



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Proposal submission details are included in the Call for Proposals document.

Les détails concernant la soumission des propositions sont inclus dans le présent document d'appel de propositions.

**CALL FOR PROPOSALS
APPEL DE PROPOSITIONS**

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

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

Issuing Office - Bureau de distribution
Science Procurement Directorate/Direction de l'acquisition
de travaux scientifiques
11C1, Phase III
Place du Portage
11 Laurier St. / 11, rue Laurier
Gatineau, Québec K1A 0S5

Title-Sujet BCIP 006 – PICC 006	
Solicitation No. - N° de l'invitation EN578-15BCIP/B	Date 2015-07-31
Client Reference No. - N° de référence du client EN578-15BCIP	
GETS Reference No. - N° de référence de SEAG PW-15-00695040	
File No. – N° de dossier 001sc.EN579-15BCIP	CCC No./N° CC – FMS NO. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le 2018-03-29	Time Zone Fuseau horaire Eastern Daylight Time EDT 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: François Pageau	Buyer Id – Id de l'acheteur 001sc
Telephone No. - N° de téléphone (819) 956-3563	FAX No. - N° de FAX (819) 997-2229
Destination of Goods, Services and Construction: Destinations des biens, services et construction : To be determined Précisé dans les présentes	

Instructions : See Herein

Instructions : voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de telephone 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



**BUILD IN CANADA INNOVATION PROGRAM (BCIP)
CALL FOR PROPOSALS - CALL 006**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Summary
2. Policy Statements
3. Contracting Authority
4. Conflict of Interest

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Communications – Solicitation Period
3. Applicable Laws
4. Communications Notification
5. Maximum Funding

PART 3 - PROPOSAL PREPARATION INSTRUCTIONS

1. Electronic Proposal Submission Form
2. Bid Receiving Unit
3. Technical Proposal
4. Financial Proposal
5. Certifications and Additional Information

PART 4 - EVALUATION PROCEDURES

1. Conduct of the Evaluation
2. Evaluation Process

PART 5 – BASIS OF SELECTION

1. Basis of Selection
2. Contract Award Process
3. Bid Validity Extension
4. Additional Quantities and Testing of BCIP Innovations



PART 1 - GENERAL INFORMATION

1. Summary

Public Works and Government Services Canada (PWGSC), Office of Small and Medium Enterprises and Strategic Engagement (OSME-SE) under the Build in Canada Innovation Program (BCIP) has a requirement to procure:

- a) Research and Development (R&D) innovative pre-commercialized goods and services (referred to as “Innovations”) that are in late stage development; and,
- b) Support services such as installation, training and testing support services for the pre-commercialized innovations procured for the federal government.

The BCIP is a R&D program aimed at testing and evaluating R&D pre-commercialized goods and services in the late stage development. The Program has two components: Standard and Military.

Bidders should visit the Buy and Sell website at <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip> for specific information on the BCIP and its requirements, including:

- **PRIORITY AREAS – STANDARD COMPONENT**
 - Enabling Technologies
 - Environment
 - Health
 - Safety and Security
- **PRIORITY AREAS – MILITARY COMPONENT**
 - Arctic and Maritime Security
 - Command & Support
 - Cyber-Security
 - In-Service Support (ISS)
 - Protecting the Soldier
 - Training Systems
- **TECHNOLOGY READINESS LEVELS (TRL)**
 - TRL 7, 8 and 9
- **BCIP DEFINITIONS**
 - Innovation
 - Pre-Commercial Innovation
 - Pre-Qualified Innovation
 - Testing Department
 - Commercial Sales
- **EVALUATORS**
 - National Research Council – Industrial Research Assistance Program (NRC-IRAP)

The Call for Proposals will result in two Pre-Qualified Pools of Bidders. The establishment of the Pre-Qualified Pool is “approved in principle” and will not constitute a guarantee on the part of Canada that a contract will be awarded. Approved in principle for contract consideration is defined as conditional acceptance of the Proposal subject to meeting the criteria identified in Part 5, Basis of Selection and the available funding. BCIP will notify Pre-Qualified Bidders directly and publish a notice on the Government Electronic Tendering Service (GETS) should fiscal funding no longer be available, pending new fiscal year or until funds are available. The Contract Award Process will continue and proposals under contract negotiations will take priority when funding is available. The continuous intake of proposals, the evaluation process and the pre-qualification of proposals will continue.



