

**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

**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**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

|   |  |
|---|--|
| <b>Title - Sujet</b><br>Tech Supp Ship Survivability System   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W8482-146233/A  | <b>Date</b><br>2015-03-10                    |
| <b>Client Reference No. - N° de référence du client</b><br>W8482-146233   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$ML-029-25018  |  |
| <b>File No. - N° de dossier</b><br>029ml.W8482-146233   | <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 2015-04-01</b>  |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT  |  |
| <b>F.O.B. - F.A.B.</b><br><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><br>Guay, Yvan   | <b>Buyer Id - Id de l'acheteur</b><br>029ml  |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-0678 ( )  | <b>FAX No. - N° de FAX</b><br>(819) 956-0897 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Specified Herein<br>Précisé dans les présentes |  |

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**

Marine Machinery and Services / Machineries et services  
maritimes

11 Laurier St. / 11, rue Laurier  
6C2, Place du Portage  
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/<br/>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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Amd. No. - N° de la modif.

File No. - N° du dossier

029mlW8482-146233

Buyer ID - Id de l'acheteur

029ml

CCC No./N° CCC - FMS No/ N° VME

W8482-146233

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See attachment.

**Request for Proposal for  
Technical Support for Ship Survivability Systems of the  
Department of National Defence**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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 6 - 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. 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.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

To provide Technical Support for Ship Survivability Systems of the Department of National Defence, Ottawa, Ontario.

The requirement is to perform the work for the Technical Authority under the following occupational categories: Senior Engineer, Junior Engineer, Code Development Specialist and Computer Science Specialist.

The initial period of the contract will be for one (1) year with an option to extend by three (3) additional periods of one (1) year.

### **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.

### **1.4 Trade Agreements**

The requirement is limited to Canadian services.

## **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.

#### **2.2.1 Controlled Goods Requirement**

SACC *Manual* clause [A9130T](#) (2014-11-27) Controlled Goods Program - Bid

### **2.3 Former Public Servant - Competitive Bid**

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 seven (7) 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 Ontario.

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

## 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, three (3) hard copies
- Section II: Financial Bid, one (1) hard copy
- Section III: Certifications, one (1) hard copy
- Section IV: Additional Information, 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

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

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

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

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

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

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

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

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 1.

## **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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

The mandatory technical criteria are detailed in the Technical Evaluation Plan in Annex "G".

#### **4.1.2 Financial Evaluation**

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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included. The price of bid will include the estimated levels of effort in clause 5.0 of Annex "A", SOW multiplied by the firm all inclusive per diem rates in the Table of Annex "B", Basis of Payment for the initial period and the option periods 1, 2 and 3.

#### **4.2 Basis of Selection**

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

### **PART 5 - CERTIFICATIONS**

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

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

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

#### **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 provided 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

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([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**

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

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 Canadian Content Definition**

**5.1.3.2.1** SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

#### **5.1.3.3 Status and Availability of Resources**

**5.1.3.3.1** SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

#### **5.1.3.4 Education and Experience**

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

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## PART 6 – RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of NATO SECRET**, with approved **Document Safeguarding and Production Capabilities at the level of NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. 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.
3. The Contractor/Offeror personnel requiring access to **CANADIAN CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the CISD, PWGSC.
4. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated Nato Security Authority.
5. 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 up to the level of **NATO SECRET**.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI) Questionnaire** and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is *“Not Under FOCI”* or *“Under FOCI”*. When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed *“Not Under FOCI through Mitigation”*.
8. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
9. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
10. The Contractor/Offeror must comply with the provisions of the:

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(a) Security Requirements Check List, attached at Annex "C"

## **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

The Contractor will provide Technical Support for Ship Survivability Systems of the Department of National Defence, Ottawa, Ontario.

The requirement is to perform the work for the Technical Authority under the following occupational categories: Senior Engineer, Junior Engineer, Code Development Specialist and Computer Science Specialist.

### **6.2.1 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.

#### **6.2.1.1 Task Authorization Process**

The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "D".

