

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Armour Materials - Personal protect		
<b>Solicitation No. - N° de l'invitation</b> W7701-155980/A	<b>Date</b> 2015-06-04	
<b>Client Reference No. - N° de référence du client</b> W7701-155980		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-018-16449		
<b>File No. - N° de dossier</b> QCL-4-37341 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-07-06</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Piras, Gabriel		<b>Buyer Id - Id de l'acheteur</b> qcl018
<b>Telephone No. - N° de téléphone</b> (418) 649-2870 ( )		<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEFENCE R & D CANADA - VALCARTIER VALCARTIER RESEARCH CENTER 2459 ROUTE DE LA BRAVOURE QUÉBEC (QUÉBEC) G3J 1X5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

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

**Issuing Office - Bureau de distribution**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

Solicitation No. - N° de l'invitation

W7701-155980/A

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

W7701-155980

Amd. No. - N° de la modif.

File No. - N° du dossier

QCL-4-37341

Buyer ID - Id de l'acheteur

qcl018

CCC No./N° CCC - FMS No/ N° VME

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**TITLE : DESIGN, INTEGRATION, AND PROTOTYPING SERVICES FOR ARMOR MATERIALS AND PERSONAL PROTECTIVE EQUIPMENT**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

The bid solicitation document 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 Annexes include :

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Contractor Disclosure of Foreground Information
- Annex D Security Requirements Check List
- Annex E DND 626, Task Authorization Form

**2. Summary**

**2.1 Objective**

The purpose of the Contract is to provide Defence Research and Development Canada (DRDC) with specialized technical services in armor material selection and integration, test coupon fabrication, and personal protective equipment prototyping and production to support DRDC's Research and Development programs. The Work includes a firm portion and a portion to be performed on an "as and when requested basis" using a Task Authorization (TA).

Firm portion of the Work : Selection of Knitted Protective Material Candidates for Integration in Lightweight Fragment Protection Systems and Fabrication of Test Coupons.

Portion of the Work to be performed on an "as and when requested basis" using a Task Authorization (TA) :

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Task 1: Identification, Selection and Acquisition of Protective Materials  
Task 2: Integration of Protective Materials  
Task 3: Design of Personal Protection Systems and System Components  
Task 4: Manufacturing and Assembly of Test Coupons and Prototypes

## **2.2 Additional Information :**

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).

The period of the Contract is from date of Contract to March 31st, 2019.

The Contract includes the irrevocable option to extend the period by one additional one-year period, that is from April 1<sup>st</sup>, 2019, to March 31<sup>st</sup>, 2020.

For the firm portion of the Work : All the deliverables must be received on or before March 31st, 2016.

Estimated amount of available funding for the Contract : \$2,500,000.00, Applicable Taxes extra, including :

\$60,000, Applicable Taxes extra, for the firm portion of the Work;

\$500,000, Applicable Taxes extra, for the optional year.

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

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

This procurement is subject to the Controlled Goods Program.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the attachment named [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.

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## 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>) 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 twenty(120) days

#### 1.1 SACC Manual Clauses

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

### 2. Submission of Bids

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

**Bid Receiving - PWGSC  
1550, D'Estimauville Avenue  
Quebec, Quebec  
G1J 0C7**

Due to the nature of the bid solicitation, bids transmitted by facsimile or email 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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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## Definitions

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

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( )

No ( )

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

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

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( )

No ( )

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;



- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **4. Communications - Solicitation Period**

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at [gabriel.piras@tpsgc-pwgsc.gc.ca](mailto:gabriel.piras@tpsgc-pwgsc.gc.ca), **no later than five (5) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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**

Solicitation No – N° de l'invitation  
W7701-155902/A  
Client Ref No. – N° de réf. du client  
W7701-15-5902

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-4-37131

Buyer ID – id de l'acheteur  
qcl018

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Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada on the following grounds:

*The Treasury Board, granted Defence Research and Development Canada exemption from the Treasury Board Policy on "Title to Intellectual Property Arising Under Crown Procurement Contracts"*

## **8. Maximum Funding**

The maximum funding available for the contract resulting from the bid solicitation is 60,000.00 CAD for the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A) (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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## 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 (5 hard copies)
- Section II: Financial Bid (2 hard copies)
- Section III: Certifications (1 hard copy)
- Section IV : Additional Information (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

#### 1.1 Section I : Technical Bid

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

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

- (b) The technical bid consists of the following:
  - (i) **All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria** described in Sections 1.1.2 and 1.1.3, Part 4, of this document.

## 1.2 Section II : Financial Bid

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

(a) For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A) :

A Total Cost to a Limitation of Expenditure, which must not exceed the maximum funding specified in Part 2. The total amount of Applicable Taxes is to be shown separately. The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 3.**

(b) For the portion of the Work to be performed on an "as and when requested basis" using a Task Authorization (Section 3.2 of the Statement of Work in Annex A) :

A firm all-inclusive hourly rate for each resource proposed, for each year of the contract period.

A markup percentage applicable to purchases of "materials and supplies".

The information must be provided in accordance with the **Financial Bid Presentation Sheet in Attachment 3.**

(c) Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 1.2.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## 1.3 Section III : Certifications

Bidders must submit the certifications required under Part 5.

## 1.4 Section IV : Additional Information

### 1.4.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

### 1.4.2 Additional Information

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

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For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification found at Attachment 4, before contract award.

Canada requests that bidders provide the following information :

**Administrative representative :**

Name :  
Telephone :  
Facsimile :  
Email :

**Technical representative :**

Name :  
Telephone :  
Facsimile :  
Email :

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## **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.

#### **1.1 Technical Evaluation**

##### **1.1.1 Bidder Experience**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### **1.1.2 Mandatory Technical Criteria**

Refer to Attachment 2, Mandatory and Point Rated Technical Criteria.

##### **1.1.3 Point Rated Technical Criteria**

Refer to Attachment 2, Mandatory and Point Rated Technical Criteria.

#### **1.2 Financial Evaluation**

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

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

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 1, Evaluation of Price.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 275, the lowest evaluated price is 2,027,414.00 \$.

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>	225/275	250/275	275/275
<b>Evaluated Price</b>	2,116,526.04 \$	2,027,414.00 \$	2,186,059.96 \$
	Calculations		
<b>Technical Merit Score</b>	$225/275 \times 60 = 49.1$	$250/275 \times 60 = 54.5$	$275/275 \times 60 = 60$
<b>Pricing Score</b>	$\frac{2,027,414.00}{2,116,526.04} \times 40 = 38.3$	$\frac{2,027,414.00}{2,027,414.00} \times 40 = 40$	$\frac{2,027,414.00}{2,186,059.96} \times 40 = 37.1$
<b>Combined Rating</b>	87.4	94.5	97.1
<b>Overall Rating</b>	3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>

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## PART 5 - CERTIFICATIONS

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

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

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

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (*OR insert 2004, as applicable*). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed [Federal Contractors Program for Employment Equity - Certification](#) found at [Attachment 4](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 2. Additional Certifications Required Precedent to Contract Award

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



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## 2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.1.1. SACC Manual clause [A3050T](#) (2014-11-27), Canadian Content Definition.

## 2.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## 2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## 2.4 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. This information must be submitted with the bid.
  - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

### **2. Financial Capability**

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

### **3. Controlled Goods Requirement**

SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

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## 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 at Annex A and the Contractor's technical bid entitled \_\_\_\_\_ (to be completed at Contract award), dated \_\_\_\_\_ (to be completed at Contract award).

#### 1.1 Task Authorization

A portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 1.1.1 Task Authorization Process

###### 1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

The description of TA tasks will include information on activities to be performed, a description of the deliverables and a schedule indicating completion dates for the major activities or submission dates for the deliverables. It will also include the applicable bases and methods of payment as specified in the Contract.

More specifically, the description of TA tasks will include the following information:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);
- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) the level of security clearance required of the Contractor's personnel;

Where applicable, the description of TA tasks must also include the following:

- (a) a description of any travel requirements including the content and format of any required travel report;
- (b) the language profile required of the Contractor's personnel;
- (c) categories of key resources;
- (d) any other constraints that might affect task completion.

###### 1.1.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for

performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada.

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

#### **1.1.1.3 Approval of the Task Authorization**

The Contractor must not begin the work until the approved TA has been received by Canada. The Contractor acknowledges that any work performed before the TA has been received will be done at the Contractor's own risk.

