

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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 Tech Support & Software Dev	
Solicitation No. - N° de l'invitation W7719-165297/A	Date 2015-09-03
Client Reference No. - N° de référence du client W7719-16-5297	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-650-6663	
File No. - N° de dossier KIN-5-44039 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-14	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613) 483-9035 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 1133 SHEPPARD AVE W. TORONTO Ontario M3K2C9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

Solicitation No. - N° de l'invitation

W7719-165297/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin650

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

W7719-16-5297

File No. - N° du dossier

KIN-5-44039

CCC No./N° CCC - FMS No/ N° VME

See Attached

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS.....	6
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	10
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	11
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	11
6.1 SECURITY REQUIREMENTS	11
PART 7 - RESULTING CONTRACT CLAUSES	12
7.1 STATEMENT OF WORK.....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	14
7.3 SECURITY REQUIREMENTS	16
7.4 TERM OF CONTRACT	17
7.5 AUTHORITIES	17
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	18
7.7 PAYMENT	18
7.8 INVOICING INSTRUCTIONS - PROGRESS CLAIMS.....	19
7.9 CERTIFICATIONS	20
7.10 APPLICABLE LAWS.....	20
7.11 PRIORITY OF DOCUMENTS	20
7.12 INSURANCE	20
7.13 CANADIAN FORCES SITE REGULATIONS.....	20
ANNEX "A" - STATEMENT OF WORK.....	21
ANNEX "B"- BASIS OF PAYMENT	23
ANNEX "C"- SECURITY REQUIREMENTS CHECK LIST	25
ANNEX "D" - DND 626 TASK AUTHORIZATION FORM	29

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, 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, the Security Requirements Checklist, and the DND 626 Task Authorization Form.

1.2 Summary

1.2.1 DRDC has a requirement for a Task Authorization contract to provide technical support and computer software development, as and when requested, for research in the areas of physical and psychological acoustics and blast research.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-) (<https://buyandsell.gc.ca/policy-and->

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

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](#) (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, 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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. 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 FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

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:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. 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.

2.4 Enquiries - Bid Solicitation

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

2.5 Applicable Laws

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence, DRDC, 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 main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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) (<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 8.5 x 11 inch (216 mm x 279 mm) 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, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation
[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The Bidder must demonstrate that the proposed resource has:

- a. A bachelor's degree in Computer Science OR, Electrical and Computer Engineering, OR Computer Engineering from an institution recognized by the Canadian Information Centre for International Credentials (CICIC).
- b. A current Professional Engineer (P.Eng.) license, issued by the Professional Engineers Ontario (PEO).
- c. A diploma in recording engineering or audio engineering from an institution recognized by the Canadian Information Centre for International Credentials (CICIC), OR extensive experience in these fields.

4.1.1.2 Point Rated Technical Criteria

	Criteria	Rating
#1	Experience in acoustical research and computer software development - Maximum Points: 20	
	Experience in software development for physical acoustics and/or auditory perception research. The Bidder should submit a list of no more than 2 projects in which the proposed resource was involved, including the title of each project and a description of the experimental protocol, and the proposed resource's role. The description should include, but is not limited to, the purpose, the type of physical acoustics/auditory perception experiment (e.g., sound localization, speech intelligibility), a brief description of the method (e.g., auditory stimuli that were used, methods for recording and scoring of responses), and the outcome.	A maximum of 10 points will be allotted for each project (up to a maximum of 2 projects). <ul style="list-style-type: none">- Description of the experiment<ul style="list-style-type: none">o Purpose, type, methods (5 points)o Outcome (2 points)- Proposed resource's role (3 points)
#2	Experience with noise data collection and analysis - Maximum Points: 30	
#2(a)	Experience in field noise recording (such as in an industrial building, vehicle, aircraft, or open	Maximum Points: 20 A maximum of 10 points will be allotted for

