STATEMENT OF WORK.....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 SECURITY REQUIREMENTS .....	13
7.4 TERM OF CONTRACT .....	14
7.5 AUTHORITIES .....	14
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
7.7 PAYMENT .....	16
7.8 INVOICING INSTRUCTIONS - PROGRESS PAYMENT CLAIM.....	16
7.9 CERTIFICATIONS .....	17
7.10 APPLICABLE LAWS.....	18
7.11 PRIORITY OF DOCUMENTS .....	18
7.12 DEFENCE CONTRACT .....	18
7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....	18
7.14 CONTROLLED GOODS PROGRAM.....	18
7.15 SACC MANUAL CLAUSES .....	19
<b>ANNEX “A” .....</b>	<b>20</b>
STATEMENT OF WORK .....	20
<b>ANNEX “B” .....</b>	<b>25</b>
BASIS OF PAYMENT .....	25
<b>ANNEX “C” .....</b>	<b>27</b>
DISCLOSURES CERTIFICATION.....	27

<b>ANNEX “D” .....</b>	<b>28</b>
SECURITY REQUIREMENTS CHECK LIST (SRCL).....	28
 <b>ANNEX “E” .....</b>	 <b>29</b>
MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD.....	29

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Disclosures Certification, the Security Requirements Checklist, Mandatory Criteria, Evaluation Criteria and Selection Method and any other annexes.

### **1.2 Summary**

Defence Research and Development Canada (DRDC) - Suffield, Medicine Hat, Alberta has a requirement for a contractor to develop a capability to generate and characterize solid and liquid chemical aerosols, with specific characteristics, for chemical detection research, all in accordance with the Statement of Work, Annex "A".

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

As per the Integrity Provisions under section 01 of Standard Instructions [2003](#) and [2004](#), bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the *bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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

This procurement is subject to the Controlled Goods Program. The *Defence production Act* defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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: 60 days

Insert: 120 days

### 2.2 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.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

- a. an individual;

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( )** **No ( )**

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

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

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

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( )** **No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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.

## **2.6 Maximum Funding**

The maximum funding available for the contract resulting from the bid solicitation is \$340,000.00 (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered nonresponsive. This disclosure does not commit Canada to pay the maximum funding available.

Estimated fiscal year cash phasing breakdown as follows:

FY 14/15: \$140,000.00, Applicable Taxes extra  
FY 15/16: \$100,000.00, Applicable Taxes extra  
FY 16/17: \$100,000.00, Applicable Taxes extra

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)  
Section II: Management Bid (2 hard copies)  
Section III: Financial Bid (2 hard copies)  
Section IV: Certifications (1 hard copies)  
Section V: Additional Information (1 hard copies)



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

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

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

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

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

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

In their technical bid, bidders should 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: Management Bid**

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

#### **Section III: Financial Bid**

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

#### **Section IV: Certifications**

Bidders must submit the certifications required under Part 5.

#### **Section V: Additional Information**

##### **3.1.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

- 3.1.1.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

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

- 3.1.1.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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.

Mandatory and point rated technical evaluation criteria are included in Annex "E".

#### **4.1.2 Financial Evaluation**

Financial evaluation will be based on the total ceiling price proposed in Annex "B". The costs for the items in Annex "B" will be added together to obtain the total ceiling price.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Highest Rated Within Budget**

##### **4.2.1.1** To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

- 4.2.1.2** Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Certifications Precedent to Contract Award

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

#### 5.1.1 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.

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

#### 5.1.3 Additional Certifications Precedent to Contract Award

##### 5.1.3.1 Canadian Content Certification

5.1.3.1.1. SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

5.1.3.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

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

### 5.1.3.2 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.

### 5.1.3.3 Education and Experience

**5.1.3.3.1** SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

---

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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 requirements 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 Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 6.2 Controlled Goods Requirement

**6.2.1** As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
- b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.

