

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS DOCUMENT.

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

Title - Sujet Structural Microwave Absorbing	
Solicitation No. - N° de l'invitation W7707-155802/A	Date 2015-03-20
Client Reference No. - N° de référence du client W7707-15-5802	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-208-9482	
File No. - N° de dossier HAL-4-73206 (208)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-09	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: LeBlanc, JoAnne	Buyer Id - Id de l'acheteur hal208
Telephone No. - N° de téléphone (902) 496-5010 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 1012 DARTMOUTH NOVA SCOTIA B2Y3Z7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Buyer ID - Id de l'acheteur

hal208

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File No. - N° du dossier

HAL-4-73206

CCC No./N° CCC - FMS No/ N° VME

Title: Structural Microwave Absorbing Materials

The bid solicitation package will be inserted at this point and forms part of this document.

TITLE: Structural Composite Microwave Absorbing Materials

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation document is divided into six parts plus attachments and annexes as follows:

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

The Annexes include the Statement of Requirement, Basis of Payment, the Security Requirement Checklist, and other annexes.

1.2 Summary

Defence Research and Development Canada (DRDC) Atlantic Research Centre is currently conducting research on radar absorbing materials for naval platforms. This research includes an investigation of composite materials that could be used to build structural components for a naval vessel. These composite components may act as a load bearing structure and will have low reflectivity over a wide range of frequencies, incident angles, and polarizations. Both passive and active (adaptive) composite components will be examined during this investigation. Small microwave (radar) absorbing structural test panels constructed of composite materials need to be designed, fabricated, and evaluated during the course of this research. The purpose of this contract is to design, produce, and characterize those test panels. Detailed requirements for required panels and the associated development work are provided in Appendix A - Statement of Work.

The contract duration will be from contract award to March 31, 2016, with an additional 3 one-year option years.

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

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

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

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

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

1.3 Debriefs

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 SACC Manual Clauses

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

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.

Due to the nature of the bid solicitation, bids transmitted by email to PWGSC will not be accepted.

2.3 Former Public Servant (to be completed by Supplier)

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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

2.4 Communications - Solicitation Period

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

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

The main purpose of the contract, or of the deliverables contracted for, is to deliver a component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for purposes of commercial exploitation.

2.7 Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$147,500.00 + HST** *for the potential 4 year duration (one year upon Contract award, and an 3 Option Years if exercised)*. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 copies)
Section II: Financial Bid (1 copy)
Section III: Certifications (1 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; and
- (b) use a numbering system that corresponds to the bid solicitation.

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

- (1) use 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, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Price Breakdown

- (a) Labour : For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.
- (b) Equipment : Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.

- (c) Materials and Supplies : Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Subcontracts : Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (e) Other Direct Charges : Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.
- (f) Applicable Taxes : Identify any Applicable Taxes separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

Refer to Annex E, Point Rated Technical Criteria.

4.1.1.2 Evaluation of Price

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Rated Within Budget

To be declared responsive, a bid must:

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

Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. In the event that the highest number of points is obtained by more than one responsive bid, the responsive bid with the lowest evaluated price

will be recommended for award of a contract. The maximum budget for this work is \$198,375.00 (this amount includes all 4 option years).

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, 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

5.1.1 Integrity Provisions – Associated Information

Pursuant to section 01 of Standard Instructions 2003 and 2004, bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the Bidder, or the name of the owner, as applicable. Bidders bidding as societies, firms or partnerships do not need to provide a list of names. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and provide associated information. Consult sections 4.21, 5.16 and 8.70.2 of the Supply Manual for additional 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (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

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

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5.1.3.1 Canadian Content Certification (TO BE COMPLETED BY SUPPLIER)

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

This procurement is limited to Canadian services.

The Bidder certifies that:

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

Signature

Date

PART 6 – SECURITY, AND OTHER REQUIREMENTS

6.1 Security Requirements

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

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

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

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

6.2 Controlled Goods Requirement

SACC Manual clause **A9130T** (2014-06-26) Controlled Goods Program.