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

	Criteria	Rating
	<p>environment)</p> <p>The Bidder should submit a list of no more than 2 projects in which the proposed resource was involved including the title of each project and a technical description of the work and the proposed resource's role. The technical description should include, but is not limited to, the operational setting and conditions under which the recordings were made, the noise recording equipment that was used for data acquisition and calibration procedures, and the outcome.</p>	<p>each project (up to a maximum of 2 projects).</p> <ul style="list-style-type: none"> - Technical description <ul style="list-style-type: none"> o Description of setting and conditions (3 points) o Description of equipment and calibration (3 points) o Outcome (1 point) - Proposed resource's role (3 points)
#2(b)	<p>Experience with the analysis of digital audio recordings.</p> <p>The Bidder should describe at least one project in which the proposed resource was involved including the title, a technical description of the work, and the proposed resource's role. The technical description should include, but is not limited to, spectral analysis, octave band filtering, justification for the use or non-use of frequency weighting (e.g., A-weighting) and the outcome. The analysis described here can be from a project that was mentioned in section #2(a).</p>	<p>Maximum Points: 10</p> <p>A maximum of 10 points will be allotted for one project.</p> <ul style="list-style-type: none"> - Technical description <ul style="list-style-type: none"> o Description of analysis techniques (3 points) o Justification for analysis techniques (3 points) o Outcome (1 point) - Proposed resource's role (3 points)
#3	Experience working with military applications - Maximum Points : 20	
	<p>Experience in providing acoustical technical support with special reference to military settings.</p> <p>The Bidder should submit a list of no more than 2 projects in which the proposed resource was involved including the title of each project and description of the work and the proposed resource's role. The description should include, but is not limited to, the purpose of the work, type of military operational environment and occupation (e.g., army vehicle driver, air force pilot), and the outcome. Projects that were mentioned in section 1.2.2 can be used here.</p>	<p>A maximum of 10 points will be allotted for each project (up to a maximum of 2 projects).</p> <ul style="list-style-type: none"> - Description <ul style="list-style-type: none"> o Purpose (2 points) o Operational environment and occupation (2 points) o Outcome (1 point) o Language demonstrates a good understanding of military environments/terminology (2 points) - Proposed resource's role (3 points)
#4	Approach - Maximum Points: 10	
#4(a)	<p>Approach to work management on a project.</p> <p>The Bidder should include a discussion of the safeguards they will put in place to ensure that the work will meet the DRDC's expectations, that the work will be error free and that the</p>	<p>Maximum Points: 5 points</p>

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No./ N° VME - FMS

	Criteria	Rating
#4(b)	timelines will be met? This should include a discussion of how the work items will be allocated and overseen. A current or previous project can be included, as an example. The Bidder should discuss how they will manage unavoidable delays at the work site, or the need to simultaneously manage more than one Task Authorization.	Maximum Points: 5 points
Total number of available points		80
Minimum Overall Required Score: (70% of Total)		56

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

- a) The Bidder must submit all-inclusive per diem rates in Canadian dollars, exclusive of applicable taxes.
- b) The maximum funding available for the Contract resulting from the bid solicitation is \$180,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2 Basis of Selection

4.2.1 SACC Manual Clause A0034T, Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 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. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 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.

7.1.1.1 Task Authorization Process

1. The DRDC Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
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 DRDC Procurement Authority, within 7 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.
4. The Contractor must not commence work until a TA authorized by the DRDC 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.

7.1.1.2 Task Authorization Limit

The DRDC Procurement Authority may authorize individual task authorizations up to a limit of \$50,000, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the DRDC Procurement Authority and Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All 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 \$20,000.00.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

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.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the DRDC Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2040 (2015-07-03), General Conditions – Research and Development, apply to and form part of the Contract.

7.2.1.1 Canada to Own Intellectual Property Rights in Foreground Information

1. The general conditions 2040 are amended by deleting the sections entitled "Records and Disclosure of Foreground Information", "Ownership of Intellectual Property Rights in Foreground Information", "Licenses to Intellectual Property Rights in Foreground and Background Information", "Contractor's Rights to Grant Licenses", "Waiver of Moral Rights", "License to Intellectual Property Rights in Canada's Information", "Transfer or License of Contractor's Rights", "Transfer of Intellectual Property Rights upon Termination of the Contract for Default", and "Products Created Using the Foreground Information" in their entirety. This section applies in lieu of those sections.
2. Record Keeping and Provision of Information
 - a. During and after the performance of the Contract, the Contractor must keep detailed records of the Foreground Information, including details of its creation. The Contractor must report and fully disclose to Canada all Foreground Information as required by the Contract. If the Contract does not specifically state when and how the Contractor must do so, the Contractor must provide this information if requested by the Contracting Authority, whether before or after the completion of the Contract.
 - b. Before and after final payment to the Contractor, the Contractor must provide Canada with access to all records and supporting data that Canada considers pertinent to the identification of Foreground Information.
 - c. For any Intellectual Property that was developed or created in relation to the Work, Canada will be entitled to assume that it was developed or created by Canada, if the Contractor's records do not list that Intellectual Property or do not indicate that it was created by the Contractor, or by someone on behalf of the Contractor, other than Canada.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

3. Contractor Requirements

- a. All Intellectual Property rights in the Foreground Information belong to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property Rights in the Foreground Information, except any right that may be granted in writing by Canada.
- b. The Contractor must incorporate the copyright symbol and one of the following notices, as appropriate into all Foreground Information that is subject to copyright regardless of the form or medium upon which it is recorded: © Her Majesty the Queen in Right of Canada (year), or © Sa Majesté la Reine du chef du Canada (year).
- c. The Contractor must execute any documents relating to the Intellectual Property Rights in the Foreground Information as Canada may require. The Contractor must, at Canada's expense, provide Canada all reasonable assistance in the preparation of applications and in the prosecution of any applications for registration of any Intellectual Property Rights in any jurisdiction, including the assistance of the inventor in the case on inventions.

