

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

Title - Sujet TECHNOLOGY - PRECISION WEAPONS	
Solicitation No. - N° de l'invitation W7701-155990/A	Date 2015-06-19
Client Reference No. - N° de référence du client W7701-155990	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-009-16470	
File No. - N° de dossier QCN-4-37327 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-10	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hamann, Frédéric	Buyer Id - Id de l'acheteur qcn009
Telephone No. - N° de téléphone (418) 649-2975 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEFENCE R&D CANADA-VALCARTIER BÂTIMENT 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

Solicitation No. - N° de l'invitation

W7701-155990/A

Amd. No. - N° de la modif.

File No. - N° du dossier

QCN-4-37327

Buyer ID - Id de l'acheteur

qcn009

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

W7701-155990

CCC No./N° CCC - FMS No/ N° VME

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Solicitation No – N° de l'invitation
W7701-155990/A
Client Ref No. – N° de réf. du client
W7701-15-5990

Amd. No. – N° de la modif.
File No. – N° du dossier
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Buyer ID – id de l'acheteur
qcn009
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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 the Statement of Work, the Basis of Payment, Contractor Disclosure of Foreground Information, Security Requirements Check List, DND 626, Task Authorization Form, and Request for Visit Form

2. Summary

(a) Title

Analytical, Numerical and Experimental Guidance, Navigation and Control Technology Investigations for Precision Weapons

(b) Tasks

Provide the DRDC Valcartier Weapons Systems Section with specialized technical and engineering services in the area of guidance, navigation and control for precision weapons. The work to be performed will involve literature reviews, analytical developments, numerical modelling, simulation experimentation and data analyses, as well as design, construction, installation and use of test beds.

(c) Client department:

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

(d) Period of the Contract:

The period of the contract is for 5 years from contract award date.

(e) Key information

- i. The contract is limited to \$2,000,000.00, plus applicable taxes.
- ii. The contract includes a firm part and a task authorizations part.
- iii. The firm part is limited to \$134,000.00, plus applicable taxes.
- iv. The task authorizations part is limited to \$1,866,000.00, plus applicable taxes.
- v. Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- vi. The contractor must perform the work on site at Defence Research and Development Canada - Valcartier (DRDC - Valcartier), located at 2459 route de la Bravoure Quebec (Quebec).
- vii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- viii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- ix. The requirement is limited to Canadian services.
- x. 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>) document on the Departmental Standard Procurement Documents website.
- xi. This procurement is subject to the Controlled Goods Program.
- xii. The requirement is subject to the Agreement on Internal Trade (AIT).
- xiii. 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 4 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.

4. Communications

As a courtesy and in order to coordinate any public announcements pertaining to this contract, the Government of Canada requests that successful Bidders notify the Contracting Authority 5 days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

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 - Competitive – Bid (*to be completed by the Bidder and to provide with certifications*)

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

Definitions

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

- (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 by e-mail at the following address: frederic.hamann@tpsgc-pwgsc.gc.ca, no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

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. Basis for Canada's Ownership of Intellectual Property

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"

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 and 5 soft copies on a CD or USB Key)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

Section IV: Additional Information (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; 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 Attachment 2 - Mandatory and Point Rated Technical Criteria.

1.2 Section II: Financial Bid

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

a. The information must be provided in accordance with the **Financial Bid Presentation Sheet in Attachment 1**

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

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

1.4 Section IV: Additional Information

- i. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- ii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- iii. 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 4 named Federal Contractors Program for Employment Equity - Certification.
- iv. Canada requests that bidders provide the following information:

Administrative representative :

Name :
Telephone :
Facsimile :
Email :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

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 - 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.

1.1.1 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to request for proposal (RFP) the Contracting Authority may request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three (3) business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

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 Mandatory Financial Criteria

Bidders must submit their financial bid in accordance with clause **1.2 Section II: Financial Bid of the Part 3** - Bid preparation instructions.

1.2.2 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 3, Evaluation of Price**.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria;
 - (c) obtain the required minimum points for each group of criteria with a pass mark;
 - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	100 pts	112 pts	80 pts
Bid Evaluated Price	\$2,078,322.70	\$2,121,676.00	\$1,800,390.95
	Calculations		
Price per point	\$2,078,322.70/100pts = \$20,783.23/pts	\$2,121,676.00/112pts =\$18,943.54/pts	\$1,800,390.95/80pts =22,504.89/pts
Overall Rating	2nd	1st	3rd

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](#). 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](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#)

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

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 [\(insert number\)](#), 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.

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.

2.2 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, 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security 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.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should 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

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

For the firm part:

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____. ***(to be completed by Canada at Contract award)***

For the part involving task authorizations:

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____, as and when requested by Canada during the period of the Contract. ***(to be completed by Canada at contract award)***

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1. The DND Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the DND Procurement Authority, **within five (5) calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and issue the TA.

When it is required by DND Procurement Authority, the Contractor must also provide a technical proposal that must include one or many of the following items:

- (a) a description of the understanding of objectives and scope of the work,
- (b) a description of the approach and methodology that will be put forward to perform the work,
- (c) a description of the anticipated deliverables,
- (d) an estimation of the level of success anticipated for the activities to be performed,
- (e) the deviations proposed to the requirements,
- (f) an identification of the major risks and a mitigation plan for each of them,
- (g) a complete work schedule and a prioritization of the activities to be performed.

4. The Contractor must not commence work until a TA authorized by the DND Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, 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

1. In this clause,

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

"Minimum Contract Value" means 10%

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

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 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4002 (2010-08-16), Software Development or Modification Services

2.3 SACC Manual Clauses

K3410C (2015-02-25), 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 #W7701-155990

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
3. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to FOREIGN PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must be a citizen of CANADA / AUSTRALIA / UNITED KINGDOM / UNITED STATES OF AMERICA or a Permanent Resident of CANADA and EACH hold a valid personnel

security screening at the level of CONFIDENTIAL or SECRET, as required, granted or approved by CISD/PWGSC.

6. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive work site(s) must be a citizen of CANADA / AUSTRALIA / UNITED KINGDOM / UNITED STATES OF AMERICA or a Permanent Resident of CANADA and EACH hold a valid personnel security screening at the level of CONFIDENTIAL or SECRET, as required, granted or approved by CISD/PWGSC.
7. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
8. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
9. 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 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*".
10. 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*.
11. 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.
12. Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Visit Clearance Requests for Employees

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

Suppliers must submit a request for visit to ISS using the form attached at Annex F.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery.

Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html> , chapter 6

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract to 5 years after contract award date inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Frédéric Hamann
Title: Supply specialist
Public Works and Government Services Canada
Acquisitions Branch
601-1550 D'Estimauville
Québec, QC.
G1J 0C7

Telephone: 418-649-2975
Facsimile: 418-648-2209
E-mail address: frederic.hamann@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 by Canada at contract award)

The Technical Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

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

5.3 Contractor’s Representative (*to be completed by the Bidder*)

Administrative representative :

Name :
Telephone :
Facsimile :
Email :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

5.4 DND Procurement Authority (*to be completed by Canada at contract award*)

The Procurement Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____
Telephone: _____
Facsimile: _____
E-mail: _____.