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

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

- 6.2.2** Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

---

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

### 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **SECRET** with approved Document Safeguarding Capability (DSC) at the level of **SECRET** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites **without an escort**.
3. Processing of **CLASSIFIED** information electronically at the Contractor/Offeror's site is **NOT permitted** under this Contract/Standing Offer.
4. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD / PWGSC.
5. This contract includes **access to controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
6. The Contractor/Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex D;
  - b) *Industrial Security Manual* (Latest Edition).

---

### **7.3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures**

**7.3.2.1** The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

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

**7.3.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period, 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 fifteen (15) 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.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jasmine Scott  
Supply Specialist  
Acquisitions, Western Region  
Department of Public Works and Government Services  
ATB Place, North Tower  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578  
Facsimile: (780) 497-3510  
E-mail address: [jasmine.scott@pwgsc-tpsgc.gc.ca](mailto:jasmine.scott@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.



Solicitation No. - N° de l'invitation  
W7702-155716/A  
Client Ref. No. - N° de réf. du client  
W7702-155716

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-4-37207

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

### 7.5.2 Technical Authority

*(To be provided at Contract Award)*

The Technical Authority for the Contract is:

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

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

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.

### 7.5.3 Procurement Authority

*(To be provided at Contract Award)*

The Procurement Authority for the Contract is:

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

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

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.

### 7.5.4 Contractor's Representative

*(To be filled out by Bidder)*

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **7.7 Payment**

### **7.7.1 Basis of Payment – Ceiling Price**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex "B", to a ceiling price of \$\_(to be completed upon contract award)\_. Customs duties are included and Applicable Taxes are 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.

### **7.7.2 Limitation of Price**

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

### **7.7.3 Method of Payment**

#### **7.7.3.1 Progress Payments**

**7.7.3.1.1** Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the amount claimed is in accordance with the basis of payment;
- c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- d. all certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives.

**7.7.3.1.2** The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

**7.7.3.1.3** 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.

### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0705C (2010-01-11), Discretionary Audit  
C0710C (2007-11-30), Time and Contract Price Verification

## **7.8 Invoicing Instructions - Progress Payment Claim**

**7.8.1** The Contractor must submit a claim for payment using form PWGSC-WR01, Claim for Progress Payment.

---

Each claim must show:

- a. all information required on form PWGSC-WR01;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- a. a list of all expenses.

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (c) a copy of the invoices and receipts for consumable item(s) having an aggregate value of \$1,000.00 CAD or more, Applicable Taxes included (***Applicable to Universities only***);
- (d) a copy of the monthly progress report.

**7.8.2** Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

**7.8.3** The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-WR01, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Procurement Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

**7.8.4** The Contractor must not submit claims until all work identified in this claim is completed.

## **7.9 Certifications**

### **7.9.1 Compliance**

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

### **7.9.2 Disclosures Certification**

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosures Certification attached as Annex "C" stating that all applicable disclosures were submitted or that there were no disclosures to submit under general conditions 2040.

### 7.9.3 SACC Manual Clauses

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2014-09-25), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Disclosures Certification;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Defence Contract

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

### 7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### 7.14 Controlled Goods Program

#### 7.14.1 Controlled Goods Program – Contract

**7.14.1.1** As the Contract requires production of or access to controlled goods that are subject to the [Defence Production Act](#) R.S. 1985, c. D-1, the Contractor and any subcontractor are advised that, within Canada, only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#)

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

Failure of the Contractor to provide proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under

the Contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

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

#### **7.14.2 Controlled Goods**

The Contract involves controlled goods as defined in the Schedule to the [Defence Production Act](#). The Contractor must identify those controlled goods to the Department of National Defence.

#### **7.15 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
B6800C (2007-11-30), List of Non-consumable Equipment and Material  
G1005C (2008-05-12), Insurance

---

## ANNEX "A"

### STATEMENT OF WORK

#### 1. Title:

Develop a capability to generate and characterize solid and liquid chemical aerosols for chemical detection research at DRDC Suffield Research Centre (SRC).

