

**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

There is a security requirement associated with this requirement, see Part 6 and Part 7.

Ce besoin comporte des exigences relatives à la sécurité, voir la Partie 6 et la Partie 7.

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

Title - Sujet Research and Investigation Services	
Solicitation No. - N° de l'invitation W3802-150063/A	Date 2015-05-26
Client Reference No. - N° de référence du client OMB14063	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-113-28942	
File No. - N° de dossier 113zh.W3802-150063	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-08	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Reynolds(zh), Diane	Buyer Id - Id de l'acheteur 113zh
Telephone No. - N° de téléphone (819) 956-1141 ()	FAX No. - N° de FAX (819) 956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein Voir aux présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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TITLE

Bid solicitation # W3802-150063/A for the provision of the following professional services: Research and Investigation Services for the Office of the Department of National Defence and Canadian Forces Ombudsman.

PART 1 – GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security 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, Certifications and Additional Information, and Technical Criteria.

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

1.2 Summary

Research and Investigation Services for the Office of the Department of National Defence and Canadian Forces Ombudsman in Ottawa, Ontario, in support of the Ombudsman's mandate.

The Work is to be performed from date of Contract for a period of three years with an irrevocable option to extend the term of the Contract by up to two additional one-year period(s).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 - Resulting Contract Clauses.

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1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 calendar days.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in 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.

2.4 Inquiries - Bid Solicitation

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

2.5 Applicable Laws

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Office of the Department of National Defence and Canadian Forces Ombudsman 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: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (four hard copies);
Section II: Financial Bid (one hard copy); and
Section III: Certifications and Additional Information (one hard copy).

This bid solicitation uses 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.

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

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

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

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

To assist Canada in reaching its objectives, bidders should:

1. use paper containing 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

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

Section II: Financial Bid

Bidders must submit their financial bid 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 rates FOB destination, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4.

Section III: Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated documentation and additional information.

- a. Bidders must complete their Certifications and Additional Information by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf;
- 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; and
- c. The form should be signed.

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ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed.

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.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial bid will be declared non-responsive.

See the attached Microsoft Excel spreadsheet, Attachment 1 to Part 3 - Pricing Schedule.xls

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**ATTACHMENT 2 TO PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION**

See the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection - Lowest Evaluated Price

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

**ATTACHMENT 1 to PART 4
TECHNICAL CRITERIA**

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

Number	Mandatory Technical (MT) Criteria
MT1	<p>The Bidder must have a minimum of three years experience within the last five years as of the date of the bid submission, providing research and investigation services as defined in Annex A, Statement of Work (SOW).</p> <p>To demonstrate experience, the Bidder must provide:</p> <ul style="list-style-type: none">a. The name of the project;b. The name of the organization;c. The period (month/year to month/year) the services was provided; andd. A description of the services provided. <p>Experience listed for a project whose time frame overlaps that of another project will only be counted once.</p>
MT2	<p>The Bidder must propose at least:</p> <p>One Bilingual Research Analyst</p> <p>OR</p> <p>One English Research Analyst and one French Research Analyst</p> <p>The Bidder must identify each proposed resource and the language the resource is able to provide services in.</p> <p>In the event the Bidder proposes more than the number of resources requested, resources will be evaluated in order of presentation.</p>
MT3	<p>The Bidder must propose at least:</p> <p>One Bilingual Investigator</p> <p>OR</p> <p>One English Investigator and one French Investigator</p> <p>The Bidder must identify each proposed resource and the language the resource is able to provide services in.</p> <p>In the event the Bidder proposes more than the number of resources requested, resources will be evaluated in order of presentation.</p>