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.

The Contractor must provide the Technical Authority, within 10 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.

The Contractor must not commence work until a TA authorized by the Technical 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.

#### **6.2.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$100,000, Applicable Taxes included, inclusive of any revisions.

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

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

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$10,000.

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.

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

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

2. The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". 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.

3. 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.

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

#### **5. 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:

#### **6. 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, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, 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.

#### **7. For all authorized tasks:**

- i. 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

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2035 (2014-09-25), General Conditions – Higher Complexity - Services apply to and form part of the Contract.

#### **6.3.2 Specific Persons**

The Contractor must provide the services of the following persons to perform the work as stated in the Contract:

Senior Engineer: \_\_\_\_\_  
Junior Engineer: \_\_\_\_\_  
Code Development Specialist: \_\_\_\_\_  
Computer Science Specialist: \_\_\_\_\_

(The Contracting Authority will include the names at contract award as specified by the Bidder in its bid.)

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to one (1) year after date of Contract inclusive.

#### **6.4.2 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 periods of one (1) year 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 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.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Yvan Guay  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Marine Systems Directorate

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Place du Portage, Phase III, 6C2  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: 819 956-0678  
Facsimile: 819 956-0897  
E-mail address: yvan.guay@tpsgc-pwgsc.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.

### 6.5.2 Requisitioning Authority

The Requisitioning Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department of National Defence  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ (The Contracting Authority will provide the information at contract award.)

The Requisitioning Authority is the responsible for the contract management at the Department of National Defence and is the only organization that can authorize additional work.

### 6.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department of National Defence  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ (The Contracting Authority will provide the information at 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

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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.

#### **6.5.4 Contractor's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_ (The Contracting Authority will complete the information at contract award as specified by the Bidder in its bid.)

#### **6.6 Proactive Disclosure of Contracts with Former Public Servants**

(The Contracting Authority will insert in full text SACC Manual clause A3025C Proactive Disclosure of Contracts with Former Public Servants, if the selected Bidder provided information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act pension, or delete this title and instruction at contract award, if not applicable.)

#### **6.7 Payment**

##### **6.7.1 Basis of Payment – Firm Unit Prices - Task Authorization**

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 prices as detailed in the Basis of Payment in Annex "B", as specified in the authorized TA. Customs duties are included and Applicable Taxes are 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.

##### **6.7.2 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 \$ \_\_\_\_\_ (The Contracting Authority will provide the sum at contract award). Customs duties are included and Applicable Taxes are 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.

### 6.7.3 Progress Payments

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 100 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), 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 100 percent of the total amount to be paid under the Contract;
- d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights 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.

### 6.7.4 Discretionary Audit

SACC Manual clause C0705C (2010-01-11) Discretionary Audit

### 6.8 Invoicing Instructions – Progress Payment Claim

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. 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, travel and living expenses;
- c. a copy of the monthly progress report.

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.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), 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

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Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

## **6.9 Certifications**

### **6.9.1 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.

### **6.9.2 SACC Manual Clauses**

[A3060C](#) (2008-05-12) Canadian Content Certification

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (The Contracting Authority will insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

## **6.11 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 [2035](#) (2014-09-25), General Conditions – Higher Complexity - Services;
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Security Requirements Check List;
- (f) Annex “D”, DND 626 Task Authorization Form;
- (g) Annex “E”, Reporting Requirements;
- (h) Annex “F”, Non-Disclosure Agreement;
- (i) the Contractor's bid dated \_\_\_\_\_ (The Contracting Authority will insert date of bid as specified by the Bidder in its bid).

