

**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

Title - Sujet HUMAN FACTORS ENGINEERING SUPPORT	
Solicitation No. - N° de l'invitation W8486-151643/A	Date 2015-03-26
Client Reference No. - N° de référence du client W8486-151643	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-123-28718	
File No. - N° de dossier 123zh.W8486-151643	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-05	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Grosser(123zh), Keith	Buyer Id - Id de l'acheteur 123zh
Telephone No. - N° de téléphone (819) 956-3489 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la
formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

W8486-151643/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

123zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-151643

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Attachments include: Pricing Schedule, Technical and Financial Criteria, Certifications and Additional Information.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form (DND 626), Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs and a Non-Disclosure Agreement.

2. Summary

The Director General Land Equipment Program Management (DGLEPM) is responsible to Assistant Deputy Minister of Materiel (ADM(Mat)) for materiel acquisition and support of assigned equipment and materiel systems for the Canadian Armed Forces (CAF). Part of its mandate is to ensure that materials, equipment, procedures and services used by the CAF satisfy their operational and performance requirements through the application of multi-disciplinary engineering and applied sciences, including applied human sciences. Within DGLEPM is the Director Soldier Systems Program Management (DSSPM), the purpose of which is materiel acquisition, integration and improvement of operational clothing, weapons and equipment for CAF personnel. DSSPM's mission statement is to provide "flexible, responsive and effective support to the individual military combatant as a fighting platform (emphasis added)." Ensuring that individual military combatants are supported as a fighting platform requires heavy reliance on human factors integration and applied human sciences to achieve seamless interoperability of all individual operational clothing, weapons and equipment purchased and fielded for the CAF. A heavy reliance on human factors will increase in the future as new Soldier Systems are fielded, and the CAF moves toward Adaptive Dispersed Operations (ADO). Currently there are insufficient personnel within DSSPM or DGLEPM who have the necessary education and experience to provide applied human sciences and human factors expertise to all projects within DSSPM. Therefore, a requirement exists to seek such support from an external agency on an as-and-when needed basis.

- (a) One contract may be issued as a result of this bid solicitation;

- (b) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- (c) 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 [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.
- (d) The resulting contract is not to be used for the deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).
- (e) 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).
- (h) The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Attachment 2 to Part 3 under section [Federal Contractors Program for Employment Equity - Certification](#)"

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one-hundred and twenty (120) calendar days.

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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required in Attachment 2 to Part 3 – Certifications and additional information form 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.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

7. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence 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:

- national security;
- statutes, regulations or previous obligations of Canada to a third party or parties preclude contractor ownership of the Intellectual Property Rights in Foreground Information;
- the main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation;

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;

8. SACC Manual Clauses

A3015C (2014-06-26) Certifications

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid 4 hard copies
Section II: Financial Bid 1 hard copy
Section III: Certifications and Additional Information (1 hard copy)

This bid solicitation used Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

Rates must appear in the financial bid only. No rates 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](#).

To assist Canada in reaching its objectives, bidders should :

- 1) use paper containing fiber 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.

2. 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 in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

3. Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their rate(s) FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

The rates included in the pricing schedule, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed outside the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>
- Travel between the successful bidder's place of business and the NCR; and
- The relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation

SACC Manual Clauses

C3010T (2014-11-27), Exchange Rate Fluctuation Risk Mitigation
C3011T (2013-11-06), Exchange Rate Fluctuation

4. Section III & IV: Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

- a) Bidders must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form should be signed.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive per diem rate (in Cdn \$) for each of the resource categories identified.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- work described in Part 7, Resulting Contract Clauses, of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- travel between the successful bidder's place of business and the NCR; and

- the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

See attached Excel Workbook – Attachment 1 to Part 3 – Pricing Schedule.xls

ATTACHMENT 2 to PART 3
Certifications and Additional Information

See attached PDF fillable form – Attachment 2 to Part 3 – Certifications.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated..

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

(a) Proposals will be evaluated first on the basis of the mandatory requirements. Bidders must meet BOTH of the mandatory requirements in order to be considered further. Failure on the part of the bidder to meet one (1) or more of the mandatory requirements will result in the proposal being deemed non-compliant and ineligible for further consideration or evaluation.

The following 2 Mandatory criteria will be evaluated:

- M1. Bidders must propose at minimum one senior, two intermediate, and two junior human systems integration consultants;
- M2. Resumes must be provided for all proposed personnel in M1.

(b) Additional Rated Technical Criteria

Refer to Attachment 2 to Part 4

2 Financial Evaluation

2.2 Financial Evaluation

2.2.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

2.2.2 The rates proposed at Annex B will be used to determine the Total Weighted Labour Rate as detailed at Annex H, Categories of Labour for Evaluation Purposes. The Total Weighted Labour Rate for all years, including the option years, will be the price used in the evaluation.

2.2.3 SACC Manual Clause
A0220T (2014-06-26) Evaluation of Price

3. Basis of Selection - Best Value

Proposals will be evaluated in accordance with the criteria set out in the Evaluation Criteria.

Contract award will be based on the best value taking into account technical merit and price among proposals meeting the mandatory criteria of the Request for Proposal and scoring over 70 points in the evaluation.

The bidder with the highest responsive technical score will receive a full 70% for this part of the evaluation. All lower scoring responsive proposals will receive a prorated percentage relative to the highest responsive score.

Similarly, the lowest priced responsive proposal will receive a full 30% for this part of the evaluation. All higher priced responsive proposals will receive a prorated percentage relative to the lowest responsive price.

The responsive bid scoring the highest total percentage of the above will be considered best value to the Crown. A sample evaluation is provided in Annex "H" for your consideration.

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ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1.0 Additional Rated Technical Criteria

The bid must meet the rated technical criteria specified in Attachment 1 to Part 4 – Technical Criteria. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the rated technical criteria will be declared non-responsive. Each rated technical criterion should be addressed separately.