The work will be approved or confirmed by Canada through a Task Authorization Form – DND 626 in Annex E.

#### **1.1.2 Task Authorization Limit**

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$150,000.00**, Applicable Taxes included, inclusive of any revisions. **The total amount for the purchase of materials and supplies from a given subcontractor for each individual task authorization authorized by DND Procurement Authority cannot exceed \$25,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance.

#### **1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **1.1.4 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by **The Procurement and Payment group at Defence Research and Development Canada - Valcartier, represented by the DND Procurement Authority**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 1.2 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Contractor Disclosure of Foreground Information attached as Annex C stating that all applicable disclosures were submitted.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

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

### 2.2 SACC Manual Clauses

K3410C (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information  
K3305C (2008-05-12), License to Intellectual Property Rights in Foreground Information

## 3. Security Requirement

- 3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC File N° W7701-155980

1. The Contractor/Offerrer must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **SECRET** with approved *Document Safeguarding Capability and Production Capabilities* at the level of **PROTECTED A** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offerrer personnel requiring access to **Canadian PROTECTED** information, assets or sensitive work site(s) **must EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD, PWGSC.
3. The Contractor/Offerrer personnel requiring access to **Canadian CLASSIFIED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, New**

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**Zealand, the United Kingdom, or the United States of America, and must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.

4. The Contractor/Offeror personnel requiring access to **Foreign PROTECTED** information, assets or sensitive work site(s) **must EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD, PWGSC.
5. The Contractor/Offeror personnel requiring access to **Foreign CLASSIFIED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, New Zealand, the United Kingdom, or the United States of America**, and **must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
6. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** or **PROTECTED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **PROTECTED A**.
7. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
8. 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.
9.
  - a) The Contractor must complete and submit a *Foreign Ownership, Control and Influence* (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC/ INFOSEC or CLASSIFIED NATO/FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
  - b) The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
  - c) All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
10. The Contractor/Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex D;

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b) *Industrial Security Manual* (Latest Edition).

### **3.2 Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31st, 2019, inclusive.

### **4.2 Delivery Date**

For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A) :

All the deliverables must be received on or before March 31<sup>st</sup>, 2016.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one additional one-year period, that is from April 1<sup>st</sup>, 2019, to March 31<sup>st</sup>, 2020, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen calendar days prior to the Contract expiry date. 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:

Gabriel Piras  
Public Works and Government Services Canada  
601-1550 D'Estimauville  
Québec, QC.  
G1J 0C7

Telephone: 418-649-2870

Facsimile: 418-649-2209  
E-mail address: [Gabriel.Piras@tpsgc.pwgsc.gc.ca](mailto:Gabriel.Piras@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 (to be completed at Contract award)

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Organization: \_\_\_\_\_  
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 Contractor's Representative (to be completed at Contract award)

### Administrative representative :

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

### Technical representative :

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

## 5.4 DND Procurement Authority (to be completed at Contract award)

The DND Procurement Authority for the Contract is:

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

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DND Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Task Authorizations. The Contractor may discuss administrative matters identified in Task Authorizations with the DND Procurement Authority however the DND Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.



## 6. Proactive Disclosure of Contracts with Former Public Servants

SACC Manual Clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants

## 7. Payment

### 7.1 Basis of Payment

#### (i) Basis of Payment – Limitation of Expenditure - For the firm portion of the Work :

*For the Work described in Section 3 of the Statement of Work in Annex A :*

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

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (**amount to be inserted at contract award**). Customs duties are included and Applicable Taxes are extra

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

#### (ii) Professional Services provided under a Task Authorization subject to a Firm Price:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### (iii) Professional Services provided under a Task Authorization subject to a Ceiling Price :

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority, before their incorporation into the Work.

**(iv) Professional Services provided under a Task Authorization subject to a 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 (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's 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.

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 will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

**(v) Travel and Living Expenses :**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

**7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$2,000,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

### **7.3 Method of Payment**

- 7.3.1** Payments will be made not more frequently than once a month.

**7.3.2 For the firm portion of the Work (Section 3 of the Statement of Work in Annex A) :**

**7.3.2.1 Progress Payments**

- (a) 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:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the basis of payment;
  - (iii) 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;
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

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**7.3.3 For the portion of the Work to be performed on an "as and when requested basis" using a Task Authorization (Section 4 of the Statement of Work in Annex A) :**

Depending on the method of payment specified in the applicable TA, one of the following methods of payment clauses will apply.

**7.3.3.1 Single Payment** (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

Canada will pay the Contractor upon completion and delivery of the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

**7.3.3.2 Milestone Payments** (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.3.3.3 Progress Payments** (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in

accordance with the invoicing instructions provided in the Contract;

- (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2008-05-12), Cost Submission

#### **7.5 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

### **8. Invoicing Instructions**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the Task Authorization (TA) number, as applicable;
  - (d) the description of the milestone invoiced, as applicable.
2. For the firm portion of the Work (Section 3 of the Statement of Work in Annex A) and for TAs subject to a Limitation of Expenditure, a Ceiling Price or a Firm Price, each invoice must be supported by :
    - (a) a list of all expenses, in accordance with the TA;

- 
- (b) a copy of time sheets to support the time claimed;
  - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - (d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
4. 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 for certification.

**ATTN: Mrs Micheline Naud**  
Public Works and Government Services Canada  
601-1550 D'Estimauville  
Québec, QC.  
G1J 0C7

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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

## **9. Certifications**

### **9.1 Compliance**

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

### **9.2 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.

### **9.3 SACC Manual Clauses**

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

## **10. Applicable Laws**

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The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (***The province or territory will be specified at Contract award.***)

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2014-06-26), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Disclosure of Foreground Information;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_ (***date of bid to be inserted at Contract award***)

## 12. Defence Contract

SACC Manual clause A9006C (2008-05-12), Defence Contract

## 13. Foreign Nationals (Canadian Contractor)

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

## 14. Insurance

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

## 15. Controlled Goods Program

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program  
SACC Manual clause B4060C (2011-05-16), Controlled Goods

## 16. Progress Reports

- 1. The Contractor must submit monthly reports, on the first business day of each month, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
- 2. The progress report must contain two parts:
  - (a) PART 1 : The Contractor must answer the following three questions:
    - (i) Is the project on schedule?

- (ii) Is the project within budget?
- (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- (b) PART 2 : A narrative report, brief, yet sufficiently detailed to enable both the Technical Authority and the Contracting Authority to evaluate the progress of the Work, containing as a minimum:
  - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
  - (ii) An explanation of any variation from the work plan.
  - (iii) A description of trips or conferences connected with the Contract during the period of the report.
  - (iv) A description of any major equipment purchased or constructed during the period of the report.



## ANNEX A

### STATEMENT OF WORK

#### **TITLE : DESIGN, INTEGRATION, AND PROTOTYPING SERVICES OF ARMOR MATERIALS AND PERSONAL PROTECTIVE EQUIPMENT**

#### 1. General

##### 1.1 Objective

To provide Defence Research and Development Canada (DRDC) with specialized technical services in selection, integration, and assembly of the high performance constituent protective materials and material systems for personal protection equipment and the design and manufacturing of material test coupons and prototypes of protective equipment to support DRDC’s R&D programs. The Contract includes a firm Task portion and a Task Authorization portion to be performed on an “as-and-when-requested” basis. The nature of the services required will cover applied research program tasks.

##### 1.2 Background

DRDC has planned and executed applied R&D programs and projects to directly support the CF in the field of personal ballistic and blast protection for over 15 years. Due to limited laboratory resources, limited expertise in materials integration and processing for some material systems, and the need to acquire high performance material systems on a recurring basis, it is necessary to contract out portions of armor material selection and integration, test coupon fabrication, and protection system prototyping and production tasks that are part of the R&D program. Specifically, the following services will be required: the selection and acquisition of high performance fibres, fabrics, prepregs, polymers, metallic alloys, and ceramics used in personal protective equipment and the integration of these materials into high performance armor systems, the production of test coupons, and the design and production of protection system prototypes.