## **6.12 Defence Contract**

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

## **6.13 Foreign Nationals (Canadian Contractor)**

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

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#### **6.14 Insurance**

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

#### **6.15 SACC Manual Clauses**

[A9131C](#) (2014-11-27) Controlled Goods Program - Contract

[B4060C](#) (2011-05-16) Controlled Goods

[D5510C](#) (2014-06-26) Quality Assurance Authority (Department of National Defence) Canadian-based Contractor

#### **6.16 Non-disclosure Agreement**

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

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**ANNEX "A"**  
**STATEMENT OF WORK**  
**(See attachment)**

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**ANNEX "B"**

**BASIS OF PAYMENT**

**(See attachment)**

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(See attachment)**

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**ANNEX "D"**

**DND626 TASK AUTHORIZATION FORM**

**(See attachment)**

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**ANNEX "E"**  
**REPORTING REQUIREMENTS**

Contractor must report on a quarterly basis on the task activities. Such reports may contain, but are not limited to, the following information:

- i. the contract number;
- ii. the Contactor name;
- iii. the reporting period;
- iv. the task number for each task, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the task;
- viii. the task period;
- ix. the line items acquired/services provided; and
- x. the value of the task, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

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## ANNEX "F"

### 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

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**ANNEX "G"**  
**TECHNICAL EVALUATION PLAN**  
**(See attachment)**

**ANNEX "A"**  
**STATEMENT OF WORK (SOW) FOR**  
**TECHNICAL SUPPORT FOR SHIP SURVIVABILITY SYSTEMS OF THE**  
**DEPARTMENT OF NATIONAL DEFENCE**

**1.0 GENERAL**

- 1.1 Background: The Ship Survivability Systems Life Cycle Material Management (LCMM) is responsible for managing Ship Survivability Systems for all classes of combatants in the Canadian Navy. Ships included are the HALIFAX and VICTORIA classes. The management of these systems involves completing the LCMM duties as defined in the Life Cycle Materiel Management System Guidance manual A-LP-113-001/FP-001. In order to do this for all classes of ships the LCMM requires Contractor assistance.
- 1.2 Purpose: The Contractor shall support the Technical Authority (TA) in updating, maintaining, managing and providing Life Cycle Material Management (LCMM) support for Ship Survivability Systems. Specifically, this requires advanced analytical and code development capability in areas specific to weapons effects and signature modeling.

**2.0 REQUIREMENT**

- 2.1. The specific requirement is for the provision of services, on an "as and when requested" basis, from Senior Engineer, Junior Engineer, Code Development Specialist and Computer Science Specialist occupational categories.
- 2.2 Work sharing and interaction between these positions requires a Contractor team of personnel.

**3.0 LIMITATIONS AND CONSTRAINTS**

- 3.1 Decisions concerning revision or definition of policy, budgets as well as contractual obligations are excluded from the Contractor services. On these issues, the Contractor's personnel shall limit themselves to providing the Technical Authority with their comments and recommendations only.
- 3.2 At all times during the provision of the required services, the Contractor personnel are not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary information may be provided to Contractor personnel in the performance of services if the "Non-Disclosure Agreement" contained in the Annex "F" of the Request for Proposal is duly executed by the Contractor personnel.
- 3.3 During the performance of the Contract, the Contractor or his personnel shall not direct any departmental organizations, or any personnel of any third parties with whom the Canada has contracted to perform any action.
- 3.4 The TA or other authorized departmental governmental representative shall have access at all times to the Work and to the plant or facility where any part of the Work is being performed.

- 3.5 All drawings, software codes, reports, data, documents or materials provided to the Contractor by the Canada or produced by Contractor personnel in providing services required under the Contract, remain the property of the Canada and shall be used solely in support of this requirement. The Contractor shall be required to safeguard the preceding information and materials from unauthorized use and shall not release them to any third party, person or agency external to DND without the express written permission of the TA. Such material(s) shall be returned to the TA upon completion of the contract or when requested by the TA.
- 3.6 The personnel of the Contractor providing the services shall be independent of direct control from servants of Canada and are not in any respect employees or servants of Canada.
- 3.7 The Contractor shall ensure that their personnel do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive any Contractor personnel as being an employee of Canada.