Number	Mandatory Technical (MT) Criteria
MT4	<p>Each proposed Research Analyst in MT2 must have a minimum of three years work experience within the last seven years as of the date of the bid submission, providing research analysis services as defined in the SOW, in the area of:</p> <ul style="list-style-type: none"> • legislation, policy/procedure; or • program/service review and analysis; or • precedent cases; or • statistical research; or • Research analysis services in an Ombudsman related environment such as tribunals, administrative investigations or quasi-judicial organizations. <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ol style="list-style-type: none"> a. The name of the project; b. The name of the organization; c. Start and end date (month/year to month/year); and d. Details of their experience: duties, responsibilities or tasks. <p>Experience listed for a project whose time frame overlaps that of another project will only be counted once.</p>
MT5	<p>Proposed Research Analyst(s) in MT2 must have a bachelor's degree in the field of Administration or Social Sciences or Criminology or Law or field related to the requirement.</p> <p>For each proposed resource, the Bidder must provide a hard copy of the bachelor's degree.</p> <p>OR</p> <p>Proposed Research Analyst(s) in MT2 must have a minimum of five years work experience within the last seven years as of the date of the bid submission, providing research analysis services as defined in MT4.</p>
MT6	<p>Each proposed Investigator in MT3 must have a minimum of three years of work experience within the last seven years as of the date of bid submission, providing investigation services as defined in the SOW, in:</p> <ul style="list-style-type: none"> • the practice of law, counselling; or • investigation/prosecution of cases; or • hearings of administrative/criminal cases; or • legal research; or • Investigation services in an Ombudsman related environment such as tribunals, administrative investigations or quasi-judicial organizations. <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ol style="list-style-type: none"> a. The name of the project; b. The name of the organization; c. Start and end date (month/year to month/year); and d. Details of their experience: duties, responsibilities or tasks. <p>Experience listed for a project whose time frame overlaps that of another project will only be counted once.</p>

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Number	Mandatory Technical (MT) Criteria
MT7	<p data-bbox="337 296 1377 380">Proposed Investigator(s) in MT3 must have a bachelor's degree in the field of Administration or Social Sciences or Criminology or Law or field related to the requirement.</p> <p data-bbox="337 415 1377 478">For each proposed resource, the Bidder must provide a hard copy of the bachelor's degree.</p> <p data-bbox="337 506 378 535">OR</p> <p data-bbox="337 569 1377 644">Proposed Investigator(s) in MT3 must have a minimum of five years work experience within the last seven years as of the date of the bid submission, providing investigation services as defined in MT6.</p>

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PART 5 – CERTIFICATIONS

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

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

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

Bidders must complete their certifications required under Part 5 by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

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

- a. The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. The Bidder's resources requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- c. The Bidder must provide the name of all resources who will require access to classified or protected information, assets or sensitive work sites.

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

6.1.3 For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of PWGSC (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) Web site.

A. PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.2 With respect to the Work mentioned under paragraph 7.1.1.1 of this clause,

- a. 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 TA;
- b. the TA Authority and limit will be determined in accordance with paragraph 7.1.1.3 of this clause;
- c. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, 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;
- d. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
- e. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

7.1.1.3 TA Authority and Limit

- a. The TA Authority or authorized delegate may authorize individual TAs inclusive of any revisions up to a limit of \$70,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor; and
- b. The authority specified under paragraph 7.1.1.3(a) of this clause is granted subject to the sum specified in the Contract under clause 7.6.2, Canada's Total Liability - Cumulative Total of all authorized TAs, not being exceeded.

7.1.1.4 TA Process

- a. For each task or revision of a previously authorized task, the TA 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, 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.

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- b. Within four calendar days of its receipt of the request, the Contractor must provide the TA Authority with a signed and dated response prepared and submitted using the TA form received from the TA Authority, containing as a minimum:
- i. the total estimated cost proposed for performing the task or, as applicable, revised task;
 - ii. a breakdown of that cost in accordance with Annex B.

7.1.1.5 TA Authorization

- a. The TA Authority will authorize the TA based on:
- i. the request submitted to the Contractor pursuant to paragraph 7.1.1.4(a) of this clause;
 - ii. the Contractor's response received, submitted pursuant to paragraph 7.1.1.4(b) of this clause; and
 - iii. the agreed total estimated cost for performing the task or, as applicable, revised task.
- b. The authorized TA will be issued to the Contractor by e-mail (as an e-mail attachment in PDF format).