1. As the resulting contract will require the production of or access to controlled goods that are subject to the Defence Production Act, R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: Controlled Goods Program and registration is carried out as follows:
 - a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
 - b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
 - c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the

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successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Requirement

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract, for an optional Phase 2, Phase 3, and Phase 4. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option Phase 2 at any time before the expiry of the Contract by sending a written notice to the Contractor. Phase 2 will depend on the findings in Phase 1, and upon available funding, etc.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding and Production Capabilities at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
- (b) Industrial Security Manual (Latest Edition)

7.4 Term of Contract

7.4.1 Period of Contract

The work will be completed from date of contract award to March 31st, 2016.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor prior to the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a Contract Amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902-496-5010
Facsimile: 902-496-5016
E-mail address: joanne.leblanc3@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Will be completed upon Contract award.

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the

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Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative (to be completed by Supplier)

Name: _____

Telephone: _____

Email address: _____

Procurement Business Number (PBN): _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in [Annex C](#), to a limitation of expenditure of \$_____ (**insert the amount at contract award**). Customs duties are included, and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (**amount to be inserted at contract award**). Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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

7.7.3 Method of Payment

7.7.3.1 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed below (7.7.3.2 Schedule of Milestones) and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
 - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), 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 total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
 - (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.

7.7.3.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description	Firm Amount	Date of Completion
Phase 1	passive material manufacturing methods	\$	March 31, 2016
Phase 2	passive material performance improvements	\$	March 31, 2017
Phase 3	adaptive materials	\$	March 31, 2018
Phase 4	final report	\$	March 31, 2019

7.7.3.3 Basis of Payment

SACC Manual Clause H1000C (2008-05-12), Single Payment, upon completion of each of the completed Milestones noted above.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;

2. (b) a copy of the release document and any other documents as specified in the Contract;
Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions - 2040 (2014-09-25) General Conditions – Research & Development;
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Security Requirement Checklist;
- (e) Annex C, Intellectual Property Disclosure Certification;
- (f) Annex D, Basis of Payment (if applicable);
- (g) the Contractor's bid dated _____.

7.12 Defence Contract

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

7.13 Insurance

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

7.14 Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods
SACC Manual clause A9131C (2014-11-27), Controlled Goods Program – Contract

ANNEX A

STATEMENT OF REQUIREMENT

Title Structural Microwave Absorbing Materials

Requirement

Defence Research and Development Canada (DRDC) Atlantic Research Centre is currently conducting research on radar absorbing materials for naval platforms. This research includes an investigation of composite materials that could be used to build structural components for a naval vessel. These composite components may act as a load bearing structure and will have low reflectivity over a wide range of frequencies, incident angles, and polarizations. Both passive and active (adaptive) composite components will be examined during this investigation. Small microwave (radar) absorbing structural test panels constructed of composite materials need to be designed, fabricated, and evaluated during the course of this research. The purpose of this contract is to design, produce, and characterize those test panels. Detailed requirements for required panels and the associated development work are provided in Appendix A - Statement of Work.

Security

The work undertaken in this contract will be PROTECTED A, and information and/or materials arising from this contract will be designated CONTROLLED GOODS. The contractor will not have access to any classified information.

In order to provide the contractor services, the contractor personnel may require access to PROTECTED A information and will therefore require a security clearance of Enhanced Reliability provided by Canadian International Industrial Security Division, Public Works and Government Services Canada. A Security Requirements Check List (SRCL) has been submitted to CFPM DPM Secur 3-4 and, upon authorization, will be forwarded to the PWGSC contracting officer.

Non-Disclosure

All work carried out by the contractor with respect to this proposed contract will remain the property of Her Majesty. All reports, documentation, and extensions thereto shall be the property of Her Majesty and the contractor shall not divulge, disseminate, or reproduce such reports and/or documentation to any other person without prior written permission of Her Majesty. All designated documentation utilized by the contractor during the task shall be retained by DND authorities.

Intellectual Property

This requirement has been reviewed in accordance with "Basis For DRDC Ownership of Intellectual Property Arising From DRDC Contracts" form and it has been determined that **the Intellectual Property arising from this requirement should rest with the Crown.**

Time Schedule

Contract Start: immediately following contract award
Contract End: 31 March 2019

A more detailed list of milestones is included in the *Statement of Work that is attached as Appendix A.*

Deliverables

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the contractor in support of this requirement and claimed for against the contract, the items listed in the Statement of Work (attached as Appendix A) shall also be delivered.

Reports

As directed by the Project Authority, DRDC Atlantic Research Centre requires one (1) electronic copy of all final documentation deliverables detailed in the Appendix A Statement of Work. Those deliverables shall be in Microsoft Word format.

Report Standard and Format

Reports will be to a standard acceptable to the Project Authority and should be of journal publication quality. Should a report not be in accordance with the requirement of the work, the Project Authority shall have the right to reject it or require its correction.