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

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

7.1.1 For the firm part of the contract :

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 \$134,000.00. Customs duties are included and Applicable Taxes are extra.

7.1.2 For the part of the Work involving task authorizations process (tasks 1 to 5):

One of the following basis of payment will apply to the Task Authorization (TA). The price of the task must be established according to the Annex B- Basis of Payment.

(i) 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.

(ii) 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.

(iii) 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.

(iv) Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 route de la Bravoure, Quebec City, Quebec.

For services rendered further than 50 kilometres from Defence Research and Development Canada - Valcartier, the Contractor will be paid its actual travel time in accordance with the hourly rates detailed in Annex B, Basis of Payment.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the 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 for the firm part of the contract and all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$2,000,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment

7.3.1 For the firm part of the contract:

Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) the amount claimed is in accordance with the Basis of payment;

- (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract for the firm part of the work;
 - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. 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.

7.3.2 For the part of the Work involving task authorizations process (tasks 1 to 5):

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

7.3.2.1 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.

7.3.2.2 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.

7.3.2.3 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 part of the contract and for TAs subject to a Limitation of Expenditure or a Ceiling 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: _____ (to be completed at Contract award)
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 entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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.

10. Applicable Laws

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

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 supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2014-09-25);
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List;
- (h) Attachment 4, Federal Contractors Program for Employment Equity – Certification;
- (i) Annex E, DND 626, Task Authorization Form;
- (j) Annex F, Request for Visit Form;
- (k) the signed Task Authorizations (including all of its annexes, if any);
- (l) the Contractor's bid dated _____ **(to be completed at contract award)**.

12. Defence Contract

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

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

16. Progress Reports

- 1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
- 2. The progress report must contain three 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 the Technical 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.

17. Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

18. Identification Badge

SACC Manual clause A9065C (2006-06-16), Identification Badge

ATTACHMENT 1 FINANCIAL BID PRESENTATION SHEET

1. **LABOUR** : Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows :

Note to Bidders:

- a. The Bidder must enter a firm all-inclusive rate (including profit and overhead) for each Labour Category and for each year of the Contract.
- b. The rates must include the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, de la Bravoure Road, Québec, Québec, G3J 1X5 or the work performed in Quebec city region.
- c. The Bidder must submit the required number of resources required according to the mandatory criteria of Attachment 2.
- d. The same rate must be proposed if two or more resources are proposed in the same labor category.

Labor Category	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From _____ To _____	2 nd year of contract* From _____ To _____	3rd year of contract* From _____ To _____	4th year of contract* From _____ To _____	5th year of contract* From _____ To _____
a) Project Manager Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
b) Scientific Category 1 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
c) Scientific Category 2 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
d) Scientific Category 3 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
e) Technical Category Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr

* The exact dates will be entered at the time of contract award.

2. MATERIALS AND SUPPLIES and EQUIPMENT: at laid down cost without markup

3. TRAVEL & LIVING:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, 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 Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

Limitation of expenditure, firm part of the contract (applicable taxes extra): \$134,000.00
Limitation of expenditure, task authorizations part of the contract (applicable taxes extra): \$1,866,000.00
Total limitation of expenditure for the contract (applicable taxes extra): \$2,000,000.00

ATTACHMENT 2

MANDATORY AND POINT-RATED TECHNICAL CRITERIA

1. Mandatory technical criteria

At the date and time of closing of the bid solicitation, the bidder must meet the mandatory requirements below and provide the documents necessary to demonstrate compliance with these requirements. Any bid which fails to meet one or other of the following mandatory requirements shall be declared inadmissible. Each requirement should be addressed separately.

MANDATORY TECHNICAL CRITERIA

- Bidder must propose resources in the following categories:
 - A minimum of one resource in Project Manager Category;
 - A minimum of one resource in Scientific Category 1;
 - A minimum of one resource in Scientific Category 2;
 - A minimum of one resource in Scientific Category 3; and
 - A minimum of one resource in Technical Category.
- The project manager can be one of the scientific/technical resources proposed above.
- For the minimum of four technical/scientific resources proposed above, one individual cannot be proposed for more than one category.
- Note: For the resources proposed in addition to the minimum four scientific/technical individuals proposed above, the same individual can be proposed for more than one category of resources.

2. Point-rated technical criteria

Each bid meeting all mandatory requirements specified above will be evaluated and scored according to the following evaluation criteria:

SUMMARY OF THE POINT-RATED TECHNICAL CRITERIA	MAXIMUM	MINIMUM
1. MANDATE UNDERSTANDING AND PLANNING	42	18
1.1 Understanding the objectives	14	NA
1.2 Identifying the risk elements	14	NA
1.3 Allocation of resources	4	NA
1.4 Methods/tools to plan the work	10	NA
2. PROPOSED RESOURCES (EXPERIENCE AND ACADEMIC TRAINING)	52	29
2.1 Project manager category	12	7
2.2 Scientific category 1	15	8
2.3 Scientific category 2	11	6
2.4 Scientific category 3	7	4
2.5 Technical category	7	4
3. BIDDER'S QUALIFICATIONS	22	12
3.1 Bidder's experience in the execution of R&D projects in the last 10 years	12	NA
3.2 Bidder's experience in the conduct of more specific projects	10	NA
TOTAL	116	59

POINT-RATED TECHNICAL CRITERIA	MAX	MIN
1. MANDATE UNDERSTANDING AND PLANNING	42	18
1.1 Understanding the objectives Bidder should clearly demonstrate that he has understood the objectives and the specific requirements of the different firm parts and different tasks. <i>Each firm part will be evaluated separately and each task will be evaluated separately. Points will be allocated as follows:</i> <i>Firm part 1: 2 points maximum</i> <i>Firm part 2: 2 points maximum</i> <i>Task 1: 2 points maximum</i> <i>Task 2: 2 points maximum</i> <i>Task 3: 2 points maximum</i> <i>Task 4: 2 points maximum</i> <i>Task 5: 2 points maximum</i>	14	

<p><i>For each firm part and each task, points will be allocated as follows:</i></p> <p><i>Exceeds expectations: 2 points</i> <i>Meets expectations: 1 point</i> <i>Does not meet expectations: 0 point</i></p>		
<p>1.2 Identifying the risk elements</p> <p>Bidder should clearly describe the elements of each firm part and each task that he deems at risk and propose mitigation plans to meet the firm part and task objectives. The elements described should be relevant and the mitigation plans should be realistic.</p> <p><i>Each firm part will be evaluated separately and each task will be evaluated separately. Points will be allocated as follows:</i></p> <p><i>Firm part 1: 2 points maximum</i> <i>Firm part 2: 2 points maximum</i> <i>Task 1: 2 points maximum</i> <i>Task 2: 2 points maximum</i> <i>Task 3: 2 points maximum</i> <i>Task 4: 2 points maximum</i> <i>Task 5: 2 points maximum</i></p> <p><i>For each firm part and each task, points will be allocated as follows:</i></p> <p><i>Exceeds expectations: 2 points</i> <i>Meets expectations: 1 point</i> <i>Does not meet expectations: 0 point</i></p>	14	
<p>1.3 Allocation of resources</p> <p>Bidder should clearly describe how he will assign personnel to complete each firm part of the contract, and should clearly define the role of each person with respect to each firm part of the contract.</p> <p><i>Each firm part will be evaluated separately. Points will be allocated as follows:</i></p> <p><i>Firm part 1: 2 points maximum</i> <i>Firm part 2: 2 points maximum</i></p> <p><i>For each firm part, points will be allocated as follows:</i></p> <p><i>Exceeds expectations: 2 points</i> <i>Meets expectations: 1 point</i> <i>Does not meet expectations: 0 point</i></p>	4	