7.1.1.6 Minimum Work Guarantee - All the Work - Authorized TAs

- a. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2, Canada's Total Liability - Cumulative Total of all authorized TAs; and "Minimum Contract Value" means a fixed amount of \$25,000.00;
- b. 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 7.1.1.6(c) 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 TAs, 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;
- c. 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 TAs, performed by the Contractor and accepted by Canada; and
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.7 Periodic Usage Reports - Contracts with TAs

- a. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract;
- b. 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 Project Authority a periodic usage report containing, in an electronic spreadsheet (such as Microsoft Office Excel), the data elements specified in paragraphs 7.1.1.7(c) and 7.1.1.7(d) of this clause 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 semi-annual reporting period: April 1 to September 30; and
2nd semi-annual reporting period: October 1 to March 31.

A sample Microsoft Office spreadsheet containing the data elements contained in paragraphs 7.1.1.7(c) and 7.1.1.7(d) of this clause is provided in Annex E;

- c. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- the TA number appearing on the TA form;
 - the date the task was authorized appearing on the TA form;
 - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
 - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - 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).
- d. For all TAs 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 7.6.2, Canada's Total Liability - Cumulative Total of all Authorized TAs, as last amended;
 - 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.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4008 (2014-09-25), Personal Information apply to and form part of the Contract.

7.2.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.4 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Research Analyst: *To be indentified at time of Contract award*

Investigator: *To be indentified at time of Contract award*

7.2.5 Non-Disclosure Agreement

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

7.3 Security Requirement

7.3.1 The following security requirement check list (SRCL) and related clauses applies and form part of the Contract:

- a. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC;
- b. The Contractor's personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC;
- c. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- d. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISD/PWGSC; and
- e. The Contractor must comply with the provisions of the:
 - i. SRCL, attached at Annex C; and
 - ii. *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract for a period of three years.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two 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 at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Reynolds
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
Place du Portage, Phase III, 10C1
11 Laurier Street, Gatineau, Quebec, K1A 0S5
Telephone: 819-956-1141
Facsimile: 819-956-9235
E-mail: Diane.Reynolds@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.

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be identified at time of Contract award)

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

7.5.3 Contractor's Representative

(To be identified at time of Contract award)

7.6 Payment

7.6.1 Basis of Payment - TA subject to a Limitation of Expenditure

- a. When the basis of payment specified in a TA 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 TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.
- b. Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.
- c. No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:
 - i. when it is 75% committed, or
 - ii. four months before the final delivery date specified in the authorized TA, or
 - iii. as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,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.

7.6.2 Canada's Total Liability - Cumulative Total of all authorized TAs

- a. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$(To be identified at time of 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% committed, or
 - ii. four 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 7.6.1, 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.

7.6.3 Method of Payment – Authorized TA

- a. For the Work specified in an authorized TA subject to a limitation of expenditure, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii. all such documents have been verified by Canada; and
 - iii. the Work performed has been accepted by Canada.

7.6.4 SACC Manual Clauses

A9116C (2007-11-30), T1204 - Information Reporting by Contractor
A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed;
- b. Invoices must be distributed as follows:
 - i. The original and one copy must be forwarded to the Project Authority for certification and payment; and
 - ii. One soft copy must be forwarded by e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Certifications

7.8.1 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.

7.9 Applicable Laws

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

7.10 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 4008 (2014-09-25), Personal 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);
- h. Annex F, Non-Disclosure Agreement; and
- i. the Contractor's bid dated (*insert date*).

7.11 Defence Contract

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

7.12 Foreign Nationals

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

7.13 Insurance

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

7.14 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations
A9068C (2010-01-11), Government Site Regulations

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Research and Investigation Services for the Office of the Department of National Defence and Canadian Forces Ombudsman.

2.0 OBJECTIVES

The Office of the Department of National Defence (DND) and the Canadian Forces (CF) Ombudsman (the "Office") in Ottawa, Ontario, requires Research and Investigation Services, on an "as and when requested" basis, in support of the Ombudsman's mandate.

The Contractor's resources must:

- a. Conduct research to identify, clarify and/or further develop issues relevant to DND and the Canadian Armed Forces (CAF); and/or
- b. Assist in the planning and conduct of investigations.