##### 1.3 Acronyms

CAD	computer aided design
CD	compact disc
CF	Canadian Forces
CMC	ceramic matrix composite
COTS	commercial off the shelf
DND	Department of National Defence
DRDC	Defence Research and Development Canada
DVD	digital video disk
FSP	fragment simulating projectile
GFE	government furnished equipment
GSM	government supplied materials
HIP	hot iso-static pressing
MMC	metal matrix composite
R&D	research and development
SOW	statement of work
SRCL	Security Requirements Check List

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UHMWPE      Ultra-High Molecular Weight Polyethylene

2.      APPLICABLE DOCUMENTS (references)

No documents are referenced in this SOW.

3.      SCOPE OF THE WORK

**3.1      Firm portion of the Work – Selection of Knitted Protective Material  
Candidates for Integration in Lightweight Fragment Protection  
Systems and Fabrication of Test Coupons**

3.1.1      Market Survey of Knitted Material Solutions

Perform a market survey of knitted aramid, knitted UHMWPE, and other potential knitted material solutions (hybrids of aramid, UHMWPE, cotton, silk, etc.) based on suitability for very light weight protection systems that can be integrated into clothing (e.g. protective inserts of 1-3 plies of material or as a replacement for the traditional clothing textiles found in military operational clothing). The performance requirements that must be considered include:

- Protection against small fragments (e.g. as represented commonly by 1 grain sphere, 2 grain RCC up to 16 grain sphere fragment simulating projectiles - FSPs) of rock, aluminium, and steel projected by the detonation of a buried charge
- Protection against tattooing and soft tissue abrasion by sand and other fines projected by the detonation of a buried charge
- Maintenance of structural integrity of the protective material under loading conditions associated with proximity to the detonation of a buried charge
- Flexibility/drapability
- Breathability
- Low areal density

Other properties that must also be considered in the market survey include:

- Ability to be dyed and color fastness
- Wear resistance
- Moisture resistance treatments
- Knit style
- Yarn type / denier / etc.
- Chemical resistance
- Cost

Potential constraints for commercialization of protective solutions found resulting from the following must also be included in the survey:

- Intellectual property rights
- Availability of supply
- Export control restrictions

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### 3.1.2 Trade-off Analysis and Down Selection

1. Rank materials identified in the market survey against each of the protective and other requirements described above and provide a comparative assessment of the strengths and weakness with particular attention to trade-off of protective performance vs. comfort (flexibility, weight, and breathability).
2. Propose 6 materials systems, including a minimum of 2 aramid and 1 UHMWPE based solutions, which are judged to represent the best solutions based on the trade-off analysis performed.
3. Propose an additional 6 material systems which are judged to represent interesting compromises in protection and comfort. The Technical Authority will review the 6 proposed material systems, the supporting information for each collected under the Market Survey (Section 3.1.1), and the trade-off analysis results (item 1 in Section 3.1.2 above) and identify 2 material for further study.
4. Identify any other characteristics of knitted materials that influence clothing comfort (i.e. what characteristics other than protection could influence selection for the stated application – see Section 3.1.1)
5. Provide an overview of how the textile properties (other than ballistic and blast performance) are assessed in the garment/protective materials industries including detailed references to and summaries of applicable test standards (e.g. ASTM, URL, CSA). Identify gaps in these standards when applied in the context of assessing protective material system suitability for dismounted soldier clothing.
6. Discuss challenges associated with and potential solutions for integration of these material solutions in combat clothing. The specific applications of lower and upper extremity protection (specifically coverage of the knees, thigh, fore arm, and elbow) will be used to frame the discussion.
7. Acquire material for and manufacture 5 test coupons, each measuring 406mm x 406mm (16"x16"), for each of 1, 2, and 3 plies of each of the 8 selected materials (6 material systems identified in item 2 above and 2 material systems identified by the Technical Authority in item 3 above) for a total of 120 coupons. The multi-ply coupons are to be tacked together in each corner (within 2 inches of the edge of the panel).

### 3.1.3 Firm portion of the Work - Deliverables

- A technical report including the following:
  - summary of the Work
  - summary of design and performance requirements provided by the technical authority
  - results of the market survey of protective materials and material systems
  - details of the trade-off analysis used to support material selection including comparative analyses of material properties
  - description of characteristics of knitted materials and relation to comfort/human factors in clothing
  - overview of how the textile properties are assessed including detailed references to and summaries of applicable test standards including a discussion of gaps when applied in a dismounted soldier clothing context
  - discussion of constraints on commercialization of protection systems incorporating the material technologies
  - conclusions and recommendations
- 120 test coupons (5 test coupons each of 1, 2 and 3 plies for 8 material systems)

### 3.1.4 Firm portion of the Work - Due date

The Firm portion of the Work "*Selection of Knitted Protective Material Candidates for Integration in Lightweight Fragment Protection Systems and Fabrication of Test Coupons*", detailed above, must be completed and all deliverables received by the technical authority by March 31st, 2016.

### **3.2 Portion of the Work to be performed on an "as and when requested basis" using a Task Authorization**

A total of four tasks are described in the following paragraphs. It should be noted that any given task authorization might refer to more than one type of the Tasks described below.

#### **3.2.1 Task 1: Identification, Selection and Acquisition of Protective Materials**

This task consists of identifying, selecting and sourcing quantities of constituent materials of personal protection systems including high-performance fabrics, polymers, fibre reinforced polymer prepregs, and ceramics. These constituent materials will be selected based on their physical properties, cost, protective performance, manufacturing/processing requirements, suitability for the geometry of the protection system under consideration, and availability to meet design criteria specific to a protection system that is under development or being assessed as specified by the technical authority.

The services to be provided may include:

- identify, select, acquire, and deliver high-performance fabrics, polymers, fibre reinforced polymer prepregs including UHMWPE and aramid based systems and thermoplastic and thermoset matrix systems, metallic alloys, ceramics, metal matrix composites, ceramic matrix composites, and advanced transparent armor materials, potentially from a variety of sources, that meet design and performance criteria provided by the technical authority
- perform market surveys of available materials and material systems
- analyse intellectual property rights and patents associated with available materials and material systems
- collect and synthesize data on materials including but not limited to mechanical properties, ballistic properties, impact tolerance, impact energy absorption, and optical properties (materials for transparent armors)
- conduct trade-off analyses assessing the material characteristics listed above to meet the design and performance criteria
- write technical reports that detail the above mentioned steps

Deliverables for this Task may include :

- A technical report including some or all of the following:
  - summary of the task
  - summary analysis of design and performance requirements provided by the technical authority
  - results of market surveys of protective materials and material systems
  - details of the trade-off analysis used to support material selection including comparative analyses of material properties
  - summary of the analysis of intellectual property rights and patents associated with available materials and material systems
  - conclusions and recommendations
- Samples (e.g. 0.5 m<sup>2</sup> or smaller), coupons (e.g. 0.5 m<sup>2</sup> - 1 m<sup>2</sup>), or bulk quantities (e.g. 10 m<sup>2</sup> - 200 m<sup>2</sup>) of selected materials

### 3.2.2 Task 2: Integration of Protective Materials

This task consists of identifying, developing, and specifying the appropriate techniques for assembling two or more materials to create a new material system or a hybrid material in order to optimise system performance to meet design criteria provided by the technical authority. Examples of such processing/manufacturing techniques include but are not limited to:

- stitching
- bonding
- autoclaving
- hot pressing
- hot isostatic pressing
- boroclaving

Examples of integration of protective materials include but are not limited to:

- combination of carbon fibre reinforced polymers with aramid or UHMWPE fibre reinforced polymers to add stiffness and impact tolerance to a ballistic structure
- hot pressing UHMWPE into rigid armor panels
- autoclaving a thermoset resin based aramid prepreg to form curved panels
- boroclaving a hybrid layup of CFRP and UHMWPE to form a hemispherical shell with structural and ballistic properties
- bonding of a polymeric and composite material system to a ceramic to improve ballistic performance, provide confinement, and address behind armor blunt trauma
- lamination of 2 or more materials for transparent armor applications,
- fabrication of a test coupon using 2 or more types of woven ballistic material to balance cost, areal density, and ballistic performance

The services to be provided may include:

- identify, develop and specify the appropriate approach(es) for creating a multi-material protective solution to meet the design and performance criteria
- select and specify adhesives or other bonding/attachment methods for integrating/assembling the constituent components of a hybrid armor system-selection, development, and specification of confinement strategies for ceramic based protective material systems
- document the step-by-step manufacturing processes and techniques required to integrate the materials appropriately including manufacturing techniques, equipment requirements and specifications, and processing parameters
- write technical reports that detail the above mentioned steps

Deliverables for this Task may include

- A technical report including some or all of the following:
  - summary of the task
  - complete step-by-step description of the work performed
  - trade-off analysis of alternative manufacturing processes/techniques available identifying advantages and disadvantages with respect to the design criteria and system performance objectives provided for the TA

- details of the manufacturing techniques, equipment requirements and specification, and processing parameters being proposed in meet to the TA objectives including detailed step-by-step procedures
- conclusions and recommendations

### 3.2.3 Task 3: Design of Personal Protection Systems and System Components

This Task consists of the conceptual design, CAD model development, and prototyping of personal protection system components including but not limited to helmet systems, facial protection, fragment protective vests and associated components, bullet resistant plates, impact attenuation systems, attachment systems for modular protection, carriers for soft armour systems, and associated components. These systems may be novel concepts or may be add-ons or upgrades to existing components that are designed and manufactured to meeting performance requirements specified by the contract authority.