<p>1.4 Methods/tools to plan the work</p> <p>Bidder should clearly describe the methods/tools used in order to: plan the work, evaluate the priorities, workload and availability of resources, and track the progress of each firm part and each task.</p> <p><i>An overall score will be allocated for this criterion. The score will be allocated as follows:</i></p> <p><i>Exceeds expectations greatly: 10 points</i> <i>Exceeds expectations: 8 points</i> <i>Meets expectations: 6 points</i> <i>Does not reach full expectations: 4 points</i> <i>Meets expectations very partially: 2 points</i> <i>Does not meet expectations at all: 0 point</i></p>	10	
<p>2. PROPOSED RESOURCES (EXPERIENCE AND ACADEMIC TRAINING)</p> <p>For each of the sub-criterion, bidder should indicate the name of the resource(s) proposed and the résumé(s) should be included with the proposal.</p> <p>When more than one person is proposed for a resource category, each person will be evaluated separately and the total score for the resource category will be the average.</p> <p><u><i>Note for the experience criteria:</i></u></p> <p><u><i>For all the criteria pertaining to the experience of the proposed resources, points will be given to experiences sufficiently demonstrated.</i></u></p> <p><i>To show his experience and allow a complete evaluation, the bidder should provide, for each cited experience the following relevant information:</i></p> <ul style="list-style-type: none"> - Topic of the project or the experience; - Description and objectives of the project or the experience; - Name of client, including the name and telephone number of a point of contact able to confirm the information; - Exact dates of the project or the experience (month and year of start/end); - Exact dates that the resource was involved (month and year of start/end); - Tasks conducted by the resource during the project or the experience. <p><u><i>Note that for each of the proposed resources, concurrent experiences are not accepted. Concurrent experiences are experiences that were acquired during a same time period.</i></u></p>	52	29
<p>2.1 PROJECT MANAGER CATEGORY</p>	12	7
<p>2.1.1 Experience of the project manager in managing R&D projects</p> <p>1/6 point per month of experience up to a maximum of 36 months (6 points maximum).</p>	6	

2.1.2 Experience of the project manager in managing projects in one or more of the following areas: <ul style="list-style-type: none"> • Design of guidance and/or navigation and/or control technologies; or • Analysis of guidance and/or navigation and/or control technologies; or • Experimental studies of guidance and/or navigation and/or control technologies. <p>1/6 point per month of experience up to a maximum of 36 months (6 points maximum).</p>	6	
2.2 SCIENTIFIC CATEGORY 1	15	8
2.2.1 Academic training (area of study and degree) 3 points: <ul style="list-style-type: none"> • PhD degree in Electrical Engineering with a specialization in guidance or in navigation or in control; or • PhD degree in Aerospace Engineering with a specialization in guidance or in navigation or in control; or • PhD degree in Mechanical Engineering with a specialization in guidance or in navigation or in control; or • PhD degree in Electrical Engineering with at least one graduate-level course in control systems; or • PhD degree in Aerospace Engineering with at least one graduate-level course in control systems; or • PhD degree in Mechanical Engineering with at least one graduate-level course in control systems. 2 points: <ul style="list-style-type: none"> • Master’s degree in Electrical Engineering with a specialization in guidance or in navigation or in control; or • Master’s degree in Aerospace Engineering with a specialization in guidance or in navigation or in control; or • Master’s degree in Mechanical Engineering with a specialization in guidance or in navigation or in control; or • Master’s degree in Electrical Engineering with at least one graduate-level course in control systems; or • Master’s degree in Aerospace Engineering with at least one graduate-level course in control systems; or • Master’s degree in Mechanical Engineering with at least one graduate-level course in control systems. 1 point: <ul style="list-style-type: none"> • Master’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. 0 point: <ul style="list-style-type: none"> • Any other situation. 	3	

<p>2.2.2 Work experience</p> <p>For items 2.2.2.1 to 2.2.2.3, the experience must have been gained in one or more projects on:</p> <ul style="list-style-type: none"> • guided weapons; or • guided rockets; or • unmanned systems (UAV, UGV). <p>2.2.2.1 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Analysis and design of guidance systems; or • Analysis and design of navigation systems; or • Analysis and design of control systems (autopilots). <p>1/6 point for each month up to the maximum of 24 months (4 points maximum).</p> <p>2.2.2.2 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Analysis and design of guidance systems involving collaboration and/or cooperation and/or networking between vehicles; or • Analysis and design of navigation systems involving collaboration and/or cooperation and/or networking between vehicles; or • Analysis and design of control systems (autopilots) involving collaboration and/or cooperation and/or networking between vehicles. <p>1/4 point for each month up to the maximum of 24 months (6 points maximum).</p> <p>2.2.2.3 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Development and implementation of models in MATLAB/Simulink environment; or • Execution of simulations using Real-time workshop; or • Execution of simulations using MATLAB Coder and Simulink Coder. <p>1/12 point for each month up to the maximum of 24 months (2 points maximum).</p>	<p>4</p> <p>6</p> <p>2</p>	
<p>2.3 SCIENTIFIC CATEGORY 2</p>	<p>11</p>	<p>6</p>
<p>2.3.1 Academic training (area of study and degree)</p> <p>3 points:</p> <ul style="list-style-type: none"> • PhD degree in Electrical Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • PhD degree in Aerospace Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • PhD degree in Mechanical Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • Master’s degree in Electrical Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or 	<p>3</p>	

<ul style="list-style-type: none"> • Master’s degree in Aerospace Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • Master’s degree in Mechanical Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. <p>2 points:</p> <ul style="list-style-type: none"> • PhD degree in Computer Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • PhD degree in Software Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • Master’s degree in Computer Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or • Master’s degree in Software Engineering and Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. <p>1 point:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. <p>0 point:</p> <ul style="list-style-type: none"> • Any other situation. 		
<p>2.3.2 Work experience</p> <p>For items 2.3.2.1 and 2.3.2.2, the experience must have been gained in one or more projects on:</p> <ul style="list-style-type: none"> • guided weapons; or • guided rockets; or • unmanned systems (UAV, UGV). <p>2.3.2.1 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Development of experimental studies on test-beds which use sensors and/or actuators and/or instruments and/or computers and software; or • Implementation of experimental studies on test-beds which use sensors and/or actuators and/or instruments and/or computers and software; or • Execution of experimental studies on test-beds which use sensors and/or actuators and/or instruments and/or computers and software. <p>1/8 point for each month up to the maximum of 24 months (3 points maximum).</p> <p>2.3.2.2 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Development of experimental studies in guidance and/or navigation and/or control, in a laboratory, using MATLAB/Simulink environment and/or QUARC environment and/or Gazebo/Player environment; or 	<p>3</p> <p>5</p>	