#### 2. Background:

The Protection Technologies and Systems (PTS) Group at DRDC SRC is actively involved in chemical detection research and its application to Chemical Biological Radiological Nuclear (CBRN) defence. Operating in any environment where there is a toxic contaminant will present challenges to the Canadian Armed Forces (CAF). However, when the contaminants are in an aerosol state the difficulties faced by the CAF during an operation are heightened due to the tremendous variability in aerosol concentration associated with dilution, particle size, airflow and even the chemical phases present. Accordingly, there is an ongoing requirement to study chemical detector performance for a range of threats and hazard environments.

#### 3. Objective:

The aim of the contract is to develop a capability to generate and characterize solid and liquid chemical aerosols, with specific characteristics, for chemical detection research. The developed aerosol capability must ultimately be housed in an existing containment unit with fixed dimensions which must be taken into consideration in the design and engineering phases. In an attempt to reduce cost and incorporate green procurement practices, the Government of Canada will make available for use parts and subsystems from a chemical aerosol generation and characterization system that was procured in 2006. Upon demonstration and documentation of the developed aerosol system at the contractor's site, the equipment will be installed and finally demonstrated to and trained upon with DRDC SRC personnel at DRDC SRC.

#### 4. Scope of Work:

In consultation with the Technical Authority (TA), the contractor will be required to carry out the following work,

1. Identify what will be required to produce and characterize, in a highly controlled and repeatable manner, toxic chemical aerosols (liquids and solids) in the 1 to 5 µm particle size range at very low concentrations using very small amounts of starting materials. The required total output flow, for all detection devices under test is expected to fall between 0.5 and 2 L/min and the incorporation of an existing Highly Toxic Aerosol System (HTAS) to achieve aerosol delivery to multiple exposure points in the final system design is required. The developed aerosol capability must ultimately be housed in an existing containment glovebox unit with fixed dimensions (drawings to be provided upon request) which must be taken into consideration in the design and engineering phases.

2. Receive the existing aerosol equipment. In excess of 30 large cardboard boxes of equipment will be shipped to the contractor, but at a minimum the existing equipment is comprised of the following major components (current operational status of each component is unknown):

- BANG nebulizer
- Vilnius aerosol generator
- TSI Trijet aerosol generator (Model 3460)
- Wright Dust Feeder II

- Specially fabricated Highly Toxic Aerosol System (HTAS) for aerosol delivery to multiple exposure points
- Dusttrak (Model 8520)
- Lighthouse particle sizer modules (5) and controller
- TSI Aerodynamic Particle Sizer (model 3300)
- Microdust pro/Windust Pro monitoring software
- Cascade impactor
- Mass flow meters and controllers (various brands, models)
- Rotameters
- PUR Fre-Stat tubing
- Air pumps

3. Design a system to meet all required specifications, procure any necessary items and plan how to assemble and operate the various configurations of the developed aerosol generation and characterization capability. Document the system design and setup including documentation of various subcomponents and supporting equipment.

4. Develop test methods to verify the equipment and develop methods of operations for various testing requirements for each configuration with selected chemicals (simulants) in an aerosol chamber. Depending on the testing required, the system's components may be configured and reconfigured in various formats.

5. Perform a capability gap assessment for the use of the developed system to generate and characterize a wider range of aerosol particle sizes (from 0.1 to 10 µm) for future testing requirements and propose a plan for further development.

6. Install and demonstrate the developed aerosol system in DRDC SRC facilities and provide at least ten (10) days training to DRDC SRC personnel on its operation.

7. Provide a final report completely documenting the developed aerosol system including experimental protocols, system and subsystem characterization and test results, capability assessments, operational evaluations and recommendations for expanding the system's capability for future needs.

8. The optional work will be based on the successful outcome of the original work and recommendations in the capability gap assessment (task 5). The optional work will extend the capability of the system. Work will include tasks outlined in the gap assessment. Funding at this time is unknown - costing of labor, equipment and materials will be established at the exercise of the option. It is anticipated any future work will be completed during the FY 17/18 fiscal period 01 April 17 to 31 March 18.