The services to be provided may include:

- perform market surveys and comparative analysis of commercially available personnel protection systems
- analyse intellectual property rights and patents associated with commercially available personnel protection systems
- assess and analyse protection system requirements provided by the technical authority including protective performance, human factors requirements and Soldier System compatibility
- create conceptual design of protection system components involving simple and complex geometries and multimedia (e.g. multiple materials) and components
- create conceptual design of novel attachment systems required to affix the protective component to other components of the soldier system including existing equipment and protection systems
- generate high fidelity CAD or solid models of the systems and of sub-components
- produce high fidelity rapid prototyped components or mock-ups to be used to validate the design and to support non-destructive evaluations (e.g. during user trials) of the form and functionality
- write technical reports that detail the above mentioned steps

Deliverables for this Task may include

- A technical report including some or all of the following:
  - summary of the task
  - summary analysis of design and performance requirements provided by DRDC
  - results of market surveys of protective systems
  - summary of the analysis of intellectual property rights and patents associated with available materials and material systems
  - critical and/or comparative assessment of protection system requirements including protective performance, human factors requirements and Soldier System compatibility including trade-off analyses performance to support the assessment
  - complete step by step description of the conceptual design of protection system components and complete system to meet the TA requirements
  - details of the manufacturing processes used to produce prototypes
  - detailed technical specifications for the protection system concepts developed and prototypes produced

- conclusions and recommendations
- High fidelity CAD or solid models, in one or more of the following formats, of the systems and of sub-components of the protection system concept
  - .stp (STandard for the Exchange of Product file)
  - .asm (Solid Edge Assembly file)
  - .par (Solid Edge Part file)
  - .X\_T (Parasolid CAD File)
- High fidelity rapid prototypes of personal protection systems or protection system components
- Expert advice related to the design, selection, and performance of personal protection system or components

### 3.2.4 Task 4: Manufacturing and Assembly of Test Coupons and Prototypes

This task relates to the manufacturing of test coupons and fully functional protection system prototypes) using high-performance materials to support performance assessments by DRDC under the R&D activities that are being supported by a task authorization involving this Task. This may involve fabrication of designs developed under Task 3 of this contract or designs provided by the technical authority.

The services to be provided may include:

- cut test coupons and components of the range of materials listed in task 1 to sizes provided by the technical authority (e.g. to generate test coupons)
- fabricate integrated protective material coupons and protection system prototypes using a variety of manufacturing techniques including, but not limited to, stitching, bonding, hot pressing, spraying, laminating, and mechanical assembly
- design and fabricate moulds and other tooling that are appropriate for and required by the selected manufacturing technique(s)
- create technical drawings, CAD geometries, and technical data packages for the moulds and any other specially designed equipment required
- paint, coat, anodize, and apply other finishing
- assemble fully functional, multi-component personal protection system or protection system component prototypes
- source and integrate COTS components into protection system prototypes
- write technical reports that detail the above mentioned steps

Deliverables for this Task may include

- A technical report including some or all of the following:
  - summary of the task
  - summary analysis of design and performance requirements provided by DRDC
  - complete step by step description of the manufacturing processes and processing parameters used to produce prototypes
  - detailed technical specifications for moulds or other tooling developed to support the TA
  - detailed technical specifications for the protection system prototypes produced
  - conclusions and recommendations
- Test coupons (shoot packs)
- Fully functional prototypes of personal protection systems or protection system components



- High fidelity CAD or solid models, in one or more of the following formats, of moulds and any other specially designed equipment required to produce the test coupons or prototypes produced under the TA
  - .stp (STandard for the Exchange of Product file)
  - .asm (Solid Edge Assembly file)
  - .par (Solid Edge Part file)
  - .X\_T (Parasolid CAD File)
- Expert advice related to the design, selection, and performance of personal protection system or components

#### 4. REPORTS AND OTHER DELIVERABLES

##### 4.1 General

Depending on the nature of the TA, the deliverable(s) could consist of a combination of any of the following: a technical report, quantities of constituent materials of protection systems, material coupons to support experimental testing, technical drawings, prototyped models of personal protection systems, and functional prototypes of personal protection systems. The deliverables will be detailed in the specific task request and approved by the technical authority.

##### 4.2 Reports

All technical reports must be provided to the technical authority, for review, on CD or DVD in both Microsoft ® Word 2007 .docx and Adobe ® Acrobat ® .pdf formats. The body of the report and any supporting material including annexes will be written in English. The abstract will be provided in both English and French.

##### 4.3 Goods

For each TA requiring the delivery of goods, the Contractor must provide them in the quantities described in the TA. Contractor must also provide technical data packages for each item and sub-component and technical data sheets for constituent materials as applicable.

All material purchased or fabricated using funding provided in TA under this contract including, but not limited to, high-performance protective materials, rapid prototyped components, and moulds will be provided to the technical authority at the completion of the TA.

##### 4.4 Drawings and Solid Model Data Format

All drawings and solid models provided as deliverables must be in one of the following formats:

- .stp (STandard for the Exchange of Product file)
- .asm (Solid Edge Assembly file)
- .par (Solid Edge Part file)
- .X\_T (Parasolid CAD File)

Initial Graphics Exchange Specification files (.iges) may also be acceptable in some cases. The required format will be specified in each TA.

##### 4.5 Publications



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Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

## 5. MEETINGS

Meetings required for a given TA will be specified in the TA. These meeting may be held at the contractor's facilities, at DRDC or a DND facility, or via teleconference or videoconference depending on the TA and the subject of the meeting.

## 6. GOVERNMENT SUPPLIED MATERIAL (GSM)

### 6.1 General

Although each TA will contain detailed definitions of government supplied material, the following paragraphs provides a non-exhaustive list of material that can be possibly provided.

### 6.2 List of Materials

The material list is based on commercially unavailable material or material that is difficult to fabricate in a timely or cost effective manner to execute a TA. The list includes:

- Non-commercially available or restricted armor materials
- Material available only in the Canadian Force inventory
- Material developed by DRDC
- Experimental and human factors test data required to support personal protective system design
- Material bought by or available from DRDC.

## 7. GOVERNMENT FURNISHED EQUIPMENT (GFE)

### 7.1 General

Although each TA will contain detailed definition of government provided equipment, the following paragraphs provides a non-exhaustive list of equipment that could be provided.

### 7.2 List of Equipment

The equipment list is based on commercially unavailable equipment or equipment that is difficult to fabricate in a timely or cost effective manner to execute a TA. The list includes:

- Equipment available only in the Canadian Force inventory
- Specialized equipment
- Equipment developed by DRDC

- Technical drawings and solid models

### 7.3 Drawing and Solid Model Formats

All drawings and solid models provided by the technical authority will be in one of the following formats:

- .stp (STandard for the Exchange of Product file)
- .asm (Solid Edge Assembly file)
- .par (Solid Edge Part file)
- .X\_T (Parasolid CAD File)

Initial Graphics Exchange Specification files (.iges) may also be used in some cases.

## 8. SPECIAL CONSIDERATIONS

### 8.1 Subcontracting

Some TA will require unbiased comparisons of competing material systems in order to design, develop, and fabricate test coupons or prototypes that provide the best performance possible given the state-of-the-art in materials technologies. The contractor will be expected to source a wide range of materials relevant to armor systems and protection system prototypes from different base material suppliers including but not limited to high-performance fabrics, polymers, fibre reinforced polymer prepregs including UHMWPE and aramid based systems and thermoplastic and thermoset matrix systems, metallic alloys, ceramics, and advanced transparent armor materials.