2.0 Rated Evaluation Criteria:

2.1 For the purposes of the rated evaluation criteria the following applies:

- a) All rated requirements will be evaluated as per each individual Evaluation Criteria and Scale;
- b) Evidence must be explained in detail to allow an assessment of how bidders meet each requirement; and
- c) If a category is not addressed, it will be given a score of 0.
- d) Only the definite scores listed in each Evaluation Criteria and Scale can be awarded.

2.2 Personnel will be categorized into Junior, Intermediate or Senior human systems integration consultants at the bidder's discretion based upon meeting the minimum levels of education and experience indicated below. If more resources are provided in each of the categories, all will be evaluated to ensure that they meet the requirements of the category:

Senior Personnel:

- Ph.D. or Master's degree, with 10 or more years of experience in defence or defence-related research concurrent with the present year.
- Must be a member of a relevant professional association.
- Must have experience as scientific lead or senior contractor of at least one major project in support of military projects. Military is defined as the armed forces of any NATO country including Coast Guard or national police forces.

Intermediate Personnel:

- Ph.D. or Master's degree, with 5 or more years of experience in defence or defence-related research concurrent with the present year.
- Must be a member of a relevant professional association.
- Must have experience in 5-10 projects in support of military projects. Military is defined as the armed forces of any NATO country including Coast Guard or national police forces.

Junior Personnel:

- Bachelor's degree, with 2 or more years of experience in defence or defence-related research concurrent with the present year.
- Must have experience in 1-4 human systems integration projects.

Examples of applicable university degree programs include:

- 1) human factors;
- 2) human systems integration;
- 3) human-computer interaction;
- 4) ergonomics; and
- 5) engineering psychology.

University programs that may be applicable depending on specific course selection include:

- 1) applied cognitive science;
- 2) experimental psychology;
- 3) industrial engineering;
- 4) computer systems engineering;
- 5) cognitive psychology;
- 6) bio-mechanics;
- 7) kinesiology;
- 8) psychology;
- 9) systems engineering;
- 10) industrial psychology;
- 11) applied psychology;
- 12) organizational psychology;
- 13) education;
- 14) industrial management;
- 15) occupational health;
- 16) occupational hygiene; and
- 17) human resources management.

The Crown reserves the right to review courses taken in the event the relevance of a university degree is in question.

REQUIREMENT	EVALUATION CRITERIA AND SCALE	
2.1 Technical Proposal		Max 70 Points
i. Proposed Human Systems Integration Methodologies		40
<p>Detail must be provided to demonstrate the Bidder's ability to conceive, plan for, conduct and report on human factors trials in support of personal equipment development, test and evaluation.</p> <p>Elements are:</p> <p>Experimental Design: The Bidder must demonstrate their ability to creatively plan both controlled and uncontrolled personal equipment development test and evaluation trials in laboratory settings and in the field. This ability could be supported through the provision of example trial reports that showcase the skillful application of different trials methodologies in controlled and uncontrolled trials, both in the lab and in the field, plus a brief description of why that methodology was chosen.</p> <p>Scientific Rigor: The Bidder must demonstrate their ability to apply appropriate statistical and control techniques to maintain strong scientific rigor in both quantitative and qualitative studies. This demonstration could be supported by</p>	<p>40 – Excellent. Bidder fully addresses all four elements. Bidder supports their description by providing 10 or more relevant reports and trial plans showcasing personal equipment development, test and evaluation trials that were successfully completed.</p> <p>30 – Very Good. Bidder fully addresses three of the four elements. Bidder supports their description by providing 7 to 9 relevant reports and trial plans showcasing personal equipment development, test and evaluation trials that were successfully completed.</p> <p>20 – Good. Bidder fully addresses two of the four elements. Bidder supports their description by providing 5 or 6 relevant reports and trial plans showcasing personal equipment development, test and evaluation trials that were successfully completed.</p>	

<p>providing examples of trial plans or reports showing strong statistical methodology and control of variables.</p> <p>Trials Management: The Bidder must demonstrate their ability to effectively execute complex trials by describing their approach to the development of the trial plan, and execution of both laboratory and field trials. Description must cover overview of trial process used, planning of trial logistics, participant and data management. The description could be supported through the provision of trial reports, trial plans, logistics plans, etc. for successfully completed complex trials.</p> <p>Deliverables: The bidder must demonstrate their ability to deliver products on time, including budget estimates, trial plans, and trial reports. Ability can be discussed in terms of timelines, deliverables and effort required. Demonstration can be supported through comparison of estimated deliverable date with final deliverable date.</p>	<p>10 – Limited. Bidder fully addresses only one of the four elements. Bidder supports their description by providing 3 or 4 relevant reports and trial plans showcasing personal equipment development, test and evaluation trials that were successfully completed.</p> <p>2 – Weak. No elements have been adequately addressed. There is lack of a clear understanding behind employment of methodologies in trials. The trials management process is inconsistent between trials. Activities or deliverables are not delivered on time. Bidder provides 2 or fewer relevant reports and trial plans showcasing personal equipment development, test and evaluation trials that were successfully completed.</p>	
ii. Recognition of direct as well as peripheral problems with Human Systems Integration in military systems.		30
<p>The Bidder must identify problems related to conducting human factors trials or experimentation in support of personal equipment development, test and evaluation in a military context including:</p> <p>Experimental Design in a Military Context: The Bidder must provide examples of trial plans or reports where the challenges of conducting field and lab trials within a military environment were encountered and solutions achieved.</p> <p>Operational Fidelity: The Bidder must provide examples of trial plans or reports which show operational relevance in tasks and activities.</p>	<p>30 – Excellent. Bidder fully addresses both elements in detail and provides at least 5 or more examples of trial plans or reports that substantiate the bidder's ability to conduct human factors trials in a military context.</p> <p>20 – Good. Bidder fully addresses one of the two elements and provides 2 to 4 examples of trial plans or reports that substantiate the bidder's ability to conduct human factors trials in a military context.</p> <p>2 – Weak. Bidder does not fully address either of the two elements and provides only 1 example of trial plans or reports that substantiate the bidder's ability to conduct human factors trials in a military context.</p>	
2.2 Proposed Team		Max 80 Points
i. Senior Personnel Experience		20
<p>The Bidder must provide the name(s) and resumes of all senior personnel who will be assigned to this requirement and demonstrate</p>	<p>20 – Excellent. The Bidder has demonstrated that all proposed senior personnel listed have 10 or more years'</p>	