Bidders are also encouraged to view the [DRAFT RESULTING CONTRACT CLAUSES](#) to view a representative contract under the BCIP.

The Draft Resulting Contract Clauses is published under the References section in the electronic Proposal Submission form, and can be viewed on the *BuyandSell* website.

<https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip>

The Draft Resulting Contract Clause forms part of this Call for Proposals Call 006 and will be used for contract negotiations under section 2, Part 5 of this Call for Proposal.

Canada reserves the right to require that all Work, including delivery of the Innovation, to be completed within 12 months from date of contract award.

2. Policy Statements

The Agreement on Internal Trade (AIT) applies to this procurement. The requirement is excluded from the North American Free Trade Agreement (NAFTA) as per Annex 1001.1b-2 Research and Development, all classes, and excluded from the application of the World Trade Organization – Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4.

Notes regarding application of the *Agreement on Internal Trade* to this Call for Proposals:

The process described in this Call for Proposals has the unique outcome that the types of innovative goods and services that are being proposed are not responding to an already identified government requirement, but rather are informing that need. Therefore, only one supplier, the proponent of a pre-qualified proposal will be considered to meet the requirements of the associated procurement. Therefore, in accordance with *Agreement on Internal Trade* Articles 506 (12) (a), (b) or (h), this procurement may use procedures that are different from those described in Article 506 (1) through (10).

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

The following may apply to the resulting contract(s), based on the Innovation and Testing Department:

- a) A security requirement may be associated with this requirement. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada website. (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) .
- b) The region of delivery for the goods and/or services may be delivered in an area subject to Comprehensive Land Claims Agreements (CLCAs).
- c) Any resulting procurement may be subject to the Controlled Goods Program.
- d) The Federal Contractors Program (FCP) for employment equity applies to the Military Component of this procurement. See the Article titled Federal Contractors Program for Employment Equity – Certification of the Certifications and Additional Information document and the Draft Resulting Contract Clauses, published in the References section of the electronic Proposal Submission form or can be viewed on the BuyandSell website.

3. BCIP Bidder's Conference



Multiple Bidders' conference will be held throughout the year. Bidders are encouraged to check the BCIP website for the date, time, and language profile of the event. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a proposal attend or send a representative. Any clarifications or changes to the bid solicitation resulting from the Bidders' conference will be included as an amendment to the Call for Proposals solicitation and will be published on the electronic Proposal Submission Form on the Online Submission site at: <http://bcip-picc006.fluidreview.com/>

4. Contracting Authority

Enquiries regarding this Call for Proposals solicitation must be directed to:

Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec K1A 0S5

Fax: 819-997-2229

E-mail address: PICC.BCIP@pwgsc.gc.ca

5. Conflict of Interest

The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Call for Proposals solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html> issued by Public Works and Government Services Canada.

Bidders who submit a proposal agree to be bound by the instructions, clauses and conditions of the Call for Proposals solicitation. Proposals can be submitted at any time as long as the Bidder's proposal meets the fundamental requirements of the Program.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposals, and are amended as follows:

- a) Section 04, Definition of a Bidder,

Delete: "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.