Financial Limitations

FY 15/16 - \$35,000
FY 16/17 - \$37,500
FY 17/18 - \$37,500
FY 18/19 - \$37,500

Total: \$147,500 (applicable taxes are extra)

Travel and Living

Not applicable.

Contractor Personnel

All contractor personnel shall be named in the contract. All proposed changes in contractor personnel shall be addressed by the contractor to Public Works and Government Services Canada who in turn will request DRDC Atlantic's approval.

Government Furnished Equipment (GFE)

One High Gain Dual Ridged Horn Antenna 1-18 GHz N-type connector. *(It is noted that the contractor will require two antennas of this type in order to make reflectivity measurements as a function of the incident angle. If required, the cost of this and other necessary adapters, cables, equipment etc., should be included as part of the proposal.)*

Controlled Goods

Some of the available documentation for this contract (which the contractor may request on contract award) is designated Protected A - Controlled Goods. As well, ***the deliverables and information resulting from this contract will be Controlled Goods. Therefore, the contractor must be registered in the Canadian Controlled Goods Program.***

Control Procedures

The Project Authority will review the project's progress *annually* by 31 March, and work on activities in the next fiscal year will not proceed without the Project Authority's agreement.

Progress will be monitored through brief monthly written reports submitted with progress claims and regular consultations between the contractor and the Project Authority. The work shall be deemed 100% complete upon receipt and approval of the draft final report by the Project Authority. The contractor must allow time for editorial review of the draft report by the Project Authority and agree to make editorial changes to the report, to print the report, and to deliver the report, at no additional cost. Upon receipt of all bound copies of the Final Report and other deliverables, and upon receipt of a Claim for Holdback, the holdback will be released.

Available Documentation

Upon contract award, the contractor may request access to the following reports:

MARTEC, Structural Composite Microwave Material: Final Report, DRDC-RDDC-2013-C2, 2013.
PROTECTED A, CONTROLLED GOODS.

MARTEC, Structural Composite Microwave Material: Year 2 Annual Report, DRDC Atlantic CR 2012-215, 2012. Protected A.

MARTEC, Structural Composite Microwave Material: Year 1 Annual Report, DRDC Atlantic CR 2011-263, 2011. Protected A.

Approval Prior To Publication

All manuscripts for publication in scientific journals or the like, abstracts of oral presentations and any releases that describe portions of the contract work or related information shall be submitted to the Project Authority for approval of release. If the inadvertent presence of either defence classified or proprietary material is determined, the Project Authority will consult with the contractor to redraft the relevant sections to their joint satisfaction to produce an unclassified text or theme without sensitive information. Review of manuscripts and releases will be completed within two months after receipt. Review of abstracts and any other releases will proceed rapidly and approval of release will follow without delay.

Appendix A: Statement of Work

Objective

To design, fabricate, and characterize composite material panels with microwave absorbing characteristics.

Background

Microwave absorbers can be made from lossy magnetic or dielectric materials. For dielectric materials the loss can arise from the impedance and reactance of the material. The microwave absorbing performance of the material can be tuned through the use of layers with the properties of each layer controlled by resistive, capacitive and inductive elements, such as those used for frequency selective surfaces, resistive sheets, conductive and or magnetic fibres, Jaumann layers, and circuit analog materials. Microwave absorbing materials can be used as coatings or appliques or built into durable

multifunctional structural composite materials that could be used for the fabrication of superstructures and masts.

Defence Research and Development Canada (DRDC) Atlantic Research Centre is currently conducting research on radar absorbing materials for naval platforms. This research includes an investigation of composite materials that could be used to build structural components for a naval vessel. These composite components may act as a load bearing structure and will have low reflectivity over a wide range of frequencies, incident angles, and polarizations. Both passive and active (adaptive) composite components will be examined during this investigation. Small microwave (radar) absorbing structural test panels constructed of composite materials need to be designed, fabricated, and evaluated during the course of this research. The purpose of this contract is to design, produce, and characterize those test panels.

Acronyms

dB	Decibel
GHz	Gigahertz
Hz	Hertz
KPa	kilapascals
mm	millimeter

Requirement

The work required for this contract is broken down into four phases:

- a. Phase 1 - passive material manufacturing methods;
- b. Phase 2 – passive material performance improvements;
- c. Phase 3 - adaptive materials; and,
- d. Phase 4 - final report.