#### **4.0 SCOPE OF WORK**

- 4.1 The Contractor shall be tasked to provide services on an "as and when requested basis" that may include but not be limited to the following LCMM activities related to support Ship Survivability Systems in article 1.2 of this Annex "A". Please note that for the duration of the contract, systems may be added or deleted:

##### Senior Engineer, Junior Engineer, Code Development Specialist and Computer Science Specialist

- a. conduct studies of in-service structural problems, failures and Unsatisfactory Condition Reports (UCR) to produce technical options, assess technical risks and evaluate designs;
  - b. predict weapons effects loads on ship structures using the Canadian Naval TRIDENT, VAST, CHINOOK and GVAM codes;
  - c. conduct static and dynamic, linear and non-linear responses by using both analytical formulae and finite element methods to analyze structural response of the loads defined in sub-article b. above;
  - d. conduct structural crack initiation and propagation analysis and the fatigue analysis;
  - e. review Canadian Forces survivability publications and propose recommendations to the Technical Authority (TA);
  - f. review specifications and propose recommendations to the TA;
  - g. develop necessary software to address analytical problems related to ship signatures and weapons effects;
  - h. provide configuration control and help desk support to 6 DND Naval Architect Survivability Workstations;
  - i. develop and maintain suitable class specific finite element models of naval combatants;
  - j. develop and maintain suitable signature modelling, prediction and analysis capability for underwater acoustic, magnetic, and above water infra red and radar cross section models;
  - k. provide periodic training courses in technology related to the subject matter; and
  - l. review, estimate costs and make recommendations for engineering changes.
- 4.2 In addition to the requirements of the Monthly Progress Reports (see the "Deliverables" section below), the Contractor personnel shall report verbally to the TA any special circumstance or events affecting the provision of the required services.

**5.0 ESTIMATED LEVEL OF EFFORT**

5.1 The estimated levels of effort are as indicated in TABLE 1 below:

**TABLE 1: ESTIMATED LEVELS OF EFFORT**

| Required Occupational Categories | Estimated Level Of Effort (days) per occupational category |                           |                           |                           |
|----------------------------------|--|---------------------------|---------------------------|---------------------------|
|                                  | Initial period 12 months                                   | Option 1 Period 12 months | Option 2 Period 12 months | Option 3 Period 12 months |
| Senior Engineer                  | 40   | 40                        | 40                        | 40                        |
| Junior Engineer                  | 60   | 60                        | 60                        | 60                        |
| Code Development Specialist      | 40   | 40                        | 40                        | 40                        |
| Computer Science Specialist      | 30   | 30                        | 30                        | 30                        |

5.2 These levels of effort are only estimations made in good faith and are not to be considered in any way as a commitment from Canada.

**6.0 CONTRACTOR MANAGEMENT OF THE CONTRACT**

6.1 The Contractor will be required to actively participate in the overall management of all related activities and will be directly responsible for the effective supervision and coordination of the efforts of its personnel so as to minimize the management effort required of DND.

6.2 To meet this requirement, the Code Development Specialist will perform the duties and responsibilities as the Team Leader. He/she shall be the contractor's single point of contact with the TA or his representative and shall have the authority to make decisions on all matters with respect to the work under contract.

6.3 The Team Leader shall assume responsibility for the total scope of the contracted work, including planning, scheduling, directing and supervising, and shall be responsible for the overall services provided by team members.

6.4 The TA shall be able to contact the Team Leader during the business core hours. The Team Leader shall return any call from the TA within 24 hours.

6.5 The Contractor shall be responsible for the pick-up and delivery to the Technical Authority (TA) of all correspondence, data, tasking, etc.

6.6 The Contractor shall be responsible for all Work produced under the Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices.

**7.0 TASKING**

7.1 When services described in Article 4 "Scope of Work" of this Annex "A" are required, the TA will prepare and submit to the Contractor, as a minimum, the following:

- a. a detailed description of the service(s) required;
- b. a description of any deliverable(s) required, including the required format and media, if any (as per article 8.0 below);
- c. the required start and completion dates, if any;

- d. any travel required as per article 10.0 of this SOW, if any, including the content and format of any required travel report; and
- e. whether any service under this tasking requires on-site activities (as per Article 11.0 below).