Insert: "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both.

b) Section 05, Submission of Bids, subsection 2(d)

Delete: send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08;

Insert: send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;

Subsection 4

Delete: Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Insert: Bids will remain open for acceptance from date of proposal submission for 16 months.

c) **Delete:** The following Sections in their entirety:
Section 06 Late Bids
Section 07 Delayed Bids
Section 08 Transmission by Facsimile
Section 09 Customs Clearance

d) At Section 14, Price Justification:

Delete: In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification

Insert: For all Pre-Qualified Proposals eligible for Contract award, the Bidder must provide, on Canada's request, one or more of the following price justification:

In this document, the term "bid" conveys "proposal."

2. Communications – Solicitation Period

All enquiries must be submitted to the Contracting Authority. 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

3. Applicable Laws

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

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.

4. Communications Notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority five business days in advance of their intention to make public an announcement related to the recommendation of a BCIP contract award. In order to coordinate any public announcements pertaining to this Call for Proposals and any resultant BCIP contracts, neither the Bidder nor any participating partners shall make any public announcements without prior approval of Public Works and Government Services Canada.

5. Maximum Funding

The maximum funding available for any BCIP contract resulting from this Call for Proposals is: \$500,000.00 CAD for the Standard Component; and \$1,000,000.00 CAD for the Military Component (Applicable Taxes, shipping and Travel and Living expenses are extra, as applicable). The Financial Proposal Cost Breakdown in the electronic Proposal Submission Form cannot exceed the BCIP funding requirements. Any cost in excess of the maximum funding will be construed as a Contractor's commitment of additional funding to the Contract. Details of the Bidder co-funding is to be provided in the Financial Total Cost Comment section. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - PROPOSAL PREPARATION INSTRUCTIONS

Interested Bidders can consult the hyperlink below to download all required documents for submission (no registration is required). While the BCIP normally accepts proposals through an online submission system, this capability is not currently available. Bidders will be informed once the system is operational through an amendment to the Call for Proposals solicitation which will be published within the next two weeks on the BuyandSell.gc.ca website.

<https://bcip-picc006.fluidreview.com/res/>

Bidders are requested to submit their proposal electronically using the electronic Proposal Submission Form on the Online Submission site at: <http://bcip-picc006.fluidreview.com/>. This website also provides instructions on how to use the electronic Proposal Submission Form and the capability to view the Form. In order to complete and submit a proposal, Bidders must first register and obtain a username and password.



1. Electronic Proposal Submission Form

- 1.1 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.tpsqc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders are requested to submit their proposal electronically using the electronic Proposal Submission Form on the Online Submission site at: <http://bcip-picc006.fluidreview.com/>.
- 1.2 Should there be technical difficulties accessing or using the web-based system, Bidders must contact tech@fluidreview.com. Technical Assistance support is restricted to issues associated with mechanics of the online system. Technical Assistance Support personnel are not associated with the solicitation and are not in a position to comment on or provide interpretation on the Call for Proposals documentation. All non-technical assistance for the BCIP Electronic Proposal Service is to be directed to PICC.BCIP@pwgsc.gc.ca.
- 1.3 The BCIP incorporates two components: Standard and Military. The Online Submission Site has two Forms, one for each component. Once the electronic Proposal Submission Form has been completed and submitted, Bidders will receive confirmation of receipt including time stamp of receipt, through the web-based system.
- 1.4 If a large number of Bidders access the web-based system at the same time, electronic submission of proposals may be delayed. Bidders are solely responsible for ensuring their proposal is submitted properly.