Additional information for each of these phases is provided in Table 1.

Table 1 – Structural Microwave Absorbing Materials Project Phase Descriptions

Phases		
Phase 1	<i>Objective</i>	The objective of this phase is master the methods required to fabricate a microwave absorber by designing, fabricating, and evaluating passive microwave absorbing test panels that have been fabricated using composite materials.
	<i>Requirement</i>	<p>The contractor shall design a (passive) composite material that has the structural and microwave absorbing properties described below and shall develop a procedure for fabricating that material by experimenting with materials and fabrication methods. A minimum of four small test panels shall be produced. The contractor shall also characterize the absorber's performance by measuring the microwave reflectivity and absorption bandwidth.</p> <p><i>Structural Properties:</i> The test panels shall meet the structural properties listed at Note 1 below.</p>

		<p><i>Microwave Absorbing Properties:</i> The design goal is to reduce the reflectivity of test panels by at minimum of 10 dB over a frequency band of 2 to 4 GHz or 8 to 12 GHz. The polarization performance of the test panels shall be measured over incident angles of at least 0-45 degrees.</p> <p><i>Deliverables:</i> A written report containing the information detailed in Note 2 below and all test panels produced during this phase shall be delivered.</p>
Phase 2	<i>Objective</i>	The objective of this phase is to increase the performance of the passive microwave absorbing material developed in Phase 1. A secondary objective is to produce a large test panel of this improved material for testing in a maritime environment.
	<i>Requirement</i>	<p>The contractor shall design and fabricate composite materials that have the structural and microwave absorbing properties described below. A minimum of four small test panels and one larger panel shall be produced. The size (likely not larger than 1200 mm x 2400 mm) and properties of this panel will be determined in consultation with the Project Authority as the contract progresses. The contractor shall also characterize the absorber's performance by measuring the microwave reflectivity and absorption bandwidth.</p> <p><i>Structural Properties:</i> The test panels shall meet the structural properties listed at Note 1 below.</p> <p><i>Microwave Absorbing Properties:</i> The design goal is to reduce the reflectivity of a test panel by at least 20 dB over a frequency range of 8 to 18 GHz and the reflectivity of a second test panel by at least 10 dB over a frequency range of 3 to 18 GHz. The polarization performance of the test panels shall be measured over incident angles of at least 0-45 degrees.</p> <p><i>Deliverables:</i> A written report containing the information detailed in Note 2 below and all panels (including the larger panel) produced during this phase shall be delivered.</p>
Phase 3	<i>Objective</i>	The objective of this phase is to design, fabricate, and evaluate adaptive microwave absorbing test panels that have been fabricated from composite materials.
	<i>Requirement</i>	<p>The contractor shall design and fabricate adaptive composite materials that have the structural and microwave properties described below. A minimum of four small test panels shall be produced. The contractor shall also characterize the absorber's performance by measuring the microwave reflectivity and absorption bandwidth.</p> <p><i>Structural Properties:</i> The adaptive structural composite microwave absorbing materials shall meet the structural properties listed at Note 1 below.</p> <p><i>Microwave Absorbing Properties:</i> In an "off" state these adaptive materials provide either zero or a nominal amount of microwave absorption. In an "on" state, controlled by an applied voltage or current, the performance of the materials increase with an increase in the bandwidth and or reduction in</p>