<ul style="list-style-type: none"> Implementation of experimental studies in guidance and/or navigation and/or control, in a laboratory, using MATLAB/Simulink environment and/or QUARC environment and/or Gazebo/Player environment; or Execution of experimental studies in guidance and/or navigation and/or control, in a laboratory, using MATLAB/Simulink environment and/or QUARC environment and/or Gazebo/Player environment. <p>1/4.8 point for each month up to the maximum of 24 months (5 points maximum).</p>		
2.4 SCIENTIFIC CATEGORY 3	7	4
2.4.1 Academic training (area of study and degree) 3 points: <ul style="list-style-type: none"> PhD degree in Electrical Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or PhD degree in Aerospace Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or PhD degree in Mechanical Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or Master's degree in Electrical Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or Master's degree in Aerospace Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or Master's degree in Mechanical Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. 2 points: <ul style="list-style-type: none"> PhD degree in Computer Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or PhD degree in Software Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or Master's degree in Computer Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering; or Master's degree in Software Engineering and Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. 1 point: <ul style="list-style-type: none"> Bachelor's degree in Electrical Engineering or Aerospace Engineering or Mechanical Engineering. 	3	

0 point: <ul style="list-style-type: none"> Any other situation. 		
2.4.2 Work experience The experience must have been gained in one or more projects on: <ul style="list-style-type: none"> guided weapons; or guided rockets; or unmanned systems (UAV, UGV). 2.4.2.1 Experience in one or more of the following areas: <ul style="list-style-type: none"> Creation of CFD meshes; or Estimation of aerodynamic coefficients with aerodynamic software which uses databases; or Calculation of aerodynamic coefficients with CFD tools. 1/6 point for each month up to the maximum of 24 months (4 points maximum).	4	
2.5 TECHNICAL CATEGORY	7	4
2.5.1 Academic training (area of study and degree) 3 points: <ul style="list-style-type: none"> Master’s degree in Electrical Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering; or Master’s degree in Aerospace Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering; or Master’s degree in Mechanical Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering; or Bachelor’s degree in Electrical Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering; or Bachelor’s degree in Aerospace Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering; or Bachelor’s degree in Mechanical Engineering and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering. 2 points: <ul style="list-style-type: none"> Master’s degree in any other engineering area and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in 	3	

<p>Software Engineering or in Computer Engineering or in Electronic Engineering; or</p> <ul style="list-style-type: none"> • Bachelor’s degree in any other engineering area and a Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering. <p>1 point:</p> <ul style="list-style-type: none"> • Technical diploma in Electrical Engineering or in Mechanical Engineering or in Software Engineering or in Computer Engineering or in Electronic Engineering. <p>0 point:</p> <ul style="list-style-type: none"> • Any other situation. 		
<p>2.5.2 Work experience</p> <p>The experience must have been gained in one or more projects on:</p> <ul style="list-style-type: none"> • guided weapons; or • guided rockets; or • unmanned systems (UAV, UGV). <p>2.5.2.1 Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Integration of sensors; or • Integration of actuators; or • Integration of instruments; or • Integration of computers and software. <p>1/6 point for each month up to the maximum of 24 months (4 points maximum).</p>	4	
3. BIDDER’S QUALIFICATIONS	22	12
<p>3.1 Bidder’s experience in the execution of R&D projects in the last 10 years</p> <p>1/10 point per month of experience up to a maximum of 120 months (12 points maximum).</p>	12	
<p>3.2 Bidder’s experience in the conduct of more specific projects</p> <p>NOTES:</p> <ul style="list-style-type: none"> - ONLY THOSE PROJECTS (CONTRACTS) THAT ARE COMPLETED AT THE TIME THE PROPOSAL IS SUBMITTED BY THE BIDDER WILL BE CONSIDERED. - A TASK AUTHORIZATION IS CONSIDERED AS A PROJECT. <p>Number of projects (contracts) executed by the bidder (company) in the last 60 months and covering:</p> <ul style="list-style-type: none"> • guided weapons; or • guided rockets; or • unmanned systems (UAV, UGV). 	10	

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QCN-4-37327

Buyer ID – id de l’acheteur
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<i>Points will be allocated as follows::</i> <i>5 projects (contracts): 10 points</i> <i>4 projects (contracts): 8 points</i> <i>3 projects (contracts): 6 points</i> <i>2 projects (contracts): 4 points</i> <i>1 project (contract): 2 points</i> <i>0 project (contract): 0 point</i>		
TOTAL	116	59

ATTACHMENT 3 EVALUATION OF PRICE

For evaluation purposes only, the Bid Price will be determined as follows:

1 - Approximate percentage of Use

The total price of the bid will be evaluated according to the levels of effort estimated below:

Level of effort for the firm part of the contract, \$ 134,000.00

Project Manager (5%)
Scientific Category 1 (55%)
Scientific Category 2 (0%)
Scientific Category 3 (40%)
Technical Category (0%)

Level of effort for the task authorizations part of the contract, \$ 1,866,000.00

Project Manager (5%)
Scientific Category 1 (30%)
Scientific Category 2 (30%)
Scientific Category 3 (20%)
Technical Category (15%)

2 - Cost of labour :

To establish labour costs, the effort available in terms of hours must be determined. The effort available for each resource category will be calculated as follows:

Effort available =	[Total anticipated available funding] X [Approximate percentage use]
	[Average hourly rate of the retained bids]

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

For example:

- Anticipated funding for the work = \$134,000.00
- Percentage of use for "PM" = 5%
- If the average hourly rate for bid A = \$100, for bid B = \$95 and for bid C = \$85, then the average hourly rate for the resource category = \$93.33

Therefore,

- Effort available $\$134,000.00 \times 0.05 / \$93.33 = 71.79$ hours

and

- Labour costs for PM, bid A
 $= 71.79 \text{ hours} \times \$100 = \$7,179.00$

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3 – Example of calculations for 3 bids

Firm part of the contract, \$ 134,000.00

Resource category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Average rate	Effort available
Project Manager	5%	90	\$7,324.20	85	\$6,917.36	72	\$5,859.36	82,33	81.38
Scientific Category 1	55%	85	\$73,415.35	90	\$77,733.90	81	\$69,960.51	85,33	863.71
Scientific Category 2	0%	90	NA	85	NA	72	NA	NA	NA
Scientific Category 3	40%	85	\$55,338.40	90	\$58,593.60	72	\$46,874.88	82.33	651.04
Technical Category	0%	70	NA	75	NA	61	NA	NA	NA
TOTAL			\$136,077.95		\$143,244.80		\$122,694.75		

Task authorizations part of the contract, \$ 1,866,000.00

Resource category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Average rate	Effort available
Project Manager	5%	90	\$101,991.60	85	\$96,325.40	72	\$81,593.28	82,33	1133.24
Scientific Category 1	30%	85	\$557,634.85	90	\$590,436.90	81	\$531,393.21	85,33	6560.41
Scientific Category 2	30%	90	\$611,952.30	85	\$577,954.95	72	\$489,561.84	82.33	6799.47
Scientific Category 3	20%	85	\$385,303.30	90	\$407,968.20	72	\$326,374.56	82.33	4532.98
Technical Category	15%	70	\$285,362.70	75	\$305,745.75	61	\$248,673.21	68.66	4076.61
TOTAL			\$1,942,244.75		\$1,978,431.20		\$1,677,696.20		

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Grand Total Financial Evaluation:

	Bid A	Bid B	Bid C
Total firm part of the contract	\$136,077.95	\$143,244.80	\$122,694.75
Total task authorizations part of the contract	\$1,942,244.75	\$1,979,431.20	\$1,677,696.20
Grand Total	\$2,078,322.70	\$2,121,676.00	\$1,800,390.95

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.