2. Bid Receiving Unit

- 2.1 Bidders who are not able to submit their proposal using the web-based system may submit a hard copy of their completed Proposal Submission form to:
- Bid Receiving Unit - PWGSC
11 Laurier, Street
Place du Portage, Phase III
Core 0B2
Gatineau, Québec K1A 0S5
- 2.2 Proposals submitted through the PWGSC Bid Receiving Unit are bound by the same terms, conditions and limitations as the electronic Proposal Submission Form. As such hardcopies of Proposals must provide the same information requested in the electronic Proposal Submission Form and be presented in the same format and order. Hard copies of proposals that differ from the electronic Proposal Submission Form will not be evaluated. All text submitted through the PWGSC Bid Receiving Unit is subject to the same word count limitations as the electronic Proposal Submission Form. Any text submitted above the limit specified in the electronic Proposal Submission Form will not be evaluated.
- 2.3 Any additional information submitted through the PWGSC Bid Receiving Unit that could not have been submitted using the electronic Proposal Submission Form will not be evaluated. This includes, but is not limited to: pictures, text, website links, and numbers. All text submitted through the PWGSC Bid Receiving Unit is subject to the same word count limitations as the electronic Proposal Submission Form. Any text submitted above the limit specified in the electronic Proposal Submission Form will not be evaluated.
- 2.4 In the event that a proposal is submitted electronically and through Bid Receiving for the same Innovation, the electronic proposal will take precedence unless otherwise specified by the Bidder.



3. Technical Proposal

- 3.1 The Bidder's responses to the series of questions presented in the electronic Proposal Submission Form will form the Bidder's Technical Proposal. Bidders should respond to each question in a thorough, concise and clear manner within the allotted character count for each question. The Bidder must provide Technical Proposal content that clearly addresses in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.
- 3.2 Bidders may only submit an Innovation for the Standard Component or the Military Component, but not both. In the event a Bidder submits the same Innovation for both the Standard and Military Components, the first proposal submitted will be accepted for evaluation, unless otherwise specified by the Bidder. The system time stamp indicating the date and time of the submission will be utilized to determine the first Proposal submission for evaluation. All other proposals for the same innovation will be set aside and no further consideration given.
- 3.3 Bidders may submit one or more Innovations, but must submit a separate proposal for each proposed Innovation. Each proposal will be evaluated separately on its own merit.
- 3.4 Bidders must only submit 1 proposal per Innovation. Any proposal(s) submitted more than once per Innovation will not be considered. The first proposal submission will be determined by the system time stamp.
- 3.5 Bidder will only be awarded one contract per Innovation under the BCIP Program. Any Proposal submitted for an Innovation that has previously been awarded a BCIP or Canadian Innovation Commercialization Program (CICP) contract will be declared as non-responsive. A proposed Innovation that has previously been identified in a Pre-Qualified Pool will be accepted only if the bid validity period for that proposal has expired.
- 3.6 To maintain the integrity of the evaluation, Evaluators will consider only information presented in the proposal. No information will be inferred and personal knowledge or beliefs will not be utilized in the assessment. Bidders should explicitly demonstrate, in sufficient detail, how all criteria are met.

4. Financial Proposal

- 4.1 Bidders must complete the Financial Proposal Cost Breakdown set out in the electronic Proposal Submission Form. Responses provided in the electronic Proposal Submission form will form the Bidder's BCIP Financial Proposal.
- 4.2 The Bidder's BCIP Financial Proposal must not exceed \$500,000.00 CAD for the Standard Component, and \$1,000,000.00 CAD for the Military Component (Applicable Taxes, shipping and Travel and Living expenses are extra, as appropriate). Any financial proposal exceeding the BCIP funding amounts will be the responsibility of the Bidder.
- 4.3 The Financial Proposal submitted will be negotiated in accordance with the Statement of Work once it is developed and must be in accordance with Canada's standard Contract Cost Principles 1031-2. More information can be found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>
- 4.4 The Financial Proposal must not include costs for commercial development activities such as quantity production, supply to establish commercial viability, recovery of R&D costs, integration, customization, incremental adaptations and improvements to existing products or processes that have been previously commercialized, third party testing or the cost of obtaining health and safety / regulatory certifications.



4.5 Financial Proposal Cost Elements:

Bidders are requested to address in their BCIP Financial Proposal the following cost elements for testing and evaluating the proposed Innovation, Applicable Taxes extra, as appropriate. All labour rates must reflect all-inclusive firm rates (i.e., firm per diem rate, firm hourly rate, inclusive of overhead and profit).