		<p>the reflectivity. The design goal (as it was in Phase 2) is to reduce the reflectivity of a test panel by at least 20 dB over a frequency range of at least 8 to 18 GHz and the reflectivity of a second panel by at least 10 dB over a frequency range of 3 to 18 GHz. The polarization performance of the test panels shall be measured over incident angles of at least 0-45 degrees.</p> <p><i>Deliverables:</i> A written report containing the information detailed in Note 2 below and all panels produced during this phase shall be delivered.</p>
Phase 4	<i>Objective</i>	To produce a final report on the findings of this contract.
	<i>Requirement</i>	The contractor shall produce and deliver a final report on all phases of the contract that containing the information detailed in Note 2 below.
Note 1	Structural composite materials and material selection	<p>Test panels shall be at least 300mm x 300mm and as thin as possible while meeting the load requirements.</p> <p>The structural composite material test panels will be designed to meet the following criteria:</p> <ul style="list-style-type: none"> a. support a uniform static load of 24 KPa; b. a safety factor 3.0 based on the ultimate strength of the laminate or the core material; and, c. deflection of panels subject to the loads L/100 where L is the length of the stiffener between supports or the minimum unsupported span of a panel. <p>For the purpose of this study, the contractor will use the following documents for reference:</p> <ul style="list-style-type: none"> a. MIL-R-7705B Military Specification Radomes, General Specification for; b. MIL-A-17161D(NAVY) Military Specification Absorber, Radio Frequency Radiation (Microwave Absorbing Material), General Specification for; and, c. ANSI/1709 Rapid Rise Force Tests of Protection Materials for Structural Steel. <p>The contractor will not be required to meet the requirements in the reference documents, however, the contractor should use the references in their selection of the composite materials for developing structural microwave absorbing material. The end product, if demonstrated to meet the desirable performance requirements, will be modified to meet the reference requirements before the material is recommended for application to support future product development.</p>
Note 2	Reporting	<p>The contractor shall produce a reports for each phase and a final report on all results including:</p> <ul style="list-style-type: none"> a. modeling techniques, model information, and results as a function of the design requirements;

		<p>b. materials, fabrication methods, suppliers, estimated cost of production, and material characterization results;</p> <p>c. discussion of the results, problems associated with all aspects from design, to manufacturing, to testing, and design/manufacturing tolerances; and,</p> <p>d. way ahead for future work, including potential for improved designs and manufacturing.</p>
--	--	---

The significant dates for the requirement are summarized in Table 2.

Table 2 – Significant Dates for Structural Microwave Absorbing Materials Research

Milestone	Date	Comments/Amplification
Contract Award	April 2015	
Delivery of Phase 1 Report	January 31, 2016	
Delivery of Phase 2 Report	January 31, 2018	
Delivery of Phase 3 Report	October 31, 2018	
Delivery of Phase 4 (Final) Report	January 15, 2019	
End of Contract	March 31, 2019	

The deliverables for the requirement are summarized in Table 3.

Table 3 – Structural Microwave Absorbing Materials Research Deliverables

Item	Quantity	Comment
Phase 1 Report	1	
Phase 1 Small Test Panels	Min. 4	
Phase 2 Report	1	
Phase 2 Small Test Panels	Min. 4	
Phase 2 Large Test Panel	1	
Phase 3 Report	1	
Phase 3 Small Test Panels	Min. 4	
Phase 4 Report	1	
Progress Reports	As required.	

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ANNEX B

Security Requirement Check List (SRCL)

(Attached herein)

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ANNEX "C"
INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION

This form is to be completed and signed by the contractor upon completion of the contract and returned to:

Ce formulaire est à être complété et signé par le fournisseur dès l'attribution du contrat. Veuillez retourner à la personne indiquée ci-dessous.

JoAnne LeBlanc
Science & Professional Services
Public Works and Government Services Canada
1713 Bedford Row, PO Box 2247
Halifax, Nova Scotia
B3J 3C9
Tel: (902) 496-5010
Fax: (902) 496-5016

Contract Title: Structural Microwave Absorbing Materials

PWGSC File number - W7707-155802/001/HAL

It is a term of the referenced contract that, regardless of its ownership, all Foreground Information¹ that could be Inventions¹ and all other Foreground Information, shall be promptly and fully disclosed to Canada.

¹ - defined in the General Conditions identified in the Contract

Tel que stipulé dans le contrat mentionné ci-dessus, et peu importe à qui sont dévolus les droits de propriété intellectuelle, tous les renseignements originaux * susceptibles de constituer des inventions*, de même que tous les autres renseignements originaux découlant de ce contrat, devront être divulgués pleinement et sans délai au Canada.

* - tels que définis dans les conditions générales identifiées dans le contrat.

Consequently, the undersigned, being a duly authorized officer of the Contractor, certifies that during the tenure of the contract
(mark appropriate box):

Par conséquent, le soussigné, étant un agent dûment autorisé de l'Entrepreneur, certifie que durant la période du contrat
(cochez la case appropriée):

☐ No Foreground Information was conceived, developed or produced as part of the Work and, therefore the Contractor has nothing to disclose.

Aucun renseignement original n'a été conçu, développé ou produit pendant l'exécution des travaux; l'entrepreneur n'a donc aucun renseignement original à divulguer.

☐ All Foreground Information which was conceived, developed or produced as part of the Work was fully disclosed and documented in the technical reports delivered by the Contractor to the Technical Authority designated in the Contract, and the Contractor has nothing further to disclose.

Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux ont été entièrement divulgués et documentés dans les rapports techniques livrés par l'Entrepreneur à l'autorité technique indiquée dans le contrat, et l'Entrepreneur certifie qu'il n'existe aucune information supplémentaire à divulguer.

☐ All Foreground Information conceived, developed or produced as part of the Work by the Contractor is hereby fully disclosed in the attached document.

Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux par l'Entrepreneur sont entièrement divulgués dans le document ci-joint.

Signature - Signature: _____

Print Name - Nom en caractère imprimé: _____

Title - Titre: _____

Company Name - Entrepreneur: _____

Date - Date: _____

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ANNEX "D"
BASIS OF PAYMENT

Bidders can use the below as a guide in providing a price proposal.

1. **LABOUR:** at the following firm rates

CATEGORY (OR NAME)	FIRM HOURLY RATE	
_____	\$ _____	
_____	\$ _____	
etc.		Est.: \$ _____

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

3. **MATERIALS AND SUPPLIES:** at laid down cost without markup
(Specify what categories of materials and supplies, if applicable) Est.: \$ _____

4. **SUBCONTRACTS:** at actual cost without markup
(Identify subcontractors) Est.: \$ _____

5. **ANY OTHER DIRECT CHARGES:** at actual cost without markup
(Specify what categories of direct charges, if applicable) Est.: \$ _____

Estimated Cost to a Limitation of Expenditure: \$ _____
(Applicable Taxes extra)

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

ANNEX "E"
EVALUATION CRITERIA

Technical Bid Content

Bidders are expected to include the following in their Technical Bids:

- a. a brief management approach;
- b. estimates of risks and their proposed mitigation;
- c. identification of any background IP;
- d. a statement with respect to any foreign export controlled technology (ITAR, etc.);
- e. identification of critical subcontractors;
- f. team history of similar work; and
- g. resumes of named personnel.

EVALUATION CRITERIA

The Technical and Management proposals will be evaluated and scored in accordance with the following evaluation criteria. It is suggested bidders address these criteria in sufficient depth in their proposals.

Bidders will be rated on their proposal. Proposals must be within the stated budget (taxes extra) for the four phases.

TECHNICAL PROPOSAL 200 POINTS MAX / 140 POINTS MINIMUM

- | | |
|--|-----------|
| (a) Demonstrated understanding of scope and objectives | 80 POINTS |
| (b) Proposed work feasibility, approach and methodology | 80 POINTS |
| (c) Recognition of direct as well as peripheral problems and description of proposed solutions | 20 POINTS |
| (d) Adequacy of level of effort, workplan and schedule, deliverables | 20 POINTS |

MANAGEMENT PROPOSAL 100 POINTS MAX / 70 POINTS MINIMUM

- | | |
|--|-----------|
| (a) proposed management of the project and the demonstrated qualifications and of the experience of the project manager, including: position within the organization, relevant experience, education, etc.; demonstrated ability to control costs. | 20 POINTS |
| (b) key personnel capability – demonstrated relevant experience, qualifications and competence proven by similar and/or related work. | 40 POINTS |
| (c) company capability including subcontractors, if applicable – relevant experience/competence proven by similar or related work, and resource capability, risk of non-performance, commitment to this field of work. | 20 POINTS |

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(d) adequacy of planned team organization, including availability of team members and backup capability, reporting structure, management of project, subcontracts and capability to carry out the project with in the time frame allotted. 20 POINTS

TOTAL POINTS – 300 points

Basis of Selection

To be considered responsive, a bid must:

- a) meet all the mandatory requirements of the solicitation; and,
- b) obtain the required minimum of 70 percent of the points for the technical and management criteria specified in the solicitation, which are subject to point rating. The total overall rating is performed on a scale of 300 points.

Bids not meeting (a) or (b) above will be given no further consideration. The responsive bid with the highest overall points within the stated budget will be recommended for award of a contract.

The maximum budget for this requirement is \$147,500.00 (applicable taxes extra) for the potential 4 year duration (one year, and 3 additional option years if exercised).

Annex B



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No
Non ☐ Yes
Oui

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

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

☐ 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?

Existera-t-il 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ		
											A	B	C
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>												
Production	<input checked="" type="checkbox"/>												
IT Media / Support TI	<input checked="" type="checkbox"/>												
IT LRA / LRA d'ordinateur													

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).