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)

ANNEX A

STATEMENT OF WORK

1. GENERAL

Title

Analytical, Numerical and Experimental Guidance, Navigation and Control Technology Investigations for Precision Weapons

Objective

The contractor will provide the DRDC Valcartier Weapons Systems Section with specialized technical and engineering services in the area of guidance, navigation and control for precision weapons. The work to be performed will involve literature reviews, analytical developments, numerical modelling, simulation experimentation and data analyses, as well as design, construction, installation and use of test beds.

This contract includes a firm part that must be completed by 31 March 2016. Other tasks will be performed on an "as-and-when-requested" basis via task authorizations.

Background

The DRDC Valcartier Weapons Systems Section plans and executes defence R&D programs and participates directly in CAF projects in the area of guidance, navigation and control (GNC) for precision weapons. In the past, much GNC work was executed by contractors for the DRDC Valcartier Weapons Systems Section. The work included, among other things, the research, development and numerical demonstration of (1) robust guidance, navigation and flight control laws for weapons based on the concepts of fuzzy logic, multi-objective optimal control synthesis, nonlinear control, model predictive control and real-time sampled-data control; (2) off-line and on-line trajectory shaping for weapons flight path optimization and improved precision effects; (3) homing guidance laws with increased precision on targets involving long ranges and terminal impact angle constraints; (4) bio-inspired GNC concepts; (5) basic vision and sonar-based algorithms for precision manoeuvres and commands; (6) multi-projectile cooperation and coordination of groups of weapons; (7) health monitoring and management for single and multiple weapons; (8) trajectory generation and path planning/following concepts; (9) obstacle detection and avoidance techniques; and (10) hardware-in-the-loop simulators to test novel GNC concepts for individual and multiple engagements and operations, etc.

This task authorization contract is in follow up to the task authorization contract below:

Number of the task authorization contract: W7701-103842 / 001 / QCA

Title of the task authorization contract: Analytical, numerical and experimental guidance, navigation and control technology investigations for precision weapons, unmanned autonomous systems and satellite launchers.

Contractor who performed this task authorization contract: Numerica Technologies Inc.

Acronyms

3D	Three-Dimension
CAD	Computer-Aided Design
CAF	Canadian Armed Forces
CFD	Computational Fluid Dynamics
DATCOM	Aerodynamics prediction software
DND	Department of National Defence
DOF	Degree Of Freedom
DRDC	Defence R&D Canada
DSTO	Defence Science and Technology Organisation Australia
GNC	Guidance, Navigation and Control
HIL	Hardware-In-the-Loop
ITAR	International Traffic in Arms Regulations
M&S	Modeling & Simulation
MGK	Mortar Guidance Kit
MSTARS	Munition Simulation Tools and Resources Simulation
PWGSC	Public Works and Government Services Canada
R&D	Research & Development
SIL	Software-In-the-Loop
SOW	Statement of Work
TA	Task Authorization
TRL	Technical Readiness Level

2. SCOPE OF WORK

FIRM PART OF THE CONTRACT

All firm tasks contained in this Statement of Work must be carried out during fiscal year 2015-2016.

Firm task 1: Guided and unguided 120 mm mortar

The contractor must:

- 1.1 Conduct a literature review on the guided mortars and classify the concepts found in terms of technology readiness levels (TRL levels).
- 1.2 Create a mesh of a 120 mm mortar equipped with a conventional fuze and a tail with no moving parts. The 3D CAD will be provided by the DRDC Valcartier Weapons Systems Section following the award of the contract.
- 1.3 Create a mesh of a 120 mm mortar equipped with an MGK course correction fuze and a tail with moving parts. The 3D CAD will be provided by the DRDC Valcartier Weapons Systems Section following the award of the contract.
- 1.4 Calculate the aerodynamic coefficients of the mesh made in 1.2, using the CFD tools (software and hardware) of the DRDC Valcartier Weapons Systems Section. The coefficients to calculate include static and damping coefficients (a total of 11 coefficients). The aerodynamic coefficients must be calculated for 420 points of operation and follow the conventions of DATCOM.

- 1.5 Calculate the aerodynamic coefficients of the mesh made in 1.3, using the CFD tools (software and hardware) of the DRDC Valcartier Weapons Systems Section. The coefficients to calculate include static and damping coefficients (a total of 11 coefficients). The aerodynamic coefficients must be calculated for 420 points of operation and follow the conventions of DATCOM.
- 1.6 Calculate, using DATCOM, the aerodynamic coefficients of the 120 mm mortar equipped with a conventional fuze and a tail with no moving parts.
- 1.7 Calculate, using DATCOM, the aerodynamic coefficients of the 120 mm mortar equipped with a MGK course correction fuze and a tail with moving parts.
- 1.8 Compare the coefficients generated by DATCOM with those obtained by CFD and identify the differences observed.
- 1.9 Prepare and submit a report summarizing all the work done and presenting all the results obtained in Task 1.

Firm task 2: MGK course correction fuze

The contractor must:

- 2.1 Conduct a literature review on methods of guidance and control that could be used to operate the MGK concept (ballistic trajectory tracking, online prediction of the impact point, etc.).
- 2.2 Propose and develop a new guidance and control method that could be employed to operate the MGK concept.
- 2.3 Identify the sensors and actuators required to operate the MGK concept and develop MATLAB/Simulink models of these.
- 2.4 Develop, from a 6 DOF MATLAB/Simulink model of an unguided projectile provided by the DRDC Valcartier Weapons Systems Section, a 7 DOF MATLAB/Simulink model of a 120 mm mortar equipped with the MGK concept and a tail with moving parts.
- 2.5 Add the sensors and actuators MATLAB/Simulink models, obtained in 2.3, to the 7 DOF MATLAB/Simulink model developed in 2.4.
- 2.6 Implement the most promising methods of guidance and control, obtained in 2.1 and 2.2, on the 7 DOF MATLAB/Simulink model developed in 2.4.
- 2.7 Transform the methods implemented in 2.6 into auto-tuning methods, i.e. they tune automatically according to the changes in the projectile and/or the firing conditions simulated.
- 2.8 Prepare and conduct parametric studies and sensitivity analyses on the guidance and control methods implemented in 2.6. The parameters to be studied are: the firing conditions (muzzle velocity, gun elevation and aiming error), weather conditions (temperature, pressure and winds), the projectile weight and sensor inaccuracy.
- 2.9 Determine the minimum and maximum ranges, the precision and accuracy on target and the control authority obtained with the guidance and control methods implemented in 2.6.
- 2.10 Identify the key performance parameters of the guidance and control methods implemented in 2.6.

- 2.11 Prepare and submit a report summarizing all the work done and presenting all the results obtained in Task 2.