4.5.1 Innovation Cost:

Innovation Cost must reflect the total purchase price of the Innovation, including quantity. For example, if the Innovation is a good, and testing requirements indicate that a quantity of three must be tested, identify the total cost of all three. This cost should also include operating instructions or manuals and peripheral items that will be commercially sold with the Innovation, such as cables, batteries, etc. If the proposed Innovation is a service, the Bidder must identify the labour costs.

The total innovation cost should be a firm, all-inclusive price.

4.5.2 Installation Costs:

The installation costs should only be applied if the Bidder must perform the installation (as opposed to the Testing Department), and should reflect the costs related to labour for the installation, configuration, integration or other related tasks, such as de-installation. In the event additional equipment is required in support of the installation, those costs should be identified in Direct Costs, described below.

The total installation cost should be a firm, all inclusive price.

4.5.3 Training Costs:

Training costs should identify the labour, instruction materials (other than the operating manuals detailed above), slideshow presentations, and any other material required to train a minimum of 5 Testing Department employees in the installation, operation and maintenance of the Innovation, as appropriate. Training costs must not include the development of such material, but may include some customization, where requested, to the Testing Department.

The total training cost should be a firm, all inclusive price.

4.5.4 Support Services:

The price paid to support the Testing Department during the test period, or to support the Innovation. These costs can be associated with technical support (help desk) or could include support services, expressed as labour provided on-site at the Testing Department's facilities. The cost must not include Travel and Living Expenses.

The total support services cost should be a firm, all inclusive price.

4.5.5 Direct Costs:

Costs that relate directly to the provision of, and testing of, the Innovation, (i.e., equipment, materials and supplies, rentals, etc. that are required for the testing and will be provided by the Bidder. Such costs will be accepted only where the Testing Department does not have the material. These costs are subject to negotiation.

The total Direct Costs must reflect the actual cost without markup.

4.5.6 Negotiated Costs



Costs that will be negotiated at time of contract award, such as shipping, transportation, and travel and living costs are not to be included in the financial proposal. These costs will be negotiated separately and will be paid at actual cost without mark up.

4.6 Financial Cost Breakdown

Prior to submitting the Financial Proposal detailed at Bidders' Financial Proposal in the electronic Proposal Submission Form, it is recommended that Bidders' review the Detailed Financial Cost Breakdown at <http://bcip-picc006.fluidreview.com/> to help determine the costs for each of the specific items listed above. Bidders should also review the Financial Requirements for additional assistance on the *BuyandSell* website <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/financial-requirements>.

5. Certifications and Additional Information

Certifications required with the Bidder's proposal are identified on the electronic Proposal Submission Form, Mandatory Criteria. Certifications and additional information that may be required precedent to contract award are identified on the *BuyandSell* website <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal/certifications>.

PART 4 - EVALUATION PROCEDURES

1. Conduct of the Evaluation

An evaluation team composed of the National Research Council - Industrial Research Assistance Program (NRC-IRAP), PWGSC and/or subject matter experts from other government departments will evaluate the proposals for both the Standard and Military components. NRC-IRAP evaluators will perform independent evaluations of the Technical Proposal in accordance with the technical evaluation criteria identified in the relevant Proposal Submission Forms.

The selection of Evaluators is detailed on the Buy and Sell website at: <https://buyandsell.gc.ca/initiatives-and-programs/build-in-canada-innovation-program-bcip/submit-a-proposal#80>.

In conducting its evaluation, Canada may request clarification(s) or verification(s) from the Bidder regarding information provided by the Bidder with respect to any aspect of their proposal. This must not be construed as:

- a) an opportunity to provide supplemental information; or
- b) an intent to pre-qualify the proposal; or
- c) intent to contract with the Bidder.

The Bidder must provide a response to the written request for clarification or verification issued by the Contracting Authority in accordance with the provisions of the request, which may include a time period in which to provide the response. Failure to comply with the request may result in the proposal being declared non-responsive and given no further consideration.