#### 5. Meetings:

Progress meetings with the contractor will be conducted by telephone discussion approximately once every quarter or as required by the TA. Two project review meetings will be held during the course of this contract. The project review meetings will be held at the contractor's site. The date will be mutually agreeable between all project participants.

## 6. Reports and Deliverables:

### Report:

The contractor will be required to submit quarterly financial and progress reports that briefly describe the work carried out and the results during the three-month period. An interim report will be required sometime between contract start and 26 February 2015 and should be submitted in electronic form by the contractor. A final report will be required within 30 days of completion of the contract and should be submitted in electronic form by the contractor.

The contractor must allow time for editorial review of the draft report by the Technical Authority and agree to make minor editorial changes to the report, to print the report, and to deliver the report, at no additional cost.

The contractor will provide progress reports, presentation files (e.g. PowerPoint), milestone charts and other information as required by the TA throughout the contract.

### Deliverables:

- 1) Due to the uncertainty of repurposing equipment, an interim report including preliminary design and equipment budget based on repurposing and/or new will be required. Based on the interim report, decision will be made in consultation with the TA as to the final system specifications that are achievable.
- 2) A package of data and documentation for operation of the developed aerosol system to include design and setup documentation, any required operational software, detailed operational protocols augmented with representative testing data.
- 3) Install and demonstrate the developed aerosol system in DRDC SRC facilities and provide at least ten (10) days of training to DRDC SRC personnel on its operation.
- 4) A final report completely documenting the developed aerosol system including experimental protocols, system and subsystem characterization and test results, operational evaluations and recommendations for expanding the system's capability for future needs.

All reports and deliverables, as specified above and all Crown-purchased equipment will be delivered to DRDC SRC, FOB Ralston Alberta at the completion of the contract. Shipping arrangements and costs will be the responsibility of the contractor.

## 7. Government Furnished Support/Equipment/Information:

The contractor will require government furnished materials, equipment and information. DRDC SRC will ship to the contractor existing aerosol generation and characterization equipment which is currently in an unknown state in storage boxes. Shipping arrangements and costs will be the responsibility of DRDC SRC. At a minimum, the available equipment is comprised of the following major components:

- BANG nebulizer
- Vilnius aerosol generator
- TSI Trijet aerosol generator (Model 3460)
- Wright Dust Feeder II
- Specially fabricated Highly Toxic Aerosol System (HTAS) for aerosol delivery to multiple exposure points
- Dusttrak (Model 8520)
- Lighthouse particle sizer modules (5) and controller
- TSI Aerodynamic Particle Sizer (model 3300)
- Microdust pro/Windust Pro software



- 
- Cascade impactor (at least one)
  - Mass flow meters and controllers (several, various brands, models)
  - Rotameters
  - PUR Fre-Stat tubing
  - Air and vacuum pumps (details unknown)

Certain scientific information, possibly containing controlled goods data or classified data, may be provided by the TA and DRDC colleagues to the contractor during telephone discussions, meetings, and email messages etc. in order to assist in the performance the tasks outlined in the Scope of Work.

#### 8. Special Considerations:

The contractor will require access to DRDC SRC facilities to complete Task 6 under the Scope of Work and complete Deliverable 3 "Install and demonstrate the developed aerosol system in DRDC SRC facilities and provide at least ten days of training to DRDC SRC personnel on its operation."

The contractor is responsible to ensure all employees, subcontractors and their employees are certified in WHMIS.

#### 9. Acceptance Criteria:

The work will be monitored regularly for adherence to the work plan and to approve any modifications which may be required. Acceptance will be determined following successful installation, demonstration and training on the resulting aerosol system along with examination, satisfactory completion and acceptance of the final report by the Technical Authority. The format and contents of all reports must meet the requirements of DRDC and will be subjected to review and approval of the Document Review Panel at DRDC. Appropriate details of system setup and design, experimental conditions, operational parameters of all sub-components and discussions of resulting capability will be required. It is recommended that the contractor provide a draft copy of the final report to the TA prior to final submission.