<p>their experience leading human factors trials in support of development, test and evaluation of personal equipment. Resumes provided must be detailed enough to provide a demonstration of the proposed person's qualifications and experiences.</p>	<p>experience leading personal military equipment human factors projects of varying size and scope and have been scientific lead of at least one major relevant project.</p> <p>10 – Good. The Bidder has demonstrated that all senior personnel have 10 years' experience leading HF projects of varying size and scope, but do not have experience leading military human factors projects for personal equipment.</p> <p>2 – Weak. The Bidder has not demonstrated that the senior personnel have sufficient military or HF experience.</p>	
ii. Senior Personnel Qualifications		20
<p>The Bidder must identify the qualifications of the senior personnel who will be assigned to this requirement and support those qualifications with documentation.</p>	<p>20 – Excellent. Senior personnel with a minimum of a Master are Degree with specialty in Human Factors and are a full member of a relevant professional organization. Senior personnel also possess Project Management Professional (PMP) certification.</p> <p>12 – Very Good. Senior personnel with a minimum of a Master are Degree with specialty in Human Factors and are a full member of a relevant professional organization.</p> <p>6 – Good. Senior personnel with a minimum of a Master's degree in a non-HF human science and are other than a full member of a relevant professional organization. Senior personnel also possessing Project Management Professional certification.</p> <p>2 – Weak. Senior personnel with no post-graduate degrees, and do not possess Project Management Professional certification.</p>	
iii. Intermediate Personnel Experience		10
<p>The Bidder must provide the name(s) and resumes of all intermediate personnel who will be assigned to this requirement and demonstrate their experience conducting human factors trials in support of personal equipment development,</p>	<p>10 – Excellent. The bidder has demonstrated that all proposed intermediate personnel have five or more years' experience in a range of personal equipment human factors projects of</p>	

test and evaluation. Resumes provided must be detailed enough to demonstrate the proposed person's qualifications and experiences.	<p>varying size and scope.</p> <p>6 – Good. The Bidder has demonstrated that all intermediate personnel have five years' experience in a range of Human Systems Integration projects of varying size and scope.</p> <p>2 – Weak. The Bidder has not demonstrated that the intermediate personnel have sufficient experience.</p>	
iv. Intermediate Personnel Qualifications		10
The Bidder must identify the qualifications of the intermediate personnel who will be assigned to this requirement.	<p>10 – Excellent. At least two intermediate resources have a minimum of a Master's Degree with a specialty in Human Factors and are a full member of a relevant professional organization</p> <p>8 – Very Good. At least two intermediate resources have a minimum of a Master's Degree with a specialty in Human Factors.</p> <p>6 – Good. At least two intermediate personnel have a Master's degree in a non-HF human science and are other than a full member of a relevant professional organization.</p> <p>2 – Weak. Intermediate personnel have no relevant degrees, and are not members of any professional organizations.</p>	
v. Junior Personnel Experience		10
The Bidder must provide the names and resumes of all other personnel who will be assigned to this requirement and their responsibilities within the team. Responsibilities could include conducting data collection under the supervision of a more senior team member, performing data entry, reduction and analysis, performing literature reviews, etc. Resumes provided must be detailed enough to demonstrate the proposed person's qualifications and experiences.	<p>10 – Excellent. At least two junior personnel have two years' experience in a range of military personal equipment human factors development, test and evaluation projects of varying size and scope.</p> <p>6 – Good. At least two junior personnel have two years' experience in a range of personal equipment human factors development, test and evaluation projects of varying size and scope.</p> <p>2 – Weak. No junior personnel have sufficient experience.</p>	

vi. Junior Personnel Qualifications		10
The Bidder must identify the qualifications of the junior personnel who will be assigned to this requirement.	<p>10 – Excellent. At least two junior personnel have a minimum of a Bachelor's Degree with a specialty or focus in human sciences.</p> <p>6 – Good. At least two junior personnel have a Bachelor's Degree.</p> <p>2 – Weak. Junior personnel have no Bachelor's degrees.</p>	
2.5 Organization		Max 46 Points
i. Competence		10
The Bidder must demonstrate the background and experience of its Organization particularly as it relates to conducting human factors development, test and evaluation on military personal protective equipment and other military individual equipment.	<p>10 – Excellent. The organization has 10 or more years of experience conducting a range of military personal equipment human factors development, test and evaluation projects of varying size and scope across the full spectrum of activities identified in the SOW.</p> <p>8 – Very good. The organization has 5 to 9 years of experience conducting a range of military personal equipment human factors development, test and evaluation projects of varying size and scope across the full spectrum of activities identified in the SOW.</p> <p>6 – Good. The organization has 3 to 4 years of experience conducting a range of military personal equipment human factors development, test and evaluation projects of varying size and scope across the full spectrum of activities identified in the SOW.</p> <p>4 – Limited. The organization has 1 or 2 years of experience conducting a range of military personal equipment human factors development, test and evaluation projects of varying size and scope across the full spectrum of activities identified in the SOW.</p> <p>2 – Weak. The organization has no experience conducting military personal equipment human factors development, test and evaluation projects.</p>	