### 8.2 Material purchases

Non-consumable items purchased by the contractor under a task remain the property of DND and will be delivered to the technical authority at the end of the task or contract, at the discretion of the technical authority.

## 9. WORK LOCATION

It is expected that all work to be completed within task authorizations under this contract will be executed at the contractor's facilities.

## 10. CONTROLLED GOODS

The Contractor will be required to acquire, store, handle, and process Controlled Goods in order to complete some of the TA that will be put in place under this contract. The Controlled Goods include:

- high performance materials
- body armor systems and components
- technical data packages for body armor systems
- technical data on armor material integration and manufacturing
- technical drawings
- government supplied materials including all of the above

As a result the contractor must be registered under the Controlled Goods Program of PWGSC and must maintain that registration for the duration of this contract.

Controlled Goods that may be transferred from DRDC to the contractor include:

<b><u>Group</u></b>	<b><u>Catagory</u></b>	<b><u>Item Number</u></b>	<b><u>Description</u></b>
1. Dual-Use	1: Advanced Materials	1-1.A. Systems, Equipment and Components	Non-military body armor components and systems including helmets, vests, plates, goggles, eyewear.
1. Dual-Use	1: Advanced Materials	1-1.C. Materials	Armor steels and aluminum alloys  Ceramics  High performance fibres  Prepregs
1. Dual-Use	1: Advanced Materials	1-2.E. Technology	Manufacturing and integration methods related to 1-1.C. Materials and including coatings technologies.
2: Munitions	2-13. Armored or protective equipment and constructions and components		Military body armor components and systems including helmets, vests, plates, goggles, eyewear.

## **DELIVERABLES**

In addition to the disclosure obligation under Section 28 of the general conditions 2040, any Foreground Information must be fully disclosed and documented by the Contractor in the technical reports delivered by the Contractor to the Technical Authority under this Contract.

## ANNEX B - BASIS OF PAYMENT

(to be completed at Contract award)  
**(Bidders must submit their financial bid in accordance with  
the Financial Bid Presentation Sheet at Attachment 3)**

### Part A - For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A) :

**A1. LABOUR:** at firm all-inclusive rates, Applicable Taxes extra, in accordance with the following:

*The firm all-inclusive rates below include labour and equipment as well as profit, overhead, employee benefits and other anticipated and unanticipated costs.*

Proposed Resources	Firm Hourly Rate	Total Est. Hours	Extended Total per Resource
Project Manager 1. _____	\$ _____	_____	\$ _____
Category "Lead-resource in design and fabrication of fibre reinforced laminated armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of ceramic based armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of transparent armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Technician / Draftsman"	\$ _____	_____	\$ _____
Category "Shop Floor Staff"	\$ _____	_____	\$ _____

TOTAL ESTIMATED LABOUR : \$ \_\_\_\_\_

**A2. MATERIALS AND SUPPLIES:** At laid down cost plus a mark-up<sup>1</sup> of \_\_\_\_%

TOTAL ESTIMATED MATERIALS AND SUPPLIES : \$ \_\_\_\_\_

**A3. TRAVEL AND LIVING EXPENSES:** in accordance with Section 7.1(v) of the Contract.

TOTAL ESTIMATED TRAVEL & LIVING EXPENSES : \$ \_\_\_\_\_

**A4. SUBCONTRACTS (EXCEPT RESOURCES PROPOSED IN SECTION 1 - LABOUR):** at laid down cost without markup

TOTAL ESTIMATED TRAVEL & LIVING: : \$ \_\_\_\_\_

**ESTIMATED COST TO A  
LIMITATION OF EXPENDITURE-  
FIRM PORTION OF THE WORK**

**\$\_\_\_\_\_ (Applicable Taxes extra)**  
(Amount to be inserted at Contract Award)

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

**Part B - Portion of the Work to be performed on an "as and when requested basis" using a Task Authorization (Section 3.2 of the Statement of Work in Annex A) :**

**B1. LABOUR :**

The Contractor agrees to provide the following resources as and when requested by Canada at the following firm all inclusive rates (in accordance with the Payment provisions of the Contract).

*The firm all-inclusive rates below include labour and equipment as well as profit, overhead, employee benefits and other anticipated and unanticipated costs.*

Proposed Resources	Firm hourly rates				
	Contract Period				optional period.
	Date of Award to 31 March 2016	From 2016-04-01 to 2017-03-31	From 2017-04-01 to 2018-03-31	From 2018-04-01 to 2019-03-31	From 2019-04-01 to 2020-03-31
Project Manager 1. _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category "Lead-resource in design and fabrication of fibre reinforced laminated armour systems"					
1. _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<sup>1</sup> Mark-up : The amount added to cost in determining the selling price to cover overhead and profit.

Solicitation No – N° de l'invitation  
W7701-155902/A  
Client Ref No. – N° de réf. du client  
W7701-15-5902

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-4-37131

Buyer ID – id de l'acheteur  
qcl018

Proposed Resources	Firm hourly rates				
	Contract Period				optional period.
	Date of Award to 31 March 2016	From 2016-04-01 to 2017-03-31	From 2017-04-01 to 2018-03-31	From 2018-04-01 to 2019-03-31	From 2019-04-01 to 2020-03-31
Category "Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of ceramic based armour systems" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of transparent armour systems" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Technician / Draftsman"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category "Shop Floor Staff"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**B2. MATERIALS AND SUPPLIES:** At laid down cost plus a mark-up of \_\_\_\_%

**B3. TRAVEL AND LIVING EXPENSES:** in accordance with Section 7.1(v) of the Contract.

**B4. SUBCONTRACTS (EXCEPT RESOURCES PROPOSED IN SECTION 1 - LABOUR):** at laid down cost without markup

**Estimated Cost to a Limitation of Expenditure-  
"Task Authorization" portion of the Work**

**\$ \_\_\_\_\_ (Applicable  
Taxes extra)**  
(Amount to be inserted at  
Contract Award)

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## ANNEX C

### CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to **Article 1 - Interpretation of 2040 General Conditions** for the definition of Foreground Information to determine what information must be disclosed.

The Contractor must provide the following information:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name Title

-----  
(Internal DRDC Valcartier)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name Title (Technical authority)

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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List (SRCL) appended to this document is to be inserted at this point and forms part of this document.



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## **ANNEX E**

### **DND 626 TASK AUTHORIZATION FORM**

The DND 626, *Task Authorization Form*, which is enclosed, is to be inserted at this point and forms part of this document.

## ATTACHMENT 1

### EVALUATION OF PRICE

For evaluation purposes only, the price of the bid will be determined as follows :

#### 1 - Financial Bid

Bidders must submit their financial bid in accordance with the **Financial Bid Presentation Sheet in Attachment 3**.

#### 2 - Calculation of bid price

The bid price will be calculated as follows :

**Bid price = Cost of labour + Cost of materials and supplies**

The Bid Price will be calculated as set out in sections 3 and 4 below

The Bid Price will be evaluated on the basis of the following estimated level of effort / percentage of use :

Project Manager (PM)	5%
Category “Lead-resource in design and fabrication of fibre reinforced laminated armour systems”	6%
Category “Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven”	6%
Category “Lead-resource in design and fabrication of ceramic based armour systems”	3%
Category “Lead-resource in design and fabrication of transparent armour systems”	2%
Category “Technician / Draftsman”	16%
Category “Shop Floor Staff”	7%
Materials and Supplies	55%

#### 3 - Cost of labour :

To establish labour costs, the effort available in terms of hours (see last column in Table 5.1, below) must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Estimated level of effort}]}{[\text{Average hourly rate for the resource category}]}$$

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category (for a given bid).

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid.

For example:

- Anticipated funding for the work = \$2,000,000,000
- Estimated level of effort for “PM” = 5%

- If the average hourly rate for bid A = \$90, that for bid B = \$110 and that for bid C = \$125, then the average hourly rate for the resource category = \$111.67.