2. Evaluation Process

The evaluation of proposals will be conducted using a two-stage process divided into 5 phases as detailed below. The process is the same for both the Standard and the Military Components.

2.1 Stage One – Mandatory Requirements

Stage One includes two Phases, and reflects mandatory requirements that must be met in order to proceed to Stage Two - Point Rated Criteria.



Phase 1 – Mandatory Criteria

Proposals will be evaluated against the Mandatory Criteria identified in the electronic Proposal Submission Form. Failure to meet any mandatory criterion will render the Bidder's proposal non-compliant, and the Bidder's proposal will be given no further consideration.

Phase 2 – Screening Criteria

Proposals that have successfully completed Phase 1 of the evaluation will be evaluated against the Screening Criteria identified in the electronic Proposal Submission Form. There are three screening criteria:

- Innovation
- Readiness
- Commercialization Capacity

Bidders must pass all three Screening Criteria in order to proceed to the next Stage. Failure to meet any criterion will render the Bidders' proposal non-compliant and it will be given no further consideration.

2.2 Stage Two – Point Rated Criteria

Stage Two includes three Phases, and reflects point rated requirements that must be met to be included in the Pre-Qualified Pools.

Phase 3 – Point Rated Criteria

Proposals that have successfully completed Phase 2 will be evaluated against the Stage Two - Point Rated Criteria identified in the electronic Proposal Submission Form.

Proposals will be evaluated and assigned points based on the assessment of the Evaluators. To be declared responsive proposals must obtain a minimum overall pass mark of 115 points out of 192 points. Proposals not meeting the minimum overall pass mark requirements will be deemed non-compliant and given no further consideration.

Phase 4 - Pre-Qualified Pools

Bidders that successfully completed Phase 3 will be placed in the Pre-Qualified Pools.

The establishment of the Pre-Qualified Pool does not constitute a commitment on the part of Canada to award contracts. Contract award is conditional upon the selection of a Proposal in accordance with the selection criteria identified in Part 5, Basis of Selection and the availability of BCIP funding.

Phase 5 – Debriefing

PWGSC Contracting will release the Bidder's debrief letter noting the final results of the evaluation. The letters will reflect the following:

- a) Non-Compliant: The Bidder did not meet one or more of the criteria in Phase 1 or Phase 2.
- b) Non-Compliant: The Bidder did not achieve the minimum overall pass mark required for Stage Two - Point Rated Criteria.
- c) Compliant: The Bidder met the criteria identified in both Stage One and Two above and achieved the minimum overall pass mark required for Stage Two - Point Rated Criteria and inclusion of the Bidder in one of the Pre-Qualified Pools.

Upon receipt of the evaluation results, Bidders may request a formal debriefing on the results of their



proposal. Bidders should make the request to the Contracting Authority within 10 working days of date of receipt of the debrief letter. The debriefing may be in writing or by telephone.

The Pre-Qualified Pool for each Component will be published on the BCIP website.

Phase 5 represents the completion of the BCIP evaluation process.

PART 5 - BASIS OF SELECTION

1. Basis of Selection

1.1 To be considered for contract award a proposal must:

- (a) comply with all the requirements of the Call for Proposals solicitation;
- (b) be placed in the Pre-Qualified Pool; and
- (c) successfully complete step 1 to 4 of the Contract Award Process as detailed in section 2 of this Call for Proposals.

2. Contract Award Process

Information provided by the Bidder in the Proposal may be used for promotional purposes, including being made publicly available, or to assist in identifying an appropriate Testing Department.

Recommendation for BCIP contract award will be determined based on the maximum budget per fiscal year for each component and the success in completing the following steps.