ii. Experience in more than one military operational environment		10
Bidder must demonstrate experience conducting military personal equipment human factors development, test and evaluation projects in all three military environments (maritime, land and air). Military is defined as the armed forces of any NATO country including Coast Guard and national police forces.	<p>10 – Excellent. The bidder has demonstrated experience conducting military personal equipment human factors development, test and evaluation projects for all three operational environments.</p> <p>8 – Very Good. The bidder has demonstrated experience conducting military personal equipment human factors development, test and evaluation projects for two of the three operational environments.</p> <p>6 – Good. The bidder has demonstrated experience conducting military personal equipment human factors development, test and evaluation projects for only one of the three operational environments.</p> <p>4 – Weak. Bidder has no military personal equipment human factors development, test and evaluation project specific experience in any operational environment.</p>	
iii. Professional Associations		5
The Bidder must demonstrate its Organization's membership in professional human factors related associations.	<p>5 – Excellent. 50% or more of personnel listed are members of a professional HF or related association.</p> <p>3 – Good. Between 1% and 49% of personnel are members of a professional HF or related association.</p> <p>1 – Weak. No personnel are members of HF or related association.</p>	
iii. Employee Education Policy		6
<p>The Bidder must demonstrate its Organization's employee education policy. The policy must:</p> <p>Maintain skill currency: Organization personnel must be given opportunities to maintain skill currency by attending HF related talks and conferences as well as undertake skills training.</p> <p>Allow for academic upgrading: Organization provides personnel with opportunities to conduct</p>	<p>6 – Excellent. Organization has a well-defined and clearly presented employee education policy which includes all three criteria.</p> <p>4 – Good. Organization employee education policy is less clear or provides for only two of the three criteria.</p> <p>2 – Weak. Organization employee</p>	

academic upgrading.	education policy only provides for one of the three criteria.	
iv. Physical Resources		15
<p>The Bidder must demonstrate its Organization's spectrum of capability in each of the following:</p> <p>Field trial planning and execution: The Bidder must list all physical tools and resources that it has access to for the purposes of planning and conducting field trials. Tools could be data collection systems, video or still cameras, audio systems, field-grade computers, timing devices, etc.</p> <p>Lab Trial planning and execution: The Bidder must list all physical tools and resources that it has access to for the purposes of conducting lab trials. Tools could be data collection systems, video or still cameras, audio systems, field-grade computers, timing devices, etc.</p> <p>Small scale publishing: The Bidder must identify all tools and software related to its Organization's ability to generate professional quality reports, forms and posters.</p> <p>Human Sciences Library: The Bidder must list all current scientific journal subscriptions, and all technical specifications or international standards that they have access to.</p> <p>Ergonomics Software Tools: The Bidder must list all questionnaire, focus group, data analysis, and human modeling tools that it possesses or has access to.</p> <p>Physical Ergonomics Tools: The Bidder must list all physical ergonomics tools and databases it has at its disposal.</p> <p>Lab Space: The Bidder must list all lab and workshop space it has at its disposal in which one could reasonably and safely conduct small scale user trials or generate prototype equipment.</p>	<p>15 – Excellent. The Bidder has demonstrated that it has access to resources and tools in all criteria listed.</p> <p>12 – Very Good. The Bidder has demonstrated that it has access to resources and tools in six of the seven criteria listed.</p> <p>10 – Good. The Bidder has demonstrated that it has access to resources and tools in 4-5 of the seven criteria listed.</p> <p>8 – Limited. The Bidder has demonstrated that it has access to resources and tools in 2-3 of the seven criteria listed.</p> <p>6 – Weak. The Bidder has demonstrated that it has access to resources and tools in only one of the seven criteria listed.</p>	
	Total Score; Technical Proposal	70
	Total Score: Proposed Team	80
	Total Score: Organization	46
	Total Score (minimum 70 points)	196

PART 5 - CERTIFICATIONS

- a) Bidders must provide the required certifications and documentation to be awarded a contract.
- b) 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 during the bid evaluation period or during the contract period.
- c) The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.
- d) Bidders must complete their certifications required under Part 5 by using the Attachment 2 to Part 3 – Certifications and Additional Information.

PART 6 - SECURITY AND OTHER REQUIREMENTS

1 Security Requirements

- (a) Before award of a contract, the following conditions must be met:
 - i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - ii) 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;
 - iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) 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.
- (c) 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.

.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

3. Controlled Goods Requirement

SACC Manual clause A9130T (2014-11-27), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.1 Task Authorization

1.1.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

1.1.2 With respect to the Work mentioned under paragraph 1.2.1 of this clause,

1.1.2a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized Task Authorization;

1.1.2b) the Task Authorization Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

1.1.2c) the Contractor must not commence work until a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

1.1.2d) the task description, inclusive of any revisions, included in an authorized Task Authorization must fall within the scope of the Statement of Work, in Annex A; and

1.2.2e) the Task Authorization, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, DND 626, Task Authorization Form. An authorized Task Authorization is a completed Annex D signed by the Task Authorization Authority.

1.2 Task Authorization Authority and Limit

1.2.1 The Project Authority may authorize individual Task Authorizations inclusive of any revisions up to a limit of \$ **to be inserted at contract award** Applicable Taxes extra. Any Task Authorization the total value of which would exceed that limit or any revision to a previously authorized Task Authorization that would increase the Task Authorization total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor."

1.2.2 The authority specified under paragraph 1.2. 1 of this clause is granted subject to the sum specified in the Contract under clause 6.2 , Limitation of Expenditure - Cumulative Total of all authorized Task Authorizations, not being exceeded.