7.2 The Contractor must respond, as a minimum, with the following:

- a. description of the level of effort required from each occupational category for the completion of this task;
- b. the start and completion dates (if not specified by the TA); and
- c. a written concurrence to all terms and conditions of the tasking.

7.3 The Technical Authority (TA) shall give final approval in writing, to the Contractor, prior to the commencement of any work.

## **8.0 DELIVERABLES**

8.1 Deliverables under this SOW shall be in the form of services provided to the TA in accordance with the scope of work described in Article 4.0 above and of the products generated thereof. The deliverables will in general be completed reports, memoranda, letters and forms.

8.2 **Monthly Progress Reports:** The Contractor shall prepare monthly progress reports of the work performed, as directed by the TA, in a contractor format acceptable to the TA, to be joined with each Progress Claim. As a minimum, each progress report shall document the following information during the reporting period:

- i) all significant activities performed by each occupational category under each task during the period covered by the Progress Claim;
- ii) status of all action/decision items originating from each task, as well as a list of outstanding activities;
- iii) a description of any problems encountered which are likely to require attention by the TA;
- iv) any recommendations relating to the conduct of the work;
- v) total number of days charged against each task for each occupational category during the covered period;
- vi) total number of days charged against each task for each occupational category since task award; and
- vii) travel costs incurred under each task, including applicable receipts.

8.3 All correspondence, as addressed in Article 6.5 above, shall be submitted as requested by the TA.

8.4 Any other deliverable required, as well as its content and format, will be identified in the detailed description of the work as per Article 7.1 above

8.5 Unless otherwise specified by the TA, one (1) hard copy and one (1) soft copy of these deliverables shall be provided to the TA. Soft copy deliverables shall be provided in a format compatible with Microsoft Office software, either on a 3.5 inch floppy diskette or CD-ROM.

8.6 As a minimum Quality Assurance requirement, the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or material provided conform to the specifications and requirements of this SOW and any tasking issued. The schedule of deliverables shall be in accordance with the priorities established by the TA.

## **9.0 MEETINGS**

- 9.1 Contractor personnel shall make the necessary preparations and participate in meetings as and when requested by the TA.
- 9.2 All meetings will be conducted at facilities to be provided by DND, unless otherwise requested by the TA. In the latter case, the meeting shall be conducted at the Contractor's facility and the Contractor shall provide all facilities, equipment, etc. required at no additional cost to the Canada.
- 9.3 If required by the TA, the Contractor personnel shall prepare minutes of discussions and/or record of decisions of the meeting(s) and shall provide them to the TA, for review and approval, no later than five (5) working days after each meeting.

## **10.0 TRAVEL AND LIVING**

- 10.1 The Contractor personnel may be required to travel to various locations.
- 10.2 It is anticipated that two (2) persons will be required to make the following trips:
- i. Esquimalt, British Columbia, three (3) days;
  - ii. Ottawa, Ontario, four (4) days.
- 10.3 The requirement for any travel will be identified in the tasking (as per article 7.1 above). All travel will require prior approval of the TA or the authorized representative.
- 10.4 If required by the TA in the tasking (as per article 7.1 above), the Contractor personnel shall prepare a trip report to be submitted to the TA no later than five (5) working days following the completion of the trip. The required content and format of the report shall be as indicated by the TA.
- 10.5 The Contractor shall be paid for pre-authorized "travel and living" expenses incurred for travel outside a radius of seventy-five (75) kilometers from the location of the Contractor's facilities to facilities identified by the TA. In all cases, travel time and "travel & living" costs for travel between Contractor's facilities and TA's work location will not be paid/reimbursed by Canada. TOTAL ANNUAL ESTIMATED TRAVEL AND LIVING EXPENSES: **\$16,000.00** (GST extra)

## **11.0 LOCATION FOR PROVISION OF REQUIRED SERVICES & AVAILABILITY OF GOVERNMENT RESOURCES**

- 11.1 Normally the Work will be performed at the Contractor's own place of business or offices and the Contractor must provide adequate work space and office equipment to ensure the uninterrupted flow of contracted services at no additional cost to Canada. Provision will be made for the Contractor to have access to classified/sensitive material as deemed necessary by the TA. DND/CF facilities at the Louis St. Laurent Building, located at 555 Boulevard. de la Carrière, Hull, Québec, may be provided if deemed necessary by the TA.