Therefore,

- Effort available  $\$2,000,000,000 \times 0.05 / \$111.67 = 895.5$  hours

and

- Labour costs for PM, bid a =  $895.5 \text{ hours} \times \$90 = \$117,818.18$
- Labour costs for PM, bid b =  $895.5 \text{ hours} \times \$110 = \$144,000.00$
- Labour costs for PM, bid c =  $895.5 \text{ hours} \times \$125 = \$111,940.30$ .

#### 4 - Cost of materials and supplies:

The cost of materials and supplies will be calculated as follows:

$$\begin{aligned} \text{Materials and} &= \frac{\text{[ Total anticipated available funding ]}}{\text{[ Approximate percentage of use ]}} \\ \text{supplies costs} &\quad \times \text{[ 1 + (Percentage of mark up applied on materials and supplies) ]} \end{aligned}$$

For example:

- The Percentage of mark up applied on materials and supplies for bid A = 10%, that for bid B = 8% and that for bid C = 12%.

Therefore,

- Materials and supplies costs for bid a = \$1,210,000.00
- Materials and supplies costs for bid b = \$1,188,000.00
- Materials and supplies costs for bid c = \$1,232,000.00

#### 5- Sample calculations for the price of the three bids

Table 5.1 - Sample calculations for the three bids

Resource category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Qty
Project Manager (PM)	5%	90,00 \$	80 597,01 \$	120,00 \$	107 462,69 \$	125,00 \$	111 940,30 \$	895,5
Category "Lead-resource in design and fabrication of fibre reinforced laminated armour systems"	6%	90,00 \$	117 818,18 \$	110,00 \$	144 000,00 \$	75,00 \$	98 181,82 \$	1309,1
Category "Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven"	6%	90,00 \$	102 857,14 \$	100,00 \$	114 285,71 \$	125,00 \$	142 857,14 \$	1142,9
Category "Lead-resource in design and fabrication of ceramic based armour systems"	3%	90,00 \$	63 529,41 \$	90,00 \$	63 529,41 \$	75,00 \$	52 941,18 \$	705,9
Category "Lead-resource in design and fabrication of transparent armour systems"	2%	90,00 \$	36 610,17 \$	80,00 \$	32 542,37 \$	125,00 \$	50 847,46 \$	406,8
Category "Technician / Draftsman"	16%	90,00 \$	367 659,57 \$	70,00 \$	285 957,45 \$	75,00 \$	306 382,98 \$	4085,1
Category "Shop Floor Staff"	7%	90,00 \$	137 454,55 \$	60,00 \$	91 636,36 \$	125,00 \$	190 909,09 \$	1527,3
Materials and Supplies	55%	10%	1 210 000,00 \$	8%	1 188 000,00	12%	1 232 000,00	1100000,0
Total	100%		2 116 526,04 \$		2 027 414,00 \$		2 186 059,96 \$	

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The "percentages of use" listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

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## ATTACHMENT 2

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. Mandatory Technical Criteria

N/A

#### 2. Point Rated Technical Criteria

Each technical offer that meets all the mandatory requirements defined above will be evaluated and rated in terms of the following evaluation criteria:

EVALUATION CRITERIA	MIN.	MAX.
1. TECHNICAL PROPOSAL for the Firm portion of the Work (Section 3.1 of the Statement of Work)	30	45
2. MANAGEMENT PROPOSAL	8	25
3. QUALIFICATIONS OF THE RESOURCES ASSIGNED TO THE CONTRACT	44	80
4. QUALIFICATIONS OF THE BIDDER	50	75
5. FACILITIES	35	50
<b>TOTAL</b>	<b>175</b>	<b>275</b>

#### Section 1 criteria will be scored as follows:

Each item evaluated of the section 1 criteria will be scored out of 15 points, according to **Table 1: Qualitative Criteria Evaluation Grid** attached at the end of Section 1.

**Section 2, 3, 4 and 5 criteria** will be scored according to the description accompanying each of the criteria listed in the table below. Technical Bids must obtain the minimum number of points required as indicated in the table below.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
<b>TOTAL</b>	<b>175</b>	<b>275</b>	
<b>1 – TECHNICAL PROPOSAL for the Firm portion of the Work (Section 3.1 of the Statement of Work)</b>	<b>30</b>	<b>45</b>	
1.1 – Identification of risks.	N/A	15	For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A), the Bidder should clearly describe all project components that could pose a risk and provide a plan for risk mitigation that would allow for the project objectives to be reached in terms of cost and schedule. The components described should be suitable and the mitigation plan realistic.
1.2 – Quality of the proposed method.	N/A	15	For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A), the Bidder should clearly present its proposed technical approach and methodology. The technical approach and methodology should be coherent, relevant for carrying out the project, complete and realistic.
1.3 – Allocation of resources.	N/A	15	For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A), the Bidder should clearly describe how they intend to assign the various tasks to their personnel and define each person's role in each task. Personnel should be assigned to tasks in a manner that is realistic, relevant and appropriate for the project. The assignment of personnel should be described clearly and completely. All personnel should be assigned a level of effort that is appropriate for the tasks. All project tasks should be covered.

**Table 1 : Qualitative Criteria Evaluation Grid**

Non-responsive	Extremely weak	Very weak	Weak	Acceptable	Average	Above average	Exceptional
0 points	3 points	5 points	7 points	9 points	11 points	13 points	15 points
Did not submit information which could be evaluated	Does not meet requirements	Generally does not meet requirements	Lack of details	Just meets requirements	Meets requirements	Exceeds requirements	Far exceeds requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses	No weaknesses
	Unacceptable	Extremely weak; insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptability; should meet minimum performance requirements	Average acceptability; should be adequate for effective results	Superior capability; should ensure effective results	Exceptional capability; should ensure extremely effective results

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
<b>2- MANAGEMENT PROPOSAL</b>	<b>8</b>	<b>25</b>	
<p>2.1 – Experience of the project manager in supervision of projects related to the design and fabrication of military personal protective equipment.</p> <p>The Bidder should provide the names and curriculum vitae of the resource proposed.</p> <p>The months experience is defined by the number of months that the proposed resource has worked on projects relevant with the rated items. Therefore, the Bidder should describe each project as follows:</p> <ul style="list-style-type: none"> <li>- title</li> <li>- client name or brief description of internal product/concept developed ; start and end dates;</li> <li>- brief description of the project;</li> <li>- relevant involvement and responsibility of the proposed resources within the project;</li> <li>- number of months that the proposed resources worked on the project.</li> </ul>	8	25	<p><b>25 points:</b> The project manager has more than 60 months’ experience in supervision of projects related to the design of military personal protective equipment;</p> <p><b>16 points:</b> The project manager has minimally 30 months experience but less than 60 in supervision of projects related to the design of military personal protective equipment;</p> <p><b>8 points:</b> The project manager has minimally 15 months’ experience but less than 30 in supervision of projects related to the design of military personal protective equipment;</p> <p><b>0 point:</b> The project manager has less than 15 months’ experience in supervision of projects related to the design of military personal protective equipment;</p>



#### TRAINING AND EXPERIENCE OF PROPOSED RESOURCES

- For each category of resources (including the Project Manager) the Bidder should provide the names and curriculum vitae of the resources proposed.
- The same person can be proposed for more than one resource category.
- The months experience is defined by the number of months that the proposed resource has worked on projects relevant to the rated items. Therefore, the Bidder should describe each project as follows:
  - title
  - client name or brief description of internal product/concept developed;
  - start and end dates;
  - brief description of the project;
  - relevant involvement and responsibility of the proposed resources within the project
  - number of months that the proposed resources worked on the project.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
<b>3 – QUALIFICATIONS OF THE RESOURCES ASSIGNED TO THE CONTRACT</b>	<b>44</b>	<b>80</b>	
<b>3.1.– EDUCATION / PRACTICAL EXPERIENCE OF THE TEAM MEMBERS</b>			
3.1.a Lead-resource in design and fabrication of fibre reinforced laminated armour systems.	11	20	<p>The score for each lead-resource will be the sum of A and B</p> <p><b>A</b> – Education (level of diploma and subject) of the lead-resource :</p> <p><b>10 points:</b> Ph.D. in mechanical engineering, materials engineering, or a materials science with a thesis related to armour systems;</p> <p><b>8 points:</b> Ph.D. or Master's degree in mechanical engineering, materials engineering, or materials science;</p> <p><b>6 points:</b> Bachelor's degree in mechanical engineering, materials engineering, materials science, physics, or chemistry;</p> <p><b>0 point:</b> Any other situation.</p> <p><b>B</b> – Practical experience of the lead-resource :</p> <p><b>10 points:</b> 30 or more months of practical experience working with the required material technology;</p> <p><b>8 points:</b> minimally 24 but less than 30 months of practical experience working with the required material technology;</p> <p><b>6 points:</b> minimally 18 but less than 24 months of practical experience working with the required material technology;</p> <p><b>4 points:</b> minimally 12 but less than 18 months of practical experience working with the required material technology;</p> <p><b>2 points:</b> minimally 6 but less than 12 months of practical experience working with the required material technology;</p> <p><b>0 point:</b> Less than 6 months of practical experience working with the material technology;</p>
3.1.b Lead-resource in high performance soft armour systems.	11	20	
3.1.c Lead-resource in design and fabrication of ceramic based armour systems.	11	20	
3.1.d Lead-resource in design and fabrication of transparent armour systems.	11	20	