TASK AUTHORIZATION PART OF THE CONTRACT

The task authorizations will provide detailed deliverables and timelines. A total of five categories of activities are described in the following paragraphs. A task authorization can refer to more than one category described below and the same activity can be repeated several times over the duration of the contract.

Task 1: Technical and Engineering Services for the Weapons Systems Section's GNC Laboratory

General

The services related to this activity concern the study, analysis, research and development of GNC concepts in: (1) a modeling and simulation (M&S) environment; (2) a hardware-in-the-loop (HIL) framework; and (3) a software-in-the-loop (SIL) context. Tests at the DRDC Valcartier Weapons Systems Section's GNC laboratory pertain to the control, navigation and guidance systems of various platforms: missiles, projectiles, shells, mortars, etc.

Services to be provided

The services to be provided include:

- 1.1 Technical and engineering services for tests, demonstrations and analysis at the Weapons Systems Section's GNC laboratory in the form of technological advice and work.
- 1.2 Design, installation and integration of electronic and mechanical test apparatuses and components, including, but not restricted to, HIL and SIL test-beds, sensors, actuators, instrumentation and M&S environments.
- 1.3 Research and development of software, drivers and interfaces ensuring integration of various components.
- 1.4 Install and configure required scientific software, including but not limited to: MATLAB/Simulink, MSTAR-DRDC, DSTO software development suite, MSTAR, SimFramework, Viewpoint, and verify using existing integration tests.
- 1.5 Update development software, including but not limited to: operating systems, MATLAB/Simulink, Visual C++ and drivers, and verify functionality of existing demos.

Task 2: Guidance, Navigation and Control System Design and Study for Individual Weapons

General

The services related to this activity concern the formulation, software implementation, computer-based demonstration and analysis of advanced GNC schemes for individual weapons, as part of an analysis process of innovative concepts of guided weapons systems. Performance evaluation and proof of concept of GNC solutions will be done using DRDC Valcartier facilities.

Services to be provided

The services to be provided include:

- 2.1 Literature review (open and patent literature) and scoping study on individual weapons systems.
- 2.2 Study, research and development of guidance, navigation and control design and analysis techniques, approaches and tools.
- 2.3 Analysis, research and development of decision-making systems design approaches and concepts.
- 2.4 Synthesis and analysis of fault-tolerant control, fault detection and diagnosis techniques and recovery algorithms for weapons.
- 2.5 Network-enabled weapons operation analysis and studies.
- 2.6 Research and development of GNC algorithms for flexible structures applicable to weapons.
- 2.7 M&S studies of complex weapons operations.
- 2.8 Analysis, research and development of techniques and tools in the area of weapons systems optimization.
- 2.9 Study, research and development of real-time processing techniques and tools.
- 2.10 Research, development and use of weapons performance prediction models, including GNC, sensors, actuators and integration with other component models (aerodynamic, propulsion, communications, datalinks).
- 2.11 Optimization of GNC algorithms on DRDC Valcartier HIL weapon systems that are based on ITAR-controlled flight computers.
- 2.12 Performance evaluation and proof of concept (trials) of GNC solutions using DRDC Valcartier HIL and SIL facilities.

Task 3: Guidance, Navigation and Control System Design and Study for Multiple/Collaborating Weapons

General

The services related to this activity concern the formulation, software implementation, computer-based demonstration and analysis of advanced GNC schemes for weapons operating in coordination with other systems, as part of an analysis process of innovative concepts of advanced weapons systems. Performance evaluation and proof of concept of multiple weapons GNC solutions will be done using DRDC Valcartier facilities.

Services to be provided

The services to be provided include:

- 3.1 Literature review (open and patent literature) and scoping study on multiple/collaborating weapons systems.
- 3.2 Study, research and development of multiple/collaborating weapons guidance, navigation and control design and analysis techniques, approaches and tools.
- 3.3 Research and development of cooperative GNC algorithms for formations of weapons.
- 3.4 Analysis, research and development of cooperative decision-making systems, design approaches and concepts.
- 3.5 Synthesis and analysis of group/team fault-tolerant control, fault detection and diagnosis techniques, recovery algorithms and health management concepts for coordinated weapons.
- 3.6 Study of group coordination and behavior modeling.
- 3.7 Weapons networks operation analysis, research and development.
- 3.8 Mathematical formulation and M&S studies of complex networks of weapons operation in terms of task allocation, planning, trajectory generation and control.
- 3.9 Analysis, research and development of techniques and tools in the area of weapons systems optimization.
- 3.10 Analysis of performances for operations involving networked weapons in the context of distributed simulations and HIL/SIL experiments.
- 3.11 Analysis, research and development of techniques and tools in the area of distributed and decentralized optimization under uncertainty, with offline and online processing.
- 3.12 Optimization of multiple weapons GNC algorithms on individual DRDC Valcartier platforms.
- 3.13 Performance evaluation and proof of concept (trials) of multiple weapons GNC solutions in the indoor multi-vehicle laboratory of the DRDC Valcartier Weapons Systems Section.

Task 4: Engagement Modeling and Simulation and Implementation in the SIL Facility

General

The services related to this activity concern the maintenance, future development, analysis and documentation of the weapons M&S resource repository. The models will be developed, maintained, optimized and implemented using the SIL facility of DRDC Valcartier, Weapons Systems Section.

Services to be provided

The services to be provided include:

- 4.1 Modeling of GNC systems, propulsion and aerodynamics of specific weapons using various software tools (e.g. DATCOM, Chinook, MATLAB/Simulink, etc.).
- 4.2 Develop, maintain and improve the weapons M&S resource repository, covering architecture, software implementation, models, interfaces, configurations management.
- 4.3 Implement and conduct M&S of specific (in-service) and conceptual weapons using different simulation frameworks (e.g. mstarsdrdc, MATLAB/Simulink, etc.).
- 4.4 Perform analysis of simulation results to characterize weapons performance.
- 4.5 Perform verification and validation.
- 4.6 Document architecture, simulation tools, models, simulations, and verification and validation output.
- 4.7 Develop, maintain and optimize the weapons models for parallel and distributed implementations in the SIL facility of DRDC Valcartier, Weapons Systems Section.

Task 5: Technical and Engineering Services for the Weapons Systems Section's Indoor Multi-vehicle Laboratory

General

The services related to this activity involve the technical work, advice and engineering work for the operation of the DRDC Valcartier Weapons Systems Section's indoor multi-vehicle laboratory. The work at the indoor multi-vehicle laboratory includes testing, validation and verification of advanced GNC solutions, for weapons, under controlled conditions. The work involves individual and grouped platforms moving in a confined volume.

Services to be provided at the indoor multi-vehicle laboratory of the DRDC Valcartier Weapons Systems Section

The services to be provided include:

- 5.1 Technical and engineering services for tests, demonstrations and analyses with platforms of various types and distributed/networked computing equipment.
- 5.2 Development, design and service with MATLAB, Simulink, QUARC and other third-party environments/software/hardware that are currently or potentially to be used by the Weapons Systems Section.
- 5.3 Installation and integration of electronic parts, mechanical test apparatuses, robotic systems and mechatronic devices and components.
- 5.4 Development of software, drivers and interfaces ensuring integration of various components, robots and platforms.
- 5.5 Technical and engineering services for indoor experimental tests of GNC techniques embedded onboard or offboard of single and multiple platforms.