## **12.0 SECURITY**

See Security Requirements contract clause.

**13.0 TECHNICAL AUTHORITY**

- 13.1 The Technical Authority (TA) for this requirement will be the primary point of contact for Contractor personnel and will be stated in the contract award document.
- 13.2 All reports, deliverables, documentation and services rendered shall be subject to inspection and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. Should any report, document or service not be in accordance with this SOW and to the satisfaction of the TA, as submitted, the TA shall have the right to reject it and require correction before payment is authorized.
- 13.3 Any communication with the Contractor regarding the quality of Work performed pursuant to this Contract shall be undertaken by official correspondence through the Contracting Authority.

## ANNEX "B"

### BASIS OF PAYMENT

During the period of Contract, for Work performed in accordance with the contract, the Contractor will be paid as specified below:

#### 1.0 Professional Fees

The Contractor will be paid firm all inclusive per diem rates as follows:

| Occupational Category       | Initial Period<br>(12 months) | Option Period<br>1<br>(12 months) | Option Period<br>2<br>(12 months) | Option Period<br>3<br>(12 months) |
|-----------------------------|-------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Senior Engineer             | \$                            | \$                                | \$                                | \$                                |
| Junior Engineer             | \$                            | \$                                | \$                                | \$                                |
| Code Development Specialist | \$                            | \$                                | \$                                | \$                                |
| Computer Science Specialist | \$                            | \$                                | \$                                | \$                                |

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all inclusive per diem rate must be pro-rated to reflect actual time worked.

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (RCN) only

For the requirements relative to travel described in the Statement of Work in Annex "A":

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.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Canada will not accept any travel and living expenses for:

- a. Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Region Act*, R.S.C. 1985, c N-4, S.2. The *National Capital Region Act* is available on the Justice Website: <http://www.laws.justice.gc.ca/eng/acts/N-4>;
- b. Any travel between the Contractor's place of business and the NCR; and

Solicitation No. - N° de l'invitation  
W8482-146233/A  
Client Ref. No. - N° de réf. du client  
W8482-146233

Amd. No. - N° de la modif.  
File No. - N° du dossier  
029ml.W8482-146233

Buyer ID - Id de l'acheteur  
029ml  
CCC No./N° CCC - FMS No./N° VME

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- c. Any relocation of resources to satisfy the terms of the Contract. These expenses are included in the firm all-inclusive per diem rates specified in article 1.0 above.

Total Estimated Cost of Authorized Travel and Living Expenses per Year: \$16,000.00



|  |
|--|
| Contract Number / Numéro du contrat<br>W8482-146233  |
| Security Classification / Classification de sécurité |

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

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE  |   |   |
|---|---|---|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine<br>Dept of National Defence   |   | 2. Branch or Directorate / Direction générale ou Direction<br>ADM(MAT)/DGMEPM/DNPS                    |
| 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>LCMS Support for Ship Survivability Systems  |   |   |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |   | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui                       |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  |   | <input 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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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.<br>Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui                       |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |   | <input checked="" type="checkbox"/> No / Non <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<br>Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>   | All NATO countries<br>Tous les pays de l'OTAN <input checked="" type="checkbox"/>                     | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/>        |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>  |   |   |
| Restricted to: / Limité à :<br>Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>   | Restricted to: / Limité à :<br>Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/> | Restricted to: / Limité à :<br>Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/> |
| 7. c) Level of information / Niveau d'information   |   |   |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>   | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>                                      | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>   |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>   | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>                                 | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>   |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>                                       | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   | NATO SECRET<br>NATO SECRET <input checked="" type="checkbox"/>  | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   |
| SECRET<br>SECRET <input checked="" type="checkbox"/>  | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>                                      | SECRET<br>SECRET <input type="checkbox"/>   |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |   | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |   | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>                                  |