1.2.4 Administration of the Task Authorization Process - Department of National Defence

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

1.2.5 Task Authorization Process

1.2.5.1 For each task or revision of a previously authorized task, the Procurement Authority will provide the Contractor with a request to perform a task prepared using Annex D DND 626, Task Authorization Form, containing as a minimum:

- (a) the task or revised task description of the Work required, including:
 - (i) the details of the activities or revised activities to be performed;
 - (ii) a description of the deliverables or revised deliverables to be submitted; and
 - (iii) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- (b) the Contract security requirements applicable to the task or revised task;
- (c) the Contract basis (bases) of payment applicable to the task or revised task; and
- (d) the Contract method(s) of payment applicable to the task or revised task

1.2.5.2 Within ten (10) calendar days of its receipt of the request, the Contractor must provide the Procurement Authority with a signed and dated response containing as a minimum:

- (a) the total estimated cost proposed for performing the task or, as applicable, revised task;
- (b) a breakdown of that cost, including labour and materials identified separately, in accordance with Annex B

and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :

- i) the name of the proposed resource;
- ii)
- iii) the Contract security requirements (1.2.6.1.2 above);

1.2.5.3 Task Authorization Authorization

1.2.5.3.1 The Procurement Authority will authorize the Task Authorization based on:

- a) the request submitted to the Contractor pursuant to paragraph 1.2.5.1 above;
- b) the Contractor's response received, submitted pursuant to paragraph 1.2.5.2 above; and
- c) the agreed total estimated cost for performing the task or, as applicable, revised task

1.2.5.4 The authorized TA will be issued to the Contractor by e-mail.

1.2.6 Minimum Work Guarantee - All the Work - Authorized Task Authorizations

1.2.6.1 For the purposes of this clause:

- (a) "Maximum Contract Value" means the sum specified in Contract clause 6.2.1, Limitation of Expenditure - Cumulative Total of All Authorized Task Authorizations; and
- (b) "Minimum Contract Value" means a fixed amount of \$10,000.00 for each contract.

1.2.6.2 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 1.2.6.3 of this clause. In consideration of such obligation, the Contractor agrees to

stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized Task Authorizations, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.2.6.3 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 cost of the Work requested in authorized Task Authorizations, performed by the Contractor and accepted by Canada.

1.2.6.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.7 Periodic Usage Reports - Contracts with Task Authorizations

1.2.7.1 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under Task Authorizations (inclusive of any revisions) authorized and issued under the Contract.

1.2.7.2 No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Procurement Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.7.3 and 1.2.7.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period; the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting 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.

1.2.7.3 For each Task Authorization authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the Task Authorization number appearing on the Task Authorization form;
- the date the task was authorized appearing on the Task Authorization form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the Task Authorization form;
- the following information appearing on the Task Authorization form must be included for each authorized revision, starting with revision 1, then 2, etc:
 - the Task Authorization revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra); and
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and

- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

1.2.7.4 For all Task Authorizations authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2.1, Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended, as applicable);
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

2.3 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 TA before they are given access to information by or on behalf of Canada in connection with the Work

3. Security Requirement

- 3.1** 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 SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT HAVE ACCESS** to (CLASSIFIED/PROTECTED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need

to know" principle is applied to personnel accessing this information. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISC, PWGSC, the Contractor personnel **MAY NOT HAVE ACCESS** to (CLASSIFIED/PROTECTED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

4. 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.
5. The Contractor/Offeror **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
6. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISC/PWGSC.
7. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.
 - (b) *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from May 05, 2015 to May 04, 2018.

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 two (2) additional one year period(s) 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 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Keith Grosser
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 11 Rue Laurier, Gatineau, Quebec
Telephone: 819-956-3489
E-mail address: keith.grosser@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.

5.2 Technical Authority

The TA for the Contract is:

(To be identified at Contract Award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

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

5.3 Procurement Authority

The Contracting Authority for the Contract is:

Name: Darren Langdon
Title: Procurement and Finance Manager
Integrated Soldier System Project
Address: MGen George R Peakes Building, 101 Colnel By Dr., Ottawa, Ont
Telephone: 819-939-6691
E-mail address: darren.langdon@forces.gc.ca

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

5.4 Contractor's Representative

(To be identified at Contract Award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

Notice to the Bidder: If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21),

Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly

6. Payment

6.1 Basis of Payment - Task Authorization subject to a Limitation of Expenditure

- (a) When the basis of payment specified in a Task Authorization authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized Task Authorization.
- (b) Canada's total liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra.
- (c) No increase in the liability of Canada or in the price of the Work specified in the authorized Task Authorization resulting from any design changes, modifications or interpretations of the Work specified in the authorized Task Authorization will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Task Authorization Authority before their incorporation into the Work specified in the authorized Task Authorization. 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 authorization of the Task Authorization Authority. The Contractor must notify the Task Authorization Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the final delivery date specified in the authorized TA, or
 - (iii) as soon as the Contractor considers that the authorized Task Authorization funds are inadequate for the completion of the Work specified in the authorized Task Authorization whichever comes first.
- (d) If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Limitation of Expenditure - Cumulative Total of all Authorized TAs

- (a) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations inclusive of any revisions, must not exceed the sum of \$ **(insert amount at contract award)** Customs duties are included and the Applicable Taxes are extra.
- (b) 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.
- (c) The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the Contract expiry date, or
 - (iii) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the

applicable basis of payment of which is limitation of expenditure (contract clause 6.1, TA subject to a Limitation of Expenditure), whichever comes first.

- (d) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

6.3.1 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 90 percent of the amount claimed and approved by Canada if:

(a) an accurate and complete claim for progress payment using form PWGSC-TPSGC 1111 and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract. Form PWGSC-TPSGC 1111 is available at the following Website: <http://www.pwgsc.gc.ca/acquisitions/text/forms/forms-e.html>;

(b) the amount claimed is in accordance with the Basis of payment;

(c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;

(d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respecti

2. The balance of the amount payable will be paid in accordance with the payment

3. Progress payments are interim payments only. Canada reserves the right to conduct interim cost, time verifications or audits and to make adjustments from time to time during the performance of the Work. Any overpayment resulting from such progress payments or otherwise must be refunded promptly to Canada.