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
<b>4 – QUALIFICATIONS OF THE BIDDER</b>	<b>50</b>	<b>75</b>	
<b>4.1 EXPERIENCE OF THE BIDDER IN DELIVERING COMPLEX PROJECTS</b>			
4.1 – Bidder's experience in delivering projects involving the integration of multiple (2 or more) material systems or technologies. The projects must include conceptual design, development, and production of personal protective system components.	3	15	<p>NOTE: ONLY PROJECTS THAT WERE COMPLETED IN THE LAST 10 YEARS WILL BE CONSIDERED.</p> <p><b>The bidder will receive 3 points per project completed (up to a maximum of 15 points)</b> that involved the integration of multiple (2 or more) protective material systems and technologies from conceptual design, to development, and production of armour components and personal protective systems.</p>
<p><b>4.2 EXPERIENCE OF THE BIDDER IN DELIVERING PROJECTS WITH RELEVANT TECHNOLOGIES</b></p> <p>NOTES:</p> <ul style="list-style-type: none"> <li>ONLY PROJECTS THAT WERE COMPLETED IN THE LAST 10 YEARS WILL BE CONSIDERED.</li> <li>A PROJECT INVOLVING MULTIPLE MATERIAL TECHNOLOGIES CAN COUNT TOWARDS MORE THAN ONE CRITERIA</li> </ul> <p>The Bidder should describe each project as follows:</p> <ul style="list-style-type: none"> <li>title</li> <li>client name or brief description of internal product/concept developed;</li> <li>start and end dates;</li> <li>brief description of the objective, the bidders involvement with the selection, integration, and manufacturing of the solution, and the armour material technologies involved.</li> </ul>			
4.2.a – Bidder's experience in the delivery of projects involving the selection and integration of high performance ballistic fibres, unidirectional fibre systems and woven ballistic fabrics for soft armour personal protection systems.	N/A	15	<p><b>The bidder will receive 5 points per project completed (up to a maximum of 15 points)</b> that involves the selection and integration of high performance ballistic fibres, unidirectional fibre systems or woven ballistic fabrics for soft armour personal protection systems.</p>

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
4.2.b – Bidder's experience in completing projects involving the selection, design and fabrication of fibre reinforced polymer laminated armour systems for personal protection systems.	N/A	15	<b>The bidder will receive 5 points per project completed (up to a maximum of 15 points)</b> that involves the selection, design and fabrication of fibre reinforced polymer laminated armour systems for personal protection systems.
4.2.c – Bidder's experience in the delivery of projects involving the design and fabrication of transparent armour systems.	N/A	10	<b>The bidder will receive 5 points per project completed (up to a maximum of 10 points)</b> that involves the design and fabrication of transparent armour systems.
4.2.d Bidder's experience in completing projects involving the design, integration and fabrication of ceramic-based ballistic armour systems.	N/A	10	<b>The bidder will receive 5 points per project completed (up to a maximum of 10 points)</b> that involves the design, integration, and fabrication of ceramic-based ballistic armour systems.
4.2.e Bidder's experience in completing projects involving the design and fabrication of protective systems that include the application of internationally recognized personal protective equipment test methodologies and standards, such as STANAG 2920, to assess the performance of the protection system.	N/A	10	<b>The bidder will receive 5 points per project completed (up to a maximum of 10 points)</b> that involve the design and fabrication of protective systems that include the application of internationally recognized personal protective equipment test methodologies and standards to assess the performance of the protection system.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
<b>5 – FACILITIES</b>	<b>35</b>	<b>50</b>	
5.1 The bidder has access to workstations and CAD software for designing personal protection systems.	5	10	<p>NOTE: IN ORDER TO MEET THE CRITERION, THE BIDDER MUST IDENTIFY THE FACILITIES AND SOFTWARE AVAILABLE AND EXPLAIN HOW THEY HAVE BEEN USED TO SUPPORT PROTECTION SYSTEM DEVELOPMENT.</p> <p><b>10 points:</b> The bidder possesses at least one workstation with CAD software and has applied this capability to personal protection system design in one or more projects.</p> <p><b>5 points:</b> The bidder has access to sub-contracted CAD services and has demonstrated experience sub-contracting these services to support personal protection system design in one or more projects.</p> <p><b>0 points:</b> Any other situation.</p>
5.2 The bidder has access to rapid prototyping facilities	5	10	<p>NOTE: IN ORDER TO MEET THE CRITERION, THE BIDDER MUST LIST THE FACILITIES, SPECIFY CAPABILITIES OF EACH, AND EXPLAIN HOW THEY HAVE BEEN USED TO SUPPORT PROTECTION SYSTEM DEVELOPMENT.</p> <p><b>10 points:</b> The bidder has in-house access to rapid prototyping facilities using one or more technologies including but not limited to</p> <ul style="list-style-type: none"> <li>- Stereo Lithography (SLA)</li> <li>- Fused Deposition Modeling (FDM)</li> <li>- Selective Laser Sintering (SLS).</li> </ul> <p><b>5 points:</b> The bidder has access to sub-contracted rapid prototyping facilities and has demonstrated experience sub-contracting these services through the successful completion of one or more projects involving these services.</p> <p><b>0 points:</b> Any other situation.</p>

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
5.3 The bidder has facilities for producing coupons and prototypes of soft armour systems for personal protection	5	10	<p>NOTE: IN ORDER TO MEET THE CRITERION, THE BIDDER MUST LIST RELEVANT MANUFACTURING FACILITIES, AND MUST EXPLAIN HOW THEY HAVE BEEN USED TO SUPPORT PROTECTION SYSTEM DEVELOPMENT.</p> <p><b>10 points:</b> The bidder has in-house facilities for cutting and assembling soft armour systems and has applied these facilities to production of test coupons or armour fills for personal protection systems in one or more projects. Examples of such facilities could include industrial sewing machines and rotary, laser fabric cutting tools, or automated cutting tables.</p> <p><b>5 points:</b> The bidder has access to sub-contracted professional facilities for cutting and assembling soft armour systems and has demonstrated access to and experience sub-contracting these services to support production of test coupons or personal protection systems through the successful completion of one or more projects involving these services.</p> <p><b>0 points:</b> Any other situation.</p>

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
5.4 The bidder has in-house facilities for producing coupons and prototypes of aramid and UHMWPE laminates for high performance personal protection system applications	5	10	<p>NOTE: IN ORDER TO MEET THE CRITERION, THE BIDDER MUST LIST RELEVANT FACILITIES, SPECIFY CAPABILITIES OF EACH INCLUDING CAPACITY AND CONTROL SYSTEMS, AND EXPLAIN HOW THEY HAVE BEEN USED TO SUPPORT PROTECTION SYSTEM DEVELOPMENT.</p> <p><b>10 points:</b> The bidder possesses in-house facilities to properly process UHMWPE, aramid based laminated armour systems and integrate ceramic armours with laminate backings and has applied these facilities to production of test coupons or personal protection systems in one or more projects. Examples of such facilities could include autoclaves, hot presses, and boroclaves).</p> <p><b>5 points:</b> The bidder has no in-house facilities to process laminated armour systems but has demonstrated access to and experience with sub-contracting these services to support production of test coupons or personal protection systems in 2 or more projects through the successful completion of one or more projects involving these services.</p> <p><b>0 points:</b> Any other situation.</p>