3.0 BACKGROUND

The Office was created in 1998 by Order in Council to increase transparency in DND and the CAF, as well as to ensure the fair treatment of concerns raised by CAF members, departmental employees, and their families.

The Ombudsman is impartial and independent of the military chain of command and senior civilian management, reporting directly to the Minister of National Defence. The Office itself derives its authority from Ministerial Directives and their accompanying Defence Administrative Orders and Directives.

3.1 The mandate of the Ombudsman is to, on the Minister of National Defence's behalf:

- a. Act as a neutral and objective sounding board, mediator, investigator and reporter on matters related to DND and the CAF;
- b. Act as a direct source of information, referral and education to assist individuals in accessing existing channels of assistance and redress within DND and the CAF; and
- c. Serve to contribute to substantial and long-lasting improvements in the welfare of employees and members of DND and the CAF.

3.2 The Office will:

- a. Identify, review and suggest ways to resolve new and long-standing issues related to programs and services provided by or administered by DND and the CAF;
- b. Review and address complaint by complainants and their representatives related to programs and services provided by or administered by DND and the CAF;
- c. Review systemic matters related to DND and the CAF;
- d. Help complainants access programs and services by providing them with information and referrals;

- e. Be an independent officer who reports directly to the Minister of National Defence;
- f. Make recommendations and help raise awareness of the needs and concerns of complainants; and
- g. Work to build complainant confidence that their views are important.

3.3 The Office will not:

- a. Except in compelling circumstance, deal with a complaint if the complainant has not first availed himself or herself of existing mechanisms outlined in section 13(i) of Ministerial Directives;
- b. Per section 14 of Ministerial Directives, investigate any complaint or matter relating to:
 - i. A military judge, court martial or summary trial;
 - ii. The exercise of discretion in laying charges by the chain of command of the CF National Investigation Service or in preferring charges by the Director of Military Prosecutions;
 - iii. Matters which are the exclusive jurisdiction of the Treasury Board as the employer and bargaining agent, under the *Public Service Staff Relations Act*;
 - iv. The review of the foreign signals intelligence and information technology security activities of the Communications Security Establishment;
 - v. Occurrences prior to June 15, 1998, unless the Minister considers that it is in the public interest;
 - vi. Any legal advice to DND or the CF, employees of DND, members of the CF or the Crown, by a person acting as legal counsel in relation to any matters or any proceeding;
 - vii. Professional conduct and professional standards under the jurisdiction of a Bar of a province; or
 - viii. Military Police that is being dealt with under Part IV of the Act.
- c. Investigate any matter in which there may be an allegation of criminal activity per section 15 of Ministerial Directives; and
- d. Investigate any matter within the jurisdiction of other federal departments.

3.4 Any member of Canada's Defence community can approach the Office. This includes:

- a. Current and former members of the CF (Regular and Reserve Force);
- b. Current and former employees of DND;
- c. Current and former members of the Cadets;
- d. Current and former Non-Public Fund employees;
- e. Individuals applying to become a member of the CF;
- f. Immediate family members of any of the above-mentioned; and
- g. Individuals on exchange or secondment with the CF.

4.0 DEFINITIONS AND APPLICABLE DOCUMENTS

4.1 Definitions

Acronym	Definition
CAF	Canadian Armed Forces
CF	Canadian Forces
Complainant(s)	Members of Canada's Defence community as defined in section 3.4 above
DND	Department of National Defence
NCR	National Capital Region
Office	Office of the Department of National Defence and Canadian Forces Ombudsman

4.2 Applicable Documents

The following documents including any amendments, form part of this Statement of Work to the extent specified herein and are supportive of the Statement of Work:

- a. Legislative and regulatory framework (e.g. National Defence Act (<http://laws-lois.justice.gc.ca/eng/acts/N-5/page-1.html>), Queen's Regulations and Orders (<http://www.forces.gc.ca/en/about-policies-standards-queens-regulations-orders/index.page>));
- b. Mandate (<http://www.ombudsman.forces.gc.ca/en/ombudsman-about-us/mission-mandate.page>);
- c. Ministerial Directives (<http://www.ombudsman.forces.gc.ca/en/ombudsman-about-us/ministerial-directives.page>);
- d. Policy framework (e.g. Defence Administrative Orders and Directives (<http://www.ombudsman.forces.gc.ca/en/ombudsman-about-us/defence-admin-orders-directives.page>)); and
- e. Annual Reports on the activities of the Office of the Department of National Defence and Canadian Forces Ombudsman (<http://www.ombudsman.forces.gc.ca/en/ombudsman-reports-stats-reports/index.page>).