6.3.2 Single Payment

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

6.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.5 Time Verification

SACC Manual Clause C0711C (2007-11-30) Time Verification

6.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7. Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website
http://www.pwgsc.gc.ca/acquisitions/text/forms/pdf/_/1111.pdf

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;

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. Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, 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 GST/HST 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 Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification. The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for certification after inspection and acceptance of the Work takes place and onward submission to the Payment Office for the remaining certification and payment action.

[Contact information to be specified in the resulting contract.]

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

8. Certifications

8.1 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.

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2014-09-25) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated _____

11. Defence Contract

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

12. Foreign Nationals

12.1 SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

13. Insurance

The Contractor must comply with the insurance requirements specified in Annex G. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Controlled Goods

SACC Manual Clause A9131C (2014-06-26), Controlled Goods Program

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

15. Non-Disclosure Agreement

- (a) The Contractor must obtain from its employee(s) the completed and signed Non-Disclosure Agreement, attached at Annex 'F'. and provide it to the TA before they are given access to information by or on behalf of Canada in connection to the work.

ANNEX A STATEMENT OF WORK

HUMAN FACTORS ENGINEERING SUPPORT TO DIRECTOR SOLDIER SYSTEM PROGRAM MANAGEMENT

INTRODUCTION:

1. The Director General Land Equipment Program Management (DGLEPM) is responsible to Assistant Deputy Minister of Materiel (ADM(Mat)) for materiel acquisition and support of assigned equipment and materiel systems for the Canadian Armed Forces (CAF). Part of its mandate is to ensure that materials, equipment, procedures and services used by the CAF satisfy their operational and performance requirements through the application of multi-disciplinary engineering and applied sciences, including applied human sciences. Within DGLEPM is the Director Soldier Systems Program Management (DSSPM), the purpose of which is materiel acquisition, integration and improvement of operational clothing, weapons and equipment for CAF personnel. DSSPM's mission statement is to provide "flexible, responsive and effective support to the individual military combatant as a *fighting platform* (emphasis added)." Ensuring that individual military combatants are supported as a fighting platform requires heavy reliance on human factors integration and applied human sciences to achieve seamless interoperability of all individual operational clothing, weapons and equipment purchased and fielded for the CAF. A heavy reliance on human factors will increase in the future as new Soldier Systems are fielded, and the CAF moves toward Adaptive Dispersed Operations (ADO). Currently there are insufficient personnel within DSSPM or DGLEPM who have the necessary education and experience to provide applied human sciences and human factors expertise to all projects within DSSPM. Therefore, a requirement exists to seek such support from an external agency on an as-and-when needed basis.

REQUIREMENTS:

2. The scope of the proposed work is to provide generic human factors engineering support to the acquisition of CAF protective clothing, weapons and personal equipment as well as Development, Test, and Evaluation (DT&E) for acquisition, life cycle management and modification programs. .
3. The contractor will be required to provide human engineering support to CAF operational clothing and equipment DT&E initiatives to include areas such as, but not limited to:
 - a. Canadian Army (CA), Royal Canadian Air Force (RCAF) and Royal Canadian Navy (RCN) operational clothing, including boots, combat garments, cold and wet weather protective garments, gloves, etc.
 - b. Aircrew Life Support Equipment including aircrew life preserver vests, aircrew helmets, oxygen breathing systems, etc;
 - c. Personal ballistic protective equipment including ballistic eyewear, body armour, helmets, etc.;
 - d. Personal load carriage equipment including load carriage vests, small packs, ruck sacks, etc.;
 - e. Chemical, biological, radiological and nuclear (CBRN) and environmental protective clothing and equipment including respirators, protective clothing, and advanced personal cooling technologies;
 - f. CA, RCAF and RCN individual command and control systems including personal information systems, personal battle management systems, personal role radios, position awareness and situation awareness systems, etc.;
 - g. CA, RCAF and RCN personal weapons, communications and transport systems; and
 - h. The development, validation and evaluation of scientifically valid human performance standards and measurement techniques to be used during the acquisition cycle.

4. Human factors support will include determining what impact the design of clothing/equipment or systems have on operator safety, satisfaction, performance and mission effectiveness and may take the form of:
 - a. Literature and subject matter expert review;
 - b. Measurement of performance or user satisfaction with existing or newly-fielded systems;
 - c. Development and validation of performance-based specifications for new equipment items;
 - d. Development of standardized, validated and reliable test methods and criteria for assessment of sailor, soldier and aircrew systems and their components;
 - e. Conduct of laboratory-based or field evaluations of sailor, soldier and aircrew systems and/or their components;
 - f. Analysis of operational human performance or safety-related problems and development of viable solutions; and
 - g. Application of knowledge of human capabilities and limitations to the design of military systems.
5. All resources required to complete tasks under this contract will be on an as and when required basis. From time to time, the contractor may be required to increase or decrease the level of resources upon written notification from the Procurement Authority.
6. Travel may be required and will be identified and explained in each task authorization statement of work.