3. REPORTS, OTHER DELIVERABLES AND DELIVERY DATES

FIRM PART OF THE CONTRACT

For firm task 1 (guided and unguided 120 mm mortar)

- The contractor must provide a final written report for the task. The report must present the work done and the results obtained. The final report must be written in English and delivered in one printed and bound copy and one electronic copy in Microsoft Word format on CD or DVD. The format of the final report must meet **DRDC standards**. These standards can be obtained from the Technical Authority of the SOW.
- All programs, models, libraries and software developed during execution of this task must be documented, commented and delivered in electronic format on CD or DVD to DRDC Valcartier.
- All deliverables must be submitted no later than March 31, 2016.

For firm task 2 (MGK course correction fuze)

- The contractor must provide a final written report for the task. The report must present the work done and the results obtained. The final report must be written in English and delivered in one printed and bound copy and one electronic copy in Microsoft Word format on CD or DVD. The format of the final report must meet **DRDC standards**. These standards can be obtained from the technical manager of the SOW.
- All programs, models, libraries and software developed during execution of this task must be documented, commented and delivered in electronic format on CD or DVD to DRDC Valcartier.
- All deliverables must be submitted no later than March 31, 2016.

TASK AUTHORIZATION PART OF THE CONTRACT

General

Depending on the nature of the task authorization and activities included, the deliverable(s) could consist of a combination of any of the following: a technical report, experimental data, numerical models and simulation results, developed software (including source code), commercial GNC software, technical data packages, scientific equipment and prototypes.

Deliverables will be specified in each TA.

Technical report

For each task authorization, the contractor shall deliver a technical report describing in detail:

- The objectives of the TA;
- The background to the task authorization;
- A description of the work performed;
- Depending on the task authorization, the report will also include but not be limited to at least one of the following:
 - o Mathematical formulation of numerical models, how they were implemented and results of validation;
 - o Documentation of source code;
 - o Documentation for installation of development environments;
 - o Software users guide for developed software;
 - o Input and grid files for numerical simulations;
 - o Raw and analyzed results from numerical and analytical simulations;
 - o Design calculations for component hardware and experimental facilities;
 - o Raw and analyzed experimental results;
 - o Expert advice related to the task authorization;
- Conclusions and recommendations.

The DRDC publication format, provided by the Technical Authority, shall be used for the title page, signature page, abstract and executive summary. The abstract and executive summary must be provided in English and French. The contractor must deliver one hard copy of the report printed on 8 ½ in. x 11 in. paper and one electronic copy of the report on a CD or DVD in Microsoft Word format. Reports must be written in English.

4. PUBLICATIONS

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 contractor and a copy to the organization responsible for publication (the newspaper or conference).

5. MEETINGS

There will be a general meeting at the beginning of the contract. Furthermore, meetings will be held when deemed necessary, upon request from the contractor or from the Technical Authority.

6. GOVERNMENT FURNISHED EQUIPMENT (GFE)

FIRM PART OF THE CONTRACT

The contractor will have access to software, models, libraries and the following equipment to perform the work requested:

- MATLAB/Simulink with all of the required toolboxes
- 3D CAD of a 120 mm mortar equipped with a conventional fuze and a tail with no moving parts
- 3D CAD of a 120 mm mortar equipped with a MGK course correction fuze and a tail with moving parts
- 6 DOF MATLAB/Simulink model of an unguided artillery projectile
- GPS, gyro and accelerometer MATLAB/Simulink models, if required
- Specialized MATLAB/Simulink library, developed by the DRDC Valcartier Weapons Systems Section to model and simulate weapons systems
- DATCOM software
- Chinook CFD software
- Pointwise mesh software
- Tecplot software
- Calculation capability for CFD
- Calculation capability for parametric studies and sensitivity analyses
- A personal computer

TASK AUTHORIZATION PART OF THE CONTRACT

General

Although each task authorization contains a detailed definition of government-furnished equipment, the following paragraph provides a non-exhaustive list of equipment that could be provided.

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 tasks in response to CAF requirements. The list includes:

- Restricted weapons systems;
- Equipment available only in the Canadian Armed Forces inventory;
- Equipment developed by DRDC;
- Equipment developed by a contractor for DRDC;
- Access to equipment from DRDC Valcartier Weapons Systems Section's laboratories and personal computer farm (available in the DRDC Valcartier Weapons Systems Section's laboratories), to the SVN software versioning repository and to software installation media.

7. WORK LOCATION

The contractor shall perform the work on site at Defence Research and Development Canada – Valcartier, located at 2459 de la Bravoure Road, Quebec City, Quebec. Working on-site is essential for the execution of the work on GNC technologies as defined in this technical specification for the following reasons: (1) to carry out the specialized technical and engineering services, which is the subject of the present TA work, by employing the DRDC Valcartier in-house analytical tools, node-locked software, site-unique components, mobile and static test platforms and systems; (2) to ensure the integration and integrity of all the components, systems, devices and platforms operating on the DRDC information network; (3) to improve and use the tools, databases and software licenses that are on-site in the DRDC Valcartier laboratories and accessible only through the DRDC Valcartier intranet.

The contractor shall perform a significant part of the work at the Weapons Systems Section's indoor multi-vehicle laboratory and at the GNC laboratory to efficiently, timely and actively support the scientific staff with their programs of research and development.

8. LANGUAGE CAPABILITY

French or English, however, the reports must be written in English.

ANNEX B BASIS OF PAYMENT

1. **LABOUR** : Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows :

Labor Category	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From _____ To _____	2 nd year of contract* From _____ To _____	3rd year of contract* From _____ To _____	4th year of contract* From _____ To _____	5th year of contract* From _____ To _____
f) Project Manager Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
g) Scientific Category 1 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
h) Scientific Category 2 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
i) Scientific Category 3 Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
j) Technical Category Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr

* The exact dates will be entered at the time of contract award.

2. **MATERIALS AND SUPPLIES and EQUIPMENT:** at laid down cost without markup

3. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and

- (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, 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 Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

Limitation of expenditure, firm part of the contract (applicable taxes extra): \$134,000.00
Limitation of expenditure, task authorizations part of the contract (applicable taxes extra): \$1,866,000.00
Total limitation of expenditure for the contract (applicable taxes extra): \$2,000,000.00

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)

Solicitation No – N° de l’invitation
W7701-155990/A
Client Ref No. – N° de réf. du client
W7701-15-5990

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-4-37327

Buyer ID – id de l’acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List, which is enclosed, is to be inserted at this point and forms part of this document.

Solicitation No – N° de l'invitation
W7701-155990/A
Client Ref No. – N° de réf. du client
W7701-15-5990

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-4-37327

Buyer ID – id de l'acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

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.

Solicitation No – N° de l'invitation
W7701-155990/A
Client Ref No. – N° de réf. du client
W7701-15-5990

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-4-37327

Buyer ID – id de l'acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

ANNEX F

REQUEST FOR VISIT FORM

The *Request for Visit Form*, which is enclosed, is to be inserted at this point and forms part of this document.