5.0 DESCRIPTION AND SCOPE OF WORK

5.1 Levels of Intervention

The Office has four levels of intervention:

Level 1	Intake	Confirm the facts as presented by the complainant; act as a direct source of information, referral and education; recommend assignment to other levels of intervention.
Level 2	Complaint Analysis	Conduct research and analysis; mediate between complainant and DND/CAF; resolve issues at the lowest level of intervention in a timely manner.
Level 3	Investigations	Conduct research and analysis; mediate, liaise and negotiate between complainant and DND/CAF; prepare findings and recommendations; assist in the identification of systemic issues..
Level 4	Systemic Investigations	Conduct extensive research and analysis; involves complex process, policies, regulations and/or legislative systemic issues; mediate, liaise and negotiate between complainant and DND/CAF; prepare findings, recommendations and written reports.

5.2 Scope of Work

For any Task Authorization for Levels 3 and 4 above, the Contractor must also provide the following services:

a. Stream 1 - Research Analysis Services

Compare and analyse complaints, policies and procedures, conduct research to support the identification of systemic issues, and prepare analytical reports to assist in understanding the context, framework and development of issues relevant to DND and the CAF.

b. Stream 2 - Investigation Services

Researching specific cases or topics and providing advice and/or assisting in the planning and conduct of fact-finding activities, determining fairness of process/policy, conducting interviews, managing case files and preparing preliminary and final reports.

c. All Work must be done in accordance with the instructions issued by the Project Authority.

6.0 TASKS

6.1 Stream 1 - Research Analysis Services

a. Review and analyze complaint documents, policies and procedures to identify all factual and systemic issues relevant to programs and services provided by or administered by DND and the CAF;

b. Prepare a research plan for review and acceptance by the Project Authority. The plan shall identify the key information repositories and sources, their expected relevance to the requested item(s) of research, the expected time required to review the sources, and, where applicable, suggest additional or alternative sources or repositories that should be considered, along with the time required to review these additional sources;

c. Prepare terms of reference for research related projects,;

d. Identify relevant primary and secondary sources, and specific materials to be reviewed and analyzed for the purposes of the requested item(s) of research;

e. Prepare analytical research reports and analysis of the facts based on collected documents, and any other criteria/methodologies required by the Project Authority;

f. Prepare briefing materials on issues related to the requested item(s) of research for the Project Authority;

g. Support the Office in the planning, management and quality assurance of research;

h. Prepare regular status/progress reports on Work done to date, the progress and milestones of the Work;

i. Be prepared to answer questions and suggest further sources and avenues for all research activities; and

j. Perform other research analysis functions, as requested by the Project Authority.

6.2 Stream 2 - Investigation Services

a. Provide support and assistance in planning and conduct of investigations. As required, provide support to the Office in conduct of case management activities (e.g. conduct interviews, potential travel);

b. Interpret applicable legislation (e.g. the National Defence Act), regulations, policies and directives;

c. Meet with and interview complainant s, any witnesses related to a complaint, and DND and CAF officials up to the senior levels of involved programs/services;

- d. Write investigation reports and other documents;
- e. Participate in case review and strategy meeting(s) with the Ombudsman Senior Management Committee;
- f. Research and analyze the allegation(s) and circumstances of the complaint(s);
- g. Gather, analyze and store the data, information and evidence, in accordance with the security requirements of the Contract;
- h. Collaborate and consult with the Office to discuss and review legal issue, to advise them of developments or events with respect to investigations, to share expertise and experience, and to collaborate as required; and
- i. Provide other related Investigation functions, as requested by the Project Authority.