REQUIRED RESOURCES

7. The contractor must provide qualified specialists who have demonstrated their expertise in human factors/ergonomics and related disciplines. Academic credentials, skills and relevant experience in the following areas are considered to be essential:
 - a. Human systems integration in systems design;
 - b. Objective and subjective human sciences assessment techniques;
 - c. Design, conduct, analysis and reporting of:
 - i. Laboratory-based test and evaluation;
 - ii. Field test and evaluation in military operational settings;
 - iii. Usability and performance evaluations.
 - d. Conduct of user and performance evaluations in military settings;
 - e. Application of commercial and military human engineering guidelines and standards, relevant to soldier, sailor, aircrew and military systems; and

DELIVERABLES

8. Deliverables may take the form of:
 - a. Technical reports, such as:
 - i. Test plans and test stand protocols
 - ii. Progress reports of data collected, equipment tested, etc.
 - iii. Final trial or evaluation reports.
 - b. Prototypes for trials or demonstration purposes.
9. The contractor must prepare and implement a detailed plan for each evaluation or trial. In addition, the contractor will organize, conduct, analyze and report on developments and evaluations with the allocated personnel, equipment and funding. If additional personnel, equipment or funding is required, they must be identified early in the planning stages.

10. The contractor must be able to address all aspects of systems' effectiveness and safety by evaluating the quality of the design and comparing the results to existing human engineering (or other related) standards and the systems they are intended to replace. The systems' effectiveness must be defined in terms of performance, usability, availability, reliability, maintainability, compatibility with missions, the relevant military tasks to be performed, the environments in which they are to be performed, and with all associated equipment and systems. Finally, systems safety will be considered a vital component of the evaluation process. Where applicable, the contractor must incorporate a detailed hierarchical task analysis into the evaluation plan, so that direction can be derived as to which issues, pertinent to the interaction between the person and the equipment, should be evaluated and commented on.
11. The final analysis of the data will be at the contractor's discretion, but will be guided and closely monitored by CAF DSSPM personnel. The results will be compared to those recommended by such standards that are identified in the reference section of each Task Authorization's statement of work or from the relevant statements of requirement. Report recommendations will include areas where design and/or administrative changes should be expected to enhance performance, user acceptance, and/or increase system effectiveness and safety. The contractor will develop conclusions concerning system effectiveness based on the analysis outlined above.

COMMUNICATION

12. All communication regarding all aspects of each Task must flow through the Procurement Authority (PA) for discussion or action with the Technical Authority. The PA will ensure that all information from DND to the Contractor is in accordance with the contracting policies, rules and regulations of The Government of Canada.

RESEARCH INVOLVING HUMAN SUBJECTS:

13. Where applicable, the contractor will adhere to the requirements, principles and practices outlined in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (December 2010) prepared by and available from the Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada. The policy is available online at www.pre.ethics.gc.ca.

14. LIMITATIONS AND CONSTRAINTS.

- 14.1 There will be a requirement for the Contractor to access information available exclusively at Canada's facilities located in the NCR.
- 14.2 All documents developed and/or updated by the resource must be for the review, approval and signature (where required) of the TA.
- 14.3 The Technical Authority or other authorized departmental government representative must have access at all times to the work done by Contractor.
- 14.4 All correspondence, either initiated by the resource or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.
- 14.5 All reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or designated representatives. This documentation will be evaluated on the basis of suitability, quality and adherence to this SOW. All evaluations will be

done within a reasonable time frame, as determined by the TA, based on the particular deliverable.

15.0 DND SUPPORT TO CONTRACTOR.

- 15.1 To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:
- a) All available data and documents such as policy documents, directives, instructions, performance data, technical documents, and other data deemed necessary by the TA for the provision of services under this SOW;
 - b) Consultation with the TA and other Crown specialists as may be arranged by the TA; and
 - c) Other information, data and assistance available and requested by the Contractor subject to concurrence by the TA.
- 15.2 To aid the Contractor in the provision of the required services, Canada will provide training on an "as and when required basis" to the resource for DND unique Computer Systems that have been recently implemented or changed. These systems include but are not limited to the Record, Document and Information Management System (RDIMS).

16. LOCATION FOR PROVISION OF REQUIRED SERVICES

- 16.1 All services must be provided on-site at Louis St-Laurent I, Gatineau, Quebec). DND will provide sufficient office space, general-purpose office furniture and EDP equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to normal security requirements).
- 16.2 DND will provide, subject to normal security requirements, and only to the specified resource, access to identified databases or applications resident on the client department's computers or networks for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- 16.3 All of the above provisions must, in all cases, be subject to the availability of suitable DND office facilities in the National Capital Region.

17. CONTRACTOR MANAGEMENT OF THE CONTRACT.

- 17.1 The Contractor must maintain an electronic library of work in progress, delivered items and review comments. The contractor must perform version control.

18. MEETINGS

- 18.1 The Contractor resources must make all necessary preparations as requested by the TA in order to actively participate in any meeting convened by the TA.
- 18.2 All meetings will be conducted at facilities to be provided by DND or any third party, unless otherwise requested by the TA. In the latter case, the meeting must be conducted at the Contractor's facility and the Contractor must provide all facilities, resources, etc. required at no additional cost to Canada.
- 18.3 If required by the TA, the resources must prepare minutes of all discussions and/or record of decisions of the meeting(s) and must provide them to the TA, for review and approval, no later than five (5) working days after each meeting.

- 18.4 The contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the TA when requested.

19. TRAVEL AND LIVING

- 19.1 The Contractor resources may be required to travel outside the NCR. Travel outside of Canada may also be required, and a valid passport will be required.
- 19.2 If required by the Technical Authority, the resources must prepare a trip report and provide it to the Technical Authority, for review and approval, no later than five (5) working days after return from the trip.