#### 10. DRDC Suffield Research Centre General Contract Safety & Security Requirements

##### **DRDC-Suffield General Contract Safety & Security Requirements**

##### **1. WORK-SPECIFIC SAFETY BRIEFING**

Contractors employees or subcontractors supporting DRDC Suffield personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

##### **2. OBSERVANCE OF ON-SITE SAFETY, HEALTH AND ENVIRONMENTAL STANDARDS ON PROTECTION OF PROPERTY**

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

### 3. COMPLIANCE

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority.

#### 11. Security Classification:

Some of the required work is at the classified level and the contractor will be required to access classified information. A Security Requirement Checklist is attached for access to SECRET information.

#### 12. Intellectual Property:

All background intellectual property (IP) will be identified by the Contractor and remain the property of the contractor. All project participants must make available to all other project participants at no charge, any background IP required for the successful completion of the project, and where applicable, non-disclosure agreements must be established.

To facilitate possible commercial exploitation of any hardware or software that may be developed under this contract, the Contractor will retain ownership of the principle foreground IP generated in the contract. Should the Crown develop a sub-system component by separate means that is used in the resulting aerosol generation and characterization system, the Crown must retain ownership of the IP for the specific sub-system.

Notwithstanding the ownership of the principle foreground IP generated in this contract, the foreground IP be must freely available to the Crown to use for their internal purposes under a non-exclusive royalty-free license.

#### 13. Controlled Goods:

The contractor will be required to access controlled goods data and possibly controlled goods equipment. The contractor must be registered with the Controlled Goods directorate and thus authorized to access controlled goods.

#### 14. Estimated Cash Phasing:

Funding is provided in Canadian dollars.

The total estimated cash phasing must not exceed \$340K (Applicable Taxes extra). This disclosure does not commit Canada to pay the maximum funding available.

The total estimated cash phasing must adhere to an estimated fiscal year cash phasing breakdown as follows:

FY 2014-2015 \$ 140,000.00, Applicable Taxes extra  
FY 2015-2016 \$ 100,000.00, Applicable Taxes extra  
FY 2016-2017 \$ 100,000.00, Applicable Taxes extra

OPTION – possibility of follow on work – see task 5 in Scope of Work. Estimate of funding is unknown at this time.

All deliverables, except final report, are to be received and completed by 31 March 2017 with final report arriving up to 30 days later.

---

**ANNEX "B"**

**BASIS OF PAYMENT**

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

**(Note: line items listed below are considered "as applicable")**

**1. LABOUR:** at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

a) CATEGORY  
(est) \_\_\_\_ days @ \$---./day **Est.: \$** \_\_\_\_\_

b) CATEGORY  
(est) ---- days @ \$---./day **Est.: \$** \_\_\_\_\_

**Total Estimated Labour: \$** \_\_\_\_\_

**2. EQUIPMENT:** at laid down cost without markup **Est.: \$** \_\_\_\_\_  
(Specify type of equipment.)

**3. RENTALS:** at actual cost without markup **Est.: \$** \_\_\_\_\_  
(Specify what rentals.)

**4. MATERIALS AND SUPPLIES:** at laid down cost without markup **Est.: \$** \_\_\_\_\_  
(Specify what categories of materials and supplies.)

**5. TRAVEL AND LIVING EXPENSES:** **Est.: \$** \_\_\_\_\_

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 [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

**OR**

**5. TRAVEL AND LIVING EXPENSES:** **Est.: \$** \_\_\_\_\_

*Authorized travel and living expenses in accordance with Standard University Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.*

**(Applicable to Universities only)**

**6. SUBCONTRACTS:** at actual cost without markup **Est.: \$** \_\_\_\_\_  
(Identify subcontractors, if applicable.)

**7. OTHER DIRECT CHARGES:** at actual cost without markup **Est.: \$** \_\_\_\_\_  
(Specify what categories of direct charges.)