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction DRDC Valcartier	
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 Analytical, Numerical and Experimental Guidance, Navigation and Control Technologies Investigations for Precision Weapons			
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? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input 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 : Specify country(ies): / Préciser le(s) pays : UK, US, CA, AUS and permanent residents of Canada <input checked="" type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : UK, US, CA, AUS and permanent residents of Canada <input checked="" type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET SECRET <input checked="" type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W7701- 755990

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?

☒ No ☐ Yes
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : All work will be performed on-site

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?

☒ No ☐ Yes
Non Oui

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

If Yes, will unscreened personnel be escorted?

☐ No ☐ Yes
Non Oui

Dans l'affirmative, le personnel en question sera-t-il escorté?

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?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?

☒ No ☐ Yes
Non Oui

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

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?

☒ No ☐ Yes
Non Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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?

☒ No ☐ Yes
Non Oui

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?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

☒ No ☐ Yes
Non Oui

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

UNCLASSIFIED

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 COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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

Security Requirement Checklist (SRCL) Supplemental Security Guide

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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: AUS/CAN/UK/US				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 : AUS/CAN/UK/US				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)							
Restriction	Yes						
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

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Part B - Multiple Levels of Personnel Screening: Security Classification Guide 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)
RELIABILITY CONFIDENTIAL SECRET	Engineer	PROTECTED A PROTECTED B CONFIDENTIAL SECRET	UK,US,CA,AUS and permanent residents of Canada
RELIABILITY CONFIDENTIAL SECRET	Programmer/analyst	PROTECTED A PROTECTED B CONFIDENTIAL SECRET	UK,US,CA,AUS and permanent residents of Canada
RELIABILITY CONFIDENTIAL SECRET	Technician	PROTECTED A PROTECTED B CONFIDENTIAL SECRET	UK,US,CA,AUS and permanent residents of Canada
RELIABILITY CONFIDENTIAL SECRET	Manager	PROTECTED A PROTECTED B CONFIDENTIAL SECRET	UK,US,CA,AUS 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 INTRUCTIONS

Insert instructions

Security Requirement Checklist (SRCL) Supplemental Security Guide

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**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-top: 1px solid black; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;"> for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 55%;"></div> </div>		

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.

The following form must be completed in full. Failure to complete all areas of the form may result in the Request for Visit (RFV), also known as Visit Clearance Request (VCR), being rejected.

Dates must be entered using the following format: yyyy-mm-dd. A RFV may not be longer than one year less a day.

If you require additional space for the number of visitors, do the following:

1. Click on "Particulars of Visitors" on the left hand Bookmarks tab or scroll down to page 4 of the form,
2. Fill in the "Particulars of Visitors" as needed, to a maximum of 7 per page,
3. Print the form,
4. Press "Clear Form", and repeat steps, as required, for a maximum of 80 visitors per RFV.

****Additions to existing visits may be submitted at any time but must be submitted on a separate RFV.**

For visits to a foreign entity, you must provide a passport number for all visitors listed.

Any RFV sent by fax or mail must be signed by the Company Security Officer (CSO) or Alternate Company Security Officer (ACSO) in box 10 of the RFV. If you are sending your RFV electronically, the e-mail address of the CSO/ACSO will be accepted as a digital signature in the absence of an actual signature in box 10 of the RFV. However, IISD must be able to identify and confirm the e-mail address from which the RFV was sent. Therefore, the CSO and ACSO contact information in the Industrial Security Program (ISP) database must be up-to-date. If you need to add or update your contact information in the ISP database, please contact the Industrial Security Sector [Call Centre](#).

The request may be submitted by fax to 613-948-1712, by mail to Visits and Document Control, International Industrial Security Directorate (IISD), Industrial Security Sector at our [mailing address](#) or by e-mail to ssivisites.issvisits@tpsgc-pwgsc.gc.ca.

IISD does have a lead time requirement of 15 business days in addition to the lead time requirements of the receiving agency/government department/foreign entity. This lead time is in effect the day the RFV is received by IISD. Thus, please ensure sufficient time is allowed for processing your RFV. Failure to honour these lead times may result in the RFV being rejected. In an emergency, contact us directly to discuss your options. For more information on lead times, please see Annex 6-B in the Industrial Security Manual (ISM), <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch6/annx-6b-eng.html>. IISD cannot provide assurance that a RFV will be processed within the identified lead times if the RFV is sent directly to a Visits Officer.

Should you have any questions regarding the form or instructions, you may contact the Visits and Document Control Division directly via e-mail, ssivisites.issvisits@tpsgc-pwgsc.gc.ca, or the Industrial Security Sector [Call Centre](#).



REQUEST FOR VISIT

All fields **must** be completed:

☐ One -Time ☐ Recurring ☐ Emergency ☐ Addition ☐ Deletion ☐ Re-submission

Attachments

☐ Yes ☐ No

1. Administrative Data

Requestor: _____

Date: (yyyy-mm-dd) _____

To: _____

Renewal of Visit No.: _____

2. Requesting Government Organization or Industrial Facility

Name: _____

Address: _____

Fax No.: _____ Telephone No.: _____

3. Government Organization or Industrial Facility to be Visited

Name: _____

Address: _____

Fax No.: _____ Telephone No.: _____

Point of Contact & Section/Branch (mandatory): _____

☐ Military Site ☐ Not Applicable ☐ Army ☐ Navy ☐ Air Force ☐ DIA

4. Dates of Visit (yyyy-mm-dd) From: _____ To: _____

5. Type of Visit (select one from each column):

☐ Government Initiative ☐ Initiated by Requesting Agency of Facility
☐ Commercial Initiative ☐ By Invitation of the Facility to be Visited

6. Subject to be Discussed / Justification / Purpose / Work to be Completed:

7. Anticipated Level of Classified Information to be Involved (mandatory):

8. Is the Visit Pertinent to:

	(√)	Specify Contract No. / Project / Program
Specific equipment or a weapons system	<input type="checkbox"/>	
A foreign military sales or export license	<input type="checkbox"/>	
A program or agreement	<input type="checkbox"/>	
A defence acquisition process	<input type="checkbox"/>	
Other	<input type="checkbox"/>	



9. Particulars of Visitors

Name:			
Date of Birth:		Place of Birth:	
Security Clearance:		ID/Passport No.:	Nationality:
Position:			
Company:			
Name:			
Date of Birth:		Place of Birth:	
Security Clearance:		ID/Passport No.:	Nationality:
Position:			
Company:			

10. The Security Officer of the Requesting Organization or Industrial Facility

Name:		Telephone:	
Signature:			

11. For Government Use Only

Name:	
Address:	
Telephone:	
Signature:	

Stamp



(Optional)

12. Requesting National Security Authority

Name:	
Address:	
Telephone:	
Signature:	

Stamp



(Optional)

13. Remarks

--



Government Organization or Industrial Facility to be Visited

1.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
2.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
3.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
4.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
5.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
6.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
7.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____

(Continue as required)



Particulars of Visitors (alphabetical order by surname)

1.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
2.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
3.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
4.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
5.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
6.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			
7.	Name:			
	Date of Birth:		Place of Birth:	
	Security Clearance:		ID/Passport No.:	Nationality:
	Position:			
	Company:			

(Continue as required)