**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 / Non  Yes / 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 / Non  Yes / Oui

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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 / COSMIC TRÈS SECRET | PROTECTED / PROTÉGÉ      |                          |                          | CONFIDENTIAL             | SECRET                   | TOP SECRET               |
|   |                          |                          |                          | CONFIDENTIEL             |                                     | Très SECRET              | NATO DIFFUSION RESTREINTE | NATO CONFIDENTIEL        | A                                   |  | B                        | C                        | CONFIDENTIEL             |                          |                          |                          |
| Information / Assets / Renseignements / Biens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Production                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Media / Support TI                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IT Link / Lien électronique                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

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

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

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

|  |   |   |
|--|---|---|
| All invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.   |   | Contract no. – N° du contrat<br><br>Task no. – N° de la tâche |
| Amendment no. – N° de la modification  | Increase/Decrease – Augmentation/Réduction  | Previous value – Valeur précédente                            |
| To – À   | <p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>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.</p> |   |
| Delivery location – Expédié à  | <p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____ for the Department of National Defence<br/>pour le ministère de la Défense nationale</p>   |   |
| Delivery/Completion date – Date de livraison/d'achèvement  |   |   |
| Contract item no.<br>N° d'article<br>du contrat  | Services  | Cost<br>Prix  |
|  |   |   |
|  | <b>GST/HST<br/>TPS/TVH</b>  |   |
|  | <b>Total</b>  |   |
| <p><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.</p> <p><b>NE S'APPLIQUE QU'AUX 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.</p> |   |   |
| <p>_____ for the Department of Public Works and Government Services<br/>pour le ministère des Travaux publics et services gouvernementaux</p>  |   |   |

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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 PAM 1.4). **Note:** 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.

### Services

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.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

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.

### Applicable only to PWGSC contracts

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.

### Note:

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.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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 le MAA 1.4). **Nota :** 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.

### Services

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/celles qui s'appliquera/ront 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'œuvre; 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.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

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.

### Ne s'applique qu'aux contrats de TPSGC

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.

### Nota :

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.

**ANNEX "G"**  
**TECHNICAL EVALUATION PLAN FOR**  
**TECHNICAL SUPPORT FOR SHIP SURVIVABILITY SYSTEMS OF THE**  
**DEPARTMENT OF NATIONAL DEFENCE**

**1.0 GENERAL**

1.1 Proposals will be evaluated on the qualifications, knowledge and experience of proposed personnel. The evaluation criteria against which the proposal will be evaluated are as set out in this Annex. Bidders are advised to address each requirement in sufficient depth to permit a complete analysis and assessment by the evaluation team. Failure to provide sufficient detail could result in a proposal being evaluated as technically NON-COMPLIANT.

**2.0 METHOD OF EVALUATION**

2.1 The technical proposal will be evaluated as follows:

a. Mandatory Requirements as per Article 3.4 Mandatory Requirements for DND of this Annex.

**3.0 REQUIREMENTS**

3.1 Each proposed individual will be evaluated against the criteria described or referred to in this Annex. If following evaluation of all mandatory requirements, a proposed individual fails to meet all the mandatory evaluation criteria, he/she will be considered as technically NON-COMPLIANT.

3.2 Demonstration of Experience And Capability. Proposals must demonstrate the experience and capability to complete the tasks as outlined in the Statement of Work, Annex "A". Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. **The Bidder must provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.** Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

3.3 Mandatory Requirements. The Bidder's proposal shall include a completed Curriculum Vitae for all proposed personnel for the required occupational categories. The Curriculum Vitae shall fully demonstrate that the proposed personnel meet or exceed the mandatory requirements for the following firm positions:

- **Senior Engineer;**
- **Junior Engineer;**
- **Code Development Specialist; and**
- **Computer Science Specialist.**

3.4 Mandatory Requirements For DND. The mandatory requirements for each required occupational category is as stated below.