7.0 CONSTRAINTS

- a. The services delivery must be in accordance with all applicable Acts, Codes, Departmental and/or federal government regulations, policies and procedures;
- b. The Contractor must ensure the quality and completeness of all Work submitted to the Office in fulfillment of any Task Authorization;
- c. The Contractor must ensure the neutrality of all deliverables provided;
- d. The Contractor's resource(s) providing the services will be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada;
- e. During the performance of the Contract, the Contractor or their resource(s) must not direct any departmental personnel or other government departments or other organizations or any personnel of any third parties with whom Canada has or intends to contract, to perform any action; and
- f. The Contractor must ensure that their resource(s) do not use Government of Canada or Office designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor's resource(s) as being an employee of Canada.

8.0 DEPARTMENTAL SUPPORT

As required for the successful provision of Research and Investigation Services, the Office will provide the Contractor with the relevant case files and content material, as appropriate and as required, for the completion of Work specified under any Task Authorization.

9.0 DELIVERABLES

- a. All written material must be provided in hard and/or soft copy as requested by the Project Authority and prepared in accordance with the instructions provided by the Project Authority. Unless otherwise specified, the soft copy must be provided in the current version of the Office's approved desktop software;

-
- b. In accordance with the activities defined in section "Description and Scope of Work" and the specific requirements of any Task Authorization, deliverables under any resulting Task Authorization may include, but are not limited to:
- i. Stream 1 - Research Analysis Services:
 - Research Plans, including sources and completion timelines;
 - Research and/or Analytical Reports on specified complaints, questions, topics or issues of interest to the Office;
 - Compilation of key documents as source material, bibliography and document collection for future use by the Office (this may include annotation and/or summary); and
 - Literature Review Summaries.
 - ii. Stream 2 - Investigation Services:
 - Investigation Plans, including the proposed methodology and scheduling of tasks and deliverables;
 - Interview Plans, Records of Contact, Analysis Reports, Briefing Documents;
 - Investigation Reports, including the findings, facts and results of the investigation, recommendations, what steps the Ombudsman has taken or may take to address these recommendations; and
 - Draft letters.
- c. Required deliverables, completion schedules, content and format will be specified by the Project Authority, as required, at the time of each Task Authorization issuance; and
- g. All deliverables must be provided in English.

10.0 LANGUAGE OF WORK

- a. The Contractor and Contractor's resources must provide services to the Office in English; and
- b. The Contractor and Contractor's resources must provide services to complainants in both of Canada's official languages, English and French. The language of the Work will be identified in the Task Authorization.

11.0 RESOURCES

The Contractor must provide a Research Analyst and an Investigator. The estimated level of effort per resource category is 125 hours per year.

12.0 REPORTING REQUIREMENTS

- a. The Contractor must facilitate and maintain regular communication with the Project Authority regarding the progress of Work completed under any resulting Task Authorization. Specific Contractor reporting requirements will be further identified by the Project Authority, as required, within each Task Authorization;
- b. Upon request from the Project Authority, the Contractor must provide ad hoc written or oral status updates relating to any Work in progress under any Task Authorization; and
- c. In addition, the Contractor must immediately notify the Project Authority of any issues, problems, or areas of concern that could adversely affect the ability of the Contractor to complete the Work specified under any Task Authorization.

13.0 LOCATION OF WORK

- a. Unless otherwise stated in the Task Authorization, the Contractor's Work must take place primarily at the Office located in the National Capital Region (NCR);
- b. The Office 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), for Contractor's resources;
- c. Furthermore, the Office will provide, subject to normal security requirements, and only to the specified Contractor's resource, access to identified databases or applications resident on the Office computers or networks for the sole purpose of executing the services associated with this Contract. The Office, at its sole discretion, will identify the nature and characteristics of such access;
- d. All of the above provisions will, in all cases, be subject to the availability of suitable Office facilities in the NCR;
- e. Due to the uncertain future availability of office facilities in the NCR, the Contractor must be prepared to provide, at no additional cost to Canada, continuous flow of contracted service from their own offices or place of business and adequate work space and office equipment if, for any reason, suitable Office facilities become unavailable; and
- f. After Contract award, Canada will not consider any requests to amend the Contract to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

14.0 TRAVEL

- a. There may be a requirement for the Contractor's resources to travel outside the NCR, the requirement for any travel and trip report (content and format) will be identified in the Task Authorization;
- b. All travel will require prior written approval from the Project Authority and must be in accordance with the *National Joint Council Travel Directive*;
- c. When and as required by a Project Authority, the Contractor's resource must prepare a trip report and provide it to the Project Authority, for review and approval, no later than 10 working days after return from the trip in either hard or soft copy; and
- d. The Contractor and/or their resource must arrange and book the Contractor's resource's travel arrangements.