20. LANGUAGE REQUIREMENTS

- 20.1 The resources must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

ANNEX 'B' BASIS OF PAYMENT

A. LABOUR: At firm hourly rates including overhead and profit.

Initial Contract Period	
Category	Hourly Rate
Senior	<i>rate to be specified in the resulting contract</i>
Intermediate	<i>rate to be specified in the resulting contract</i>
Junior	<i>rate to be specified in the resulting contract</i>

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period(s) of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

Option Period 1	
Category	Hourly Rate
Senior	<i>rate to be specified in the resulting contract</i>
Intermediate	<i>rate to be specified in the resulting contract</i>
Junior	<i>rate to be specified in the resulting contract</i>

Option Period 2	
Category	Hourly Rate
Senior	<i>rate to be specified in the resulting contract</i>
Intermediate	<i>rate to be specified in the resulting contract</i>
Junior	<i>rate to be specified in the resulting contract</i>

B. DIRECT CHARGES:

1. Equipment: At actual cost;

The equipment and costs will be identified in the Work Authorization and claims for payment.

At the completion of each Work Authorization, DRDC will receive any equipment, hardware, software or software licenses purchased as part of the deliverables. If the Contractor wishes to keep the purchased equipment for future trials, the costs of the equipment will be at the expense of the Contractor with DND paying a reasonable rental fee for the use of the equipment while in the field.

2. Materials and Supplies: At actual cost;

3. Subcontracts: At actual cost
4. Travel and Living: in accordance with Contractor's current travel policy but not to exceed Treasury Board Guidelines on travel and living in effect at time travel occurs.
Website: http://www.tbs-sct.gc.ca/travel/travel_e.html

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) 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 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 "travelers", 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:

- ☞ Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- ☞ Any travel between the Contractor's place of business and the NCR; and
- ☞ Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all inclusive fixed time rates specified in subsection A-1.0 above.

Total Estimated Cost of Authorized Travel and Living Expenses: \$_____

ANNEX 'C' SECURITY REQUIREMENTS CHECK LIST

See Attached

ANNEX 'D'
SAMPLE DND 626 TASK AUTHORIZATION FORM

See Attached

ANNEX E – 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 the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

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

Signature

Date

ANNEX F

INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(I) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

2.0 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included: Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice.

ANNEX G

Example of Best Value Determination

Assuming three valid bids are received (each meets the mandatory criteria/requirements and the minimum required technical score) Best value determination based on a maximum score of 100.

Ratio: Technical - 70 points

Price - 30 points

	Bid # 1	Bid # 2	Bid # 3
Technical score	90 points	82.5 points	72.5 points
Bid Price	60,000	54,000	48,000
Calculation:	Technical Points	Price Points	Total Points
Bid # 1	$\frac{90}{90} \times 70 = 70.00 \text{ points}$	$\frac{48}{60} \times 30 = 24 \text{ points}$	94.0 points
Bid # 2	$\frac{82.5}{90} \times 70 = 64.2 \text{ points}$	$\frac{48}{54} \times 30 = 26.7 \text{ points}$	90.9 points
Bid # 3	$\frac{72.5}{90} \times 70 = 56.4 \text{ points}$	$\frac{48}{48} \times 30 = 30 \text{ points}$	86.4 points

* Highest Technical Score

** Lowest price proposal

Contract would be awarded to Bid #1 based on the highest score considering technical merit and price



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W8486-151643

Security Classification / Classification de sécurité

UNCLASS

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 ADM (Mat) / DGLEPM / DSSPM	
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 The scope of the proposed work is to provide generic human factors engineering support to the acquisition of CAF protective clothing, weapons and personal equipment as well as Development, Test, and Evaluation (DT&E) for acquisition, life cycle management and modification programs.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" 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 checked="" type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASS

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

WB486-151643

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> 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 ☒ Yes
Non Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTRENTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Major Mark Rutley

Title - Titre

Human Factors Advisor, PMO ISSP

Signature

Telephone No. - N° de téléphone
819-997-2337

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
mark.rutley@forces.gc.ca

Date

16 Jul 2014

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)
Tippy Graham, CPMP, CP HQ - Industrial Security
Senior Security Analyst

Tel: 613-940-1035 / Fax: 613-940-1060

E-mail: tippy.graham@forces.gc.ca

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

29 July 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)
Anna Kulycka
Contract Security Officer, Contract Security Division

Anna.Kulycka@tpsgc-pwgsc.gc.ca
Tel: 613-957-1258 / Fax/Tel: 613-954-4171

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Aug 14, 2014

Task Authorization		Autorisation de tâches	
<div>ALL INVOICES/PROGRESS CLAIMS MUST SHOW THE REFERENCE CONTRACT AND TASK NUMBERS</div> <div>TOUTES LES FACTURES DOIVENT INDIQUER LES NUMÉROS DU CONTRAT ET DE LA TÂCHE</div>		<div>Contract No. No du contrat</div> <div>Task No. No de la tâche</div>	
<div>Amendment No. - No de la modification 00:00:00</div>		<div>Increase/Decrease - Augmentation/Réduction</div> <div>Previous Value/Valeur précédente</div>	
<div>To: - A:</div> <div>DELIVERY LOCATION - EXPÉDIEZ À</div> <div>DELIVERY/COMPLETION DATE DATE DE LIVRAISON/D'ACHEVEMENT Y/A M D/J</div>		<div>TO THE CONTRACTOR</div> <div>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.</div> <div>Please advise the undersigned if the completion date cannot be met. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract.</div> <div>À L'ENTREPRENEUR</div> <div>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.</div> <div>Prière d'aviser le signataire si la livraison ne peut se faire dans délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</div> <div>Détefor the Department of National Defence pour le ministère de la Défense nationale</div>	
<div>Contract Item No. No d'article du contrat</div>	<div>Services</div>		<div>Cost/Prix</div>
<div>00001</div>	<div><div>REQUIREMENT/BESOIN</div><div>Reason for order</div><div>Special Instructions</div></div>		
<div>Subtotal</div>			
<div>GST/HST TPS/TVH</div>			
<div>Total</div>			
<div>APPLICABLE ONLY TO PWGSC CONTRACTS:</div> <div>The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract.</div> <div>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</div> <div>La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat.</div> <div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux</div>			