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
5.5 The bidder has in-house facilities for producing coupons and prototypes of polymeric-based transparent armour systems	5	10	<p>NOTE: IN ORDER TO MEET THE CRITERION, THE BIDDER MUST LIST THE FACILITIES, SPECIFY CAPABILITIES OF EACH INCLUDING CAPACITY AND CONTROL SYSTEMS, AND EXPLAIN HOW THEY HAVE BEEN USED TO SUPPORT PROTECTION SYSTEM DEVELOPMENT.</p> <p><b>10 points:</b> The bidder possesses in-house facilities to produce optical quality transparent armour prototypes and has applied these facilities to production of polymeric-based transparent armour systems in one or more projects. Examples of such facilities could include injection moulding, thermoforming and lamination of polymers and films in complex curvatures.</p> <p><b>5 points:</b> The bidder has no in-house facilities to produce optical quality polymeric-based transparent armour prototypes but has demonstrated access to and experience with sub-contracting these services to production of transparent armour systems in one or more projects.</p> <p><b>0 points:</b> Any other situation.</p>

**ATTACHMENT 3**

**FINANCIAL BID PRESENTATION SHEET**

**Part A - For the firm portion of the Work (Section 3.1 of the Statement of Work in Annex A) :**

**A1. LABOUR:** At the following firm all inclusive rates (Applicable Taxes not included) as follows :

**BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER PROPOSED RESOURCE.**

If the resource works for a subcontractor, bidders must also provide the name of the subcontractor.

Note: The firm all inclusive rates submitted below must include labour and equipment as well as profit, overhead, employee benefits and other anticipated and unanticipated costs.

<b>Proposed Resources</b>	<b>Firm Hourly Rate</b>	<b>Total Est. Hours</b>	<b>Extended Total per Resource</b>
Project Manager 1. _____	\$ _____	_____	\$ _____
Category "Lead-resource in design and fabrication of fibre reinforced laminated armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of ceramic based armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of transparent armour systems" 1. _____ 2. _____	\$ _____ \$ _____	_____ _____	\$ _____ \$ _____
Category "Technician / Draftsman"	\$ _____	_____	\$ _____
Category "Shop Floor Staff"	\$ _____	_____	\$ _____

TOTAL ESTIMATED LABOUR: \$ \_\_\_\_\_



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*Items A2. through A4. shall be completed if the Bidder's rates in A1. above do not include the following:*

A2. MATERIALS AND SUPPLIES: at laid down cost plus a mark-up<sup>2</sup> of \_\_\_\_\_ %

Description	Price
_____	_____
_____	_____
_____	_____

TOTAL ESTIMATED MATERIALS AND SUPPLIES: \$ \_\_\_\_\_

A3. SUBCONTRACTS (EXCEPT RESOURCES PROPOSED IN SECTION 1 – LABOUR) : at laid down cost without markup

Support for the proposed subcontractor's price is required in the same details as that required for the Bidder's price. The estimated price for subcontracts should include all direct charges and travel & living expenses which would be to the account of the subcontractor.

TOTAL ESTIMATED SUBCONTRACTS: \$ \_\_\_\_\_

A4. TRAVEL & LIVING: in accordance with Section 7.1(v) of the Contract.  
*Details are to be provided.*

TOTAL ESTIMATED TRAVEL & LIVING: \$ \_\_\_\_\_

**Estimated Cost to a Limitation of Expenditure -** \$ \_\_\_\_\_  
**FIRM PORTION OF THE WORK :** **(Applicable Taxes extra)**

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<sup>2</sup> Mark-up : The amount added to cost in determining the selling price to cover overhead and profit.

**Part B - Portion of the Work to be performed on an "as and when requested basis" using a Task Authorization (Section 3.2 of the Statement of Work in Annex A) :**

**B1. LABOUR :** At the following firm all inclusive rates (Applicable Taxes not included) as follows :

**BIDDERS ARE REQUESTED TO QUOTE ONE RATE PER PROPOSED RESOURCE, PER PERIOD.**

If the resource works for a subcontractor, bidders must also provide the name of the subcontractor.

Note: The firm all inclusive rates submitted below must include labour and equipment as well as profit, overhead, employee benefits and other anticipated and unanticipated costs.

Proposed Resources	Firm hourly rates				
	Contract Period				optional period
	Date of Award to 31 March 2016	From 2016-04-01 to 2017-03-31	From 2017-04-01 to 2018-03-31	From 2018-04-01 to 2019-03-31	From 2019-04-01 to 2020-03-31
Project Manager 1. _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category "Lead-resource in design and fabrication of fibre reinforced laminated armour systems" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Lead-resource in high performance ballistic fibres, unidirectional fibre systems and woven" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of ceramic based armour systems" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Lead-resource in design and fabrication of transparent armour systems" 1. _____ 2. _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
Category "Technician / Draftsman"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category "Shop Floor Staff"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Solicitation No – N° de l'invitation  
W7701-155980/A  
Client Ref No. – N° de réf. du client  
W7701-15-5980

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-4-37341

Buyer ID – id de l'acheteur  
qcl 018

- 
- B2. MATERIALS AND SUPPLIES:** at laid down cost plus a **mark-up of \_\_\_\_\_%**
- B3. TRAVEL AND LIVING EXPENSES:** in accordance with Section 7.1(v) of the Contract.
- B4. SUBCONTRACTS (EXCEPT RESOURCES PROPOSED IN SECTION 1 – LABOUR) :** at laid down cost without markup

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## ATTACHMENT 4

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
  - ☐ A2. The Bidder certifies being a public sector employer.
  - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
  - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



Government  
of Canada

Gouvernement  
du Canada

RECEIVED

OCT 28 2014

CISD

Contract Number / Numéro du contrat

W7701-155980

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 DRDC Valcartier Research Centre	
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 Task Authorization Contract for services involving the selection, integration, and assembly of high performance materials to design and produce armor material test coupons and to prototype personal protective equipment.			
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of Information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input checked="" type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input checked="" type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: AS CA NZ UK US and permanent residents of Canada		Specify country(ies): / Préciser le(s) pays: AS CA NZ UK US and permanent residents of Canada	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A <input checked="" type="checkbox"/>	
		PROTÉGÉ A <input checked="" type="checkbox"/>	
		PROTECTED B <input checked="" type="checkbox"/>	
		PROTÉGÉ B <input checked="" type="checkbox"/>	
		PROTECTED C <input type="checkbox"/>	
		PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL <input checked="" type="checkbox"/>	
		CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET <input checked="" type="checkbox"/>	
		SECRET <input checked="" type="checkbox"/>	
		TOP SECRET <input type="checkbox"/>	
		TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W7701-155980

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

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

If Yes, Indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : SECRET clearance required for project engineer(s). Reliability Status as a minimum for all other personnel.

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



**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		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 ☐ Yes  
Non 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 ☐ Yes  
Non 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).

# Security Requirement Checklist (SRCL) Supplemental Security Guide

W7701-155980

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: CEO							
Restricted to: AS CA NZ UK US				X	X		
Restricted to: CA UK				X	X		
Restricted to: CA US				X	X		
Restricted to: CA AS				X	X		
Permanent Residents Included*				X	X		
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Restricted to: AS CA NZ UK US				X	X		
Restricted to: CA UK				X	X		
Restricted to: CA US				X	X		
Restricted to: CA AS				X	X		
Permanent Residents Included*				X	X		
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							



## Security Requirement Checklist (SRCL) Supplemental Security Guide

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Restriction		
SECRET clearance with CEO applies		

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.

# Security Requirement Checklist (SRCL) Supplemental Security Guide

W7701-155980

<b>Part B - Multiple Levels of Personnel Screening: Security Classification Guide</b> To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
SECRET	Engineer	Access Controlled Goods, read documents up to SECRET, participate in meetings up to SECRET	Canadian and permanent residents of Canada
ENHANCED RELIABILITY	Technician / Shop Floor Staff	Access Controlled Goods and information up to PROTECTED B (Commercial in Confidence and DND Intellectual Property)	Canadian and permanent residents of Canada
ENHANCED RELIABILITY	Project Manager	Access Controlled Goods and information up to PROTECTED B (Commercial in Confidence and DND Intellectual Property)	Canadian and permanent residents of Canada

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

## OTHER SECURITY INSTRUCTIONS

Insert instructions

DND 626 (01-05)

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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