15.0 MEETINGS

- a. The Project Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The time and location will be agreed upon between the Contractor and the Project Authority;
- b. In the event that meetings are required, the Contractor and/or the Contractor's resources must make all necessary preparations in order to actively participate in any meeting convened by the Project Authority; and
- c. The Contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the Project Authority by e-mail when requested.

ANNEX B

BASIS OF PAYMENT

1. The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes are extra.

1.1 The Contractor will be paid a firm all inclusive fixed hourly rate as follows:

Resource Category	Firm All Inclusive Fixed Hourly Rate				
	Contract Period – Date of Contract for 3 years			Option Period 1	Option Period 2
	Year 1	Year 2	Year 3		
Research Analyst	\$	\$	\$	\$	\$
Investigator	\$	\$	\$	\$	\$

2. Travel and Living Expenses

a. Canada will not accept any travel and living expenses for:

- i. 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 Web site: <http://laws.justice.gc.ca/en/N-4/>;
- ii. Any travel between the Contractor's place of business or the proposed resource's work location and the NCR required to satisfy the terms of the Contract; and
- iii. Work performed within 100 km of the Contractor's place of business or the proposed resource's work location and the work location identified in the Task Authorization.

These expenses are included in the firm all inclusive fixed hourly rates in section 1 above.

b. For Work to be performed outside the NCR and outside the 100 km radius:

- i. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees"; and
- ii. The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work for travel at 50% of the firm all inclusive per diem rate, without any allowance for overhead or profit. Time for travel that is more or less than a day must be prorated to reflect actual time for travel in accordance with the following formula: Hours of travel × 50% of the firm all inclusive fixed hourly rate.

c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of their personnel required to satisfy the terms of this Contract.

d. All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

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File No. - N° du dossier
113zh.W3802-150063

Buyer ID - Id de l'acheteur
113zh

CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See the attached form.

Solicitation No. - N° de l'invitation
W3802-150063/A

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ANNEX D

DND 626 TASK AUTHORIZATION FORM

See the attached form.

Solicitation No. - N° de l'invitation

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

113zh.W3802-150063

Buyer ID - Id de l'acheteur

113zh

CCC No./N° CCC - FMS No./N° VME

ANNEX E

**SAMPLE MICROSOFT EXCEL SPREADSHEET
FOR PERIODIC USAGE REPORTS - CONTRACTS WITH TAS**

See the attached form.

ANNEX F

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work under Contract Serial No. W3802-150063/001/ZH between Her Majesty the Queen in right of Canada represented by the Minister of Public Works and Government Services and the Office of the Department of National Defence and Canadian Forces Ombudsman, 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.: W3802-150063/001/ZH.

Signature

Date



Government of Canada

Gouvernement du Canada

RECEIVED

APR 07 2015

Contract Number / Numéro du contrat

OMB14063

Security Classification / Classification de sécurité
Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <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"/> 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 EMBLEMES | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / 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 RESTREINTE	NATO CONFIDENTIEL			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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
		Previous value – Valeur précédente	
To – À		<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prrière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à			
Delivery/Completion date – Date de livraison/d'achèvement			
		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

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

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

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

TPS/TVH

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

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Summary of all Authorized TAs

Canada's Total Liability - All TAs	Total Estimated Cost Authorized in all TAs, GST/HST extra	Total Cost Incurred, GST/HST extra - All TAs	Total Cost Invoiced, GST/HST extra - All TAs	Cumulative GST/HST Invoiced- All TAs	Total Amount Paid, GST/HST included - All TAs
\$700,000.00	\$42,000.00	\$16,695.60	\$15,395.60	\$769.78	\$11,540.20