2.1 Step 1 – BCIP Testing Department Match

BCIP will seek a Testing Department match to identify a Technical Authority who will be responsible for the testing and evaluation of the Innovation. Information provided in the proposal will be used to promote the Innovation to potential Testing Departments and may be made publicly available to assist in finding a Testing Department. Testing Departments participate on a voluntary basis. It is important to note that the BCIP will procure Innovations based on operational needs of and for goods and services that support the Testing Departments' mandate.

The Defence Validation Committee (DVC), which is composed of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) members, will be the primary means of identifying a strategic match within the DND/CAF during the Contract Award Process for the Military Component only. DND/CAF will have right of first refusal as a Testing Department under the Military Component. For Military Component proposals not supported by DND/CAF, BCIP will seek Testing Department match with other government organizations.

In order to maximize the available funding and to ensure a higher volume of contracts, Canada may give preference to Bidders that have demonstrated an existing operational need by identifying a federal government department that has agreed to function as the Testing Department for the proposed Innovation.

Innovations that are not matched with a Testing Department during the proposal validity period will be given no further consideration.

2.2 Step 2 – Statement of Work

Once a Testing Department has been matched, the BCIP will facilitate collaboration between the Technical Authority and the Bidder to develop a Statement of Work (SOW), based on the proposed Test Plan and the Financial Proposal. The SOW is negotiated to ensure both the Bidders' and Testing



Departments' needs are met within the framework of the Program. The SOW must represent a benefit to Canada.

Once accepted by the Testing Department and the Bidder, the final SOW will be presented to the BCIP Client Authority for approval. If approved, the SOW will be sent to the Contracting Authority for review and inclusion into the Contract. A template representing the information that may be required in the SOW is provided in portable document format (pdf) at: <http://bcip-piccc006.fluidreview.com/>.

2.3 Step 3 - Financial Capability and Certifications

The Contracting Authority may undertake the following:

- (a) obtain financial information to verify the Bidder's capacity to undertake the Work; and
- (b) request certifications and other information required before contract award.

If a Bidder fails to demonstrate adequate financial resources to complete the Work, or fails to provide the certifications and additional information, the proposal will be considered non-compliant and given no further consideration.

2.4 Step 4 – Contract Negotiations

Upon completion of the SOW, the Contracting Authority will initiate the negotiations for the following:

- a) contract terms and conditions, as applicable;
- b) pricing and cost breakdown; and
- c) the provision by the Bidder of price support to substantiate the costs to Canada.

Failure to achieve consensus on any aspect of the negotiations will result in the proposal being set aside and not given any further consideration.

Bidders who have identified in their proposal partial acceptance of the terms and conditions stipulated in the *Draft Resulting Contract* published on the Buy and Sell website will be requested to provide, during the contract negotiations and within a specified time frame, any new or modified terms and conditions proposed by the Bidder. The Contracting Authority will then negotiate with the Bidder as may be applicable. After completion of any negotiation regarding a term and condition, the Bidder will be informed whether or not the result of the negotiation represents:

- i) An acceptable offer to Canada; or
- ii) An unacceptable offer to Canada, in which case the proposal will be set aside.

2.5 Step 5 - Contract Award

In the event Steps 1 through 4 are successfully completed, the Bidder will be recommended for award of a contract.

3. Bid Validity Extension

In the event the Contract Award Process has not been completed by the Bid Validity date stipulated in Part 2, Article 1, of the Call for Proposals. Pre-Qualified Bidder's may be requested to extend the validity of their proposal if the following conditions are met:

1. Step 1 – Testing Department Match has been successfully completed; and
2. Step 2 – Statement of Work Development has been initiated with the Testing Department.

If the two above conditions are not met, the Bidders bid validity period will expire.



4. Additional Quantities and Testing of BCIP Innovations

PWGSC may facilitate the award of one or more contracts for additional quantities and testing of the Innovation. The offer for additional quantities and testing of BCIP innovations will cover a two year period from date of BCIP contract award which will allow Test Departments to procure additional quantities of the Innovation to broaden the operational test results or testing of the innovation in a different environment.