Solicitation No. - N° de l'invitation  
W7702-155716/A  
Client Ref. No. - N° de réf. du client  
W7702-155716

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-4-37207

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

**8. COMPUTING CHARGES:** *at standard university rates.*  
*(Applicable to Universities only)*

**Est.: \$** \_\_\_\_\_

**9. STANDARD UNVIERSITY OVERHEAD:** *as follows:*  
*(Applicable to Universities only)*

*a) at a maximum 65% of on-campus labour (item 1)*

**Est.: \$** \_\_\_\_\_

*b) at a maximum 30% of off-campus labour (item 1)*

**Est.: \$** \_\_\_\_\_

*c) at a maximum 2% of travel expenses (item 5)*

**Est.: \$** \_\_\_\_\_

**Total Estimated Overhead: \$** \_\_\_\_\_

**10. PROFIT:** at a firm rate of \_\_\_\_% of items \_\_\_\_ above

**Est.: \$** \_\_\_\_\_

**Estimated Cost to a Ceiling Price: \$** \_\_\_\_\_  
**(Applicable Taxes 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 Ceiling Price.

F.O.B. Point: Defence Research and Development Canada - Suffield

Solicitation No. - N° de l'invitation  
W7702-155716/A  
Client Ref. No. - N° de réf. du client  
W7702-155716

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-4-37207

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "C"

### DISCLOSURES CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

<u>Contracting Authority</u>	<u>Technical Authority</u>
Jasmine Scott	
Supply Specialist	
Acquisitions, Western Region	Defence Research & Development Canada Suffield
Public Works & Government Services Canada	Department of National Defence
Telus Plaza North, 5th Floor	P.O. Box 4000 Main
10025 Jasper Avenue	Medicine Hat, AB T1A 8K6
Edmonton, AB T5J 1S6	

**CONTRACT TITLE:** Develop a capability to generate and characterize solid and liquid chemical aerosols for chemical detection research at DRDC Suffield Research Centre (SRC).

Please tick appropriate box:

- [ ] We hereby certify that all applicable disclosures were submitted in compliance with General Conditions 2040 - Research and Development.

**YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF** any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

- [ ] We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in General Conditions 2040 - Research and Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
W7702-155716/A  
Client Ref. No. - N° de réf. du client  
W7702-155716

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-4-37207

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

Please see Security Requirements Check List (SRCL) form attached to this document.

## ANNEX "E"

### MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD

#### I. MANDATORY CRITERIA

##### **At Solicitation Closing:**

Failure to meet any of the following mandatory requirements **at solicitation closing** will render your submission non-compliant and given no further consideration.

	YES	NO
1. Education: P. Eng, or MSc or higher with academic training in engineering, mechanical engineering and/or aerosol science.		
2. Experience: Experience with aerosol, including chemical aerosol, dissemination, sampling techniques and instrumentation (from a variety of manufacturers), in both outdoor and chamber environments.		
3. Experience: Experience in developing test protocols for repeatable aerosol dissemination and sampling within aerosol containment chambers.		
4. Facilities: Access to aerosol containment chambers that are compatible with chemical aerosols, which can be used for testing repeatable aerosol dissemination and sampling protocols to be employed by the developed DRDC SRC aerosol system.		
5. Price Proposal does not exceed the established budget.		

## II. EVALUATION CRITERIA

### Point Rated Criteria

Each Technical Bid which meets all the Mandatory Criteria specified above, will be evaluated and scored in accordance with the following evaluation criteria:

POINT RATED CRITERIA (Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=nothing)			
A. TECHNICAL BID	WEIGHT	RATING	SCORE
1. Understanding of scope and objectives.  The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, the reasons for carrying it out as proposed and the benefits to be derived.	5		
2. Proposed work feasibility, approach and methodology.  The Bidder should clearly outline its approach and proposed methodology to meet the requirement, as well as the degree of success expected. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.	5		
3. Work plan, schedule and deliverables.  The Bidder should include a list of specific tasks and deliverables and the proposed schedule for completion of the work or delivery.	5		
4. Recognition of problems and solutions proposed.  The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	2		
5. Demonstrated original and innovative ideas.	2		
6. Proposed plan for further developing and exploiting commercially the results of the Work.  The Bidder should describe how the results of the Work will be further developed or exploited commercially by its organization.	2		