3.4.1 Firm Positions:

**3.4.1.1 Senior Engineer**

**M.1** The Senior Engineer must possess a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program (**Copy of certificate to be provided with the Bidder's proposal**); **OR**

Alternatively, should the candidate's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), **(Copy of the official CCPE judgement to be included); OR**  
Finally, as a third alternative, the candidate's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body **(proof of which is to be provided with the Bidder's proposal).**

**M.2** The Senior Engineer must possess a minimum of eight (8) years of demonstrated experience as an Engineer in an area directly related to naval ship structures analysis.

**M.3** The Senior Engineer must possess a minimum of five (5) years of demonstrated experience using the Navy's TRIDENT finite element analysis software.

#### **3.4.1.2 Junior Engineer**

**M.1** The Junior Engineer must possess a university undergraduate degree in Engineering from a Canadian Council of Professional Engineers (CCPE) accredited engineering program **(Copy of certificate to be provided with the Bidder's proposal); OR**  
Alternatively, should the candidate's degree be from a non-CCPE accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the CCPE via an application to the Engineering International - Education Assessment Program, (EI-EAP), **(Copy of the official CCPE judgement to be included); OR**  
Finally, as a third alternative, the candidate's engineering education credentials will be considered compliant if the candidate is deemed eligible for registration as a Professional Engineer by a recognized provincial licensing body **(proof of which is to be provided with the Bidder's proposal).**

**M.2** The Junior Engineer must possess a minimum of three (3) years of demonstrated experience as an Engineer in an area directly related to naval ship structures analysis.

**M.3** The Junior Engineer must possess a minimum of two (2) years of demonstrated experience using the Navy's TRIDENT finite element analysis software.

**M.4** The Junior Engineer must possess a minimum of one (1) year of demonstrated experience in preparing structural models for use in the TRIDENT finite element analysis software.

**M.5** The Junior Engineer must possess a minimum of one (1) year of demonstrated experience using Navy's CHINOOK computational Fluid Dynamics Software.

#### **3.4.1.3 Code Development Specialist (Shock)**

**M.1** The Code Development Specialist must possess a post graduate university degree in Engineering related to structural analysis.

**M.2** The Code Development Specialist must possess a minimum of eight (8) years of demonstrated experience as an Engineer in an area directly related to naval ship structures analysis.

**M.3** The Code Development Specialist must possess a minimum of five (5) years of demonstrated experience in developing source code for the Navy's TRIDENT finite element analysis software.

**M.4** The Code Development Specialist must have published publications related to naval ship survivability topics.

**M.5** The Code Development Specialist must have proven capability in preparation of naval shock standards.

- M.6** The Code Development Specialist must have proven capability in preparing and delivering naval shock analysis courses.

#### **3.4.1.4 Computer Science Specialist**

- M.1** The Computer Science Specialist must possess a university undergraduate degree in computer science.
- M.2** The Computer Science Specialist must be registered with the Institute of Electrical and Electronics Engineers (IEEE) or an equivalent related professional society.
- M.3** The Computer Science Specialist must possess a minimum of eight (8) years of demonstrated experience maintaining the Navy's TRIDENT finite element analysis software.
- M.4** The Computer Science Specialist must possess demonstrated knowledge of computer languages required to maintain the Navy's TRIDENT finite element analysis software.
- M.5** The Computer Science Specialist must possess a minimum of two (2) years of demonstrated experience in managing a help desk service to support IT users specific to Navy's TRIDENT finite element analysis software.

#### **3.4.1.5 Contractor/Bidder:**

- M.1** The Contractor/Bidder shall comply with the security requirement stated in the Request for Proposal at time of bid closing.

### **4.0 TECHNICALLY COMPLIANT PROPOSAL**

- 4.1 In order for a Bidder's proposal to be declared technically compliant, the Bidder's proposed candidates and the Bidder must meet all his/her mandatory requirements for DND.