7. Project Manager - qualifications and relevant experience, including his/her position within the organization.  The Bidder should provide the name of the Project Manager who will be assigned to this requirement, demonstrating his/her education, qualifications and experience. His/her curriculum vitae should also be included.	4		
8. Other key personnel (i.e. other than the Project Manager) - qualifications and relevant experience proven by similar or related work.  The Bidder should provide the names of all other key personnel who will be assigned to this requirement, demonstrating their education, qualifications and experience. Their curriculum vitae should also be included.	4		
9. Bidder's organization - its relevant experience and competence proven by similar or related work.  The Bidder should demonstrate the background and experience of its organization, particularly as it relates to this requirement.	5		
10. Relevant experience of personnel assigned to the project. Relevant experience of personnel assigned to the project will include aerosol chamber experimental setup (including aerosol dissemination) and aerosol sample collection. 4 points for >10 yrs 3 points for 10 yrs 2 points for 5-10 yrs 1 point for < 5 yrs 0 = no experience	5		
11. Adequacy and availability of personnel to carry out the project.	4		
<b>B. MANAGEMENT BID</b>	<b>WEIGHT</b>	<b>RATING</b>	<b>SCORE</b>

1. Proposed level of effort and planned team organization, including availability of team members and backup capability, reporting structure, and capability to carry out the project within the time frame allotted.  The Bidder should include a description of the team (including subcontractors, as applicable), the reporting structure, as well as the ability of the proposed team to complete the Work. Where subcontractors are proposed as part of the project team, the Bidder should provide a list of all subcontractors proposed, describe the work to be performed by each one and explain the proposed basis of selection for each one. The level of effort (by task) for each individual should be specified and the availability of personnel (including backup capability) should be addressed.	5		
2. Project management tools or methodology.  The Bidder should describe how it proposes to control the management of the project, including subcontracts. In particular, where the Bidder represents a consortium, the approach should include clear descriptions of the arrangements between the members of the consortium and the management processes to be put in place to manage the ongoing performance of the consortium members.	4		
3. Assurance of liaison with the Technical Authority.	4		
MAXIMUM TOTAL POINTS AVAILABLE			224
MINIMUM TOTAL POINTS ACCEPTABLE (75% of max available)			168
TOTAL POINTS AWARDED			

Each proposal must meet all of the mandatory requirements set out in the evaluation criteria. Proposals that fail to meet these requirements will be discarded without further consideration.

Each point rated evaluation criterion has a number allotment ("weight") that reflects its importance in proposal submissions. The degree to that the proposal satisfies the requirement of each criterion will be assessed and a "rating" will be assigned ranging from 0 to 4, with 0 meaning the proposal completely fails to satisfy the requirement, and the total allotment meaning the proposal fully meets the outlined criterion. A score will be assessed by multiplying the weight by the rating.

Each proposal must achieve a minimum score of **75%** of the maximum total points available overall. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

Solicitation No. - N° de l'invitation  
W7702-155716/A  
Client Ref. No. - N° de réf. du client  
W7702-155716

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-4-37207

Buyer ID - Id de l'acheteur  
edm002  
CCC No./N° CCC - FMS No./N° VME

---

### **III. SELECTION METHOD**

Contractor selection will be based on the proponent/bidder that submits the highest technically acceptable proposal provided that the estimated total price does not exceed the established budget.



Government  
of Canada

Gouvernement  
du Canada

RECEIVED

OCT 28 2014

Contract Number / Numéro du contrat

W7702-155716

Security Classification / Classification de sécurité  
unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W7702-155716

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 FIABILITÉ

☐ 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 :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non Oui

☐ No ☒ Yes  
Non Oui

unclassified work being performed off site

**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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W1702-155716

Security Classification / Classification de sécurité  
unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC COSMIC TRES SECRET	A	B	C	CONFIDENTIEL	
Information / Assots Renseignements / Biens Production					✓											
IT Media / Support TI																
IT Link / 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  
Non

☐ Yes  
Oui

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

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

☒ No  
Non

☐ Yes  
Oui

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