4. Licensing Requirements

- a. The Contractor grants to Canada a license to use the Background Information to the extent that it is reasonably necessary for Canada to exercise fully all its rights in the deliverables and in the Foreground Information. This license is non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free. The license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.
- b. For greater certainty, Canada's license in the Background Information includes, but is not limited to:
 - i. the right to disclose the Background Information to third parties bidding on or negotiating contracts with Canada and to sublicense or otherwise authorize the use of that information by any contractor engaged by Canada solely for the purpose of carrying out such contracts. Canada will require these third parties and contractors not to use or disclose that information except as may be necessary to bid, negotiate or carry out those contracts;
 - ii. the right to disclose the Background Information to other governments for information purposes;
 - iii. the right reproduce, modify, improve, develop or translate the Background Information or have it done by a person hired by Canada. Canada, or a person designated by Canada, will own the Intellectual Property Rights associated with reproduction, modification, improvement, development or translation.
 - iv. without restricting the scope of any license or other right in the Background Information that Canada may otherwise hold in relation to any custom-designed or custom-manufactured part of the Work, the right to use and disclose to a contractor engaged by Canada the Background Information for the following purposes:
 - A. For the use, operation, maintenance, repair or overhaul of the custom-designed or custom-manufactured parts of the Work;
 - B. In the manufacturing of spare parts for maintenance, repair or overhaul of any custom-designed or custom-manufactured part of the Work by

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

Canada if those parts are not available on reasonable commercial terms to enable timely maintenance, repair or overhaul.

- c. The Contractor agrees to make the Background Information, including in the case of Software, the source code, promptly available to Canada for any purpose mentioned above. The license does not apply to any Software that is subject to detailed license conditions that are set out elsewhere in the Contract. Furthermore, in the case of commercial off-the-shelf software, the Contractor's obligation to make the source code promptly available to Canada applies only to source code that is within the control of or can be obtained by the Contractor or any subcontractor.
5. The Contractor represents and warrants that it has the right to grant to Canada the license and any other rights to use the Background Information. If the Intellectual Property Rights in any Background Information are owned by a subcontractor or any other third party, the Contractor must have a license from that subcontractor or third party that permits compliance with paragraph 4 or arrange, without delay, for the subcontractor or third party to grant promptly the required license directly to Canada.
6. If requested by Canada, during and after the Contract, the Contractor must provide a written permanent waiver of moral rights, as defined in the [Copyright Act](#), R.S., 1985, c. C-42, from every author that contributes to any Foreground Information subject to copyright protection that is a deliverable to Canada under the Contract. If the Contractor is an author of the Foreground Information, the Contractor permanently waives the Contractor's moral rights in that Foreground Information.

7.2.2 Supplemental General Conditions

4002 (2010-08-16) Software Development or Modification Services apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 March 2020 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston, ON K7L 1X3
Telephone: 613-545-8061
Facsimile: 613-545-8067
E-mail address: lori.rombough@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is: **To be filled in at Contract award**

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

7.5.3 Procurement Authority (DRDC)

The Procurement Authority for the Contract is: **To be filled in at Contract award**

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.

7.5.4 Contractor's Representative

Name: _____

Telephone No. _____

Facsimile No. _____

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$TO BE FILLED IN AT CONTRACT AWARD . 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.

7.7.3 Method of Payment – Progress Payment

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 111, 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;

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

- (b) the amount claimed is in accordance with the basis of payment;
 - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (d) all certificates appearing on Form PWSGC-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 Task Authorization 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 rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 T1204 - Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.7.5 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

7.7.6 List of Non-consumable Equipment and Material

SACC Manual clause B6800C (2007-11-30) List of Non-consumable Equipment and Material

7.8 Invoicing Instructions – Progress Claims

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111,
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

2. 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 payment as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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

7.11 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 (2015-07-03), Research and Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, DND 626, Task Authorization Form
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____.

7.12 Insurance

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

7.13 Canadian Forces Site Regulations

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.

File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

ANNEX "A" - STATEMENT OF WORK

TITLE OF WORK

Physical and Psychological Acoustics Research - Technical Support and Computer Software Development

OBJECTIVES

To provide technical support, as and when requested, for research in the areas of physical and psychological acoustics and blast. This will include the assembly, implementation and maintenance of acoustical instruments and computer hardware, acoustical measurements, audio recording and the development of computer software for studies of auditory perception in noise, as well as physical and psychological response to blast. The work will involve the use of state-of-the-art acoustical instruments and technologies and computer systems for both laboratory and field studies. Successful completion of such projects by the Contractor will depend on effective interaction with defence scientists and their staff and military clients.

BACKGROUND

Over the past 15 years, scientists at Defence Research and Development Canada (DRDC), Toronto Research Centre have had an ongoing requirement for technical support and customized computer software development for studies in acoustics. The research covers a wide range of basic and applied investigations in physical and psychological acoustics, as well as simulation and modelling. Although varied in nature, these projects all explore human factors issues in military operational environments, with auditory perception in noise as a special focus.

Previous projects which required technical support and customized computer software involved the development of audio displays, the assessment of active noise reduction headsets, comparison of the effectiveness of auditory warnings, the measurement of noise exposure by means of noise dosimetry, digital recordings of noise fields in military vehicles and aircraft, the exploration of attention and workload in auditory-visual tasks, the use of an acoustic test fixture that models the human ear to assess the utility of noise abatement technologies in high-level noise, and the assessment of client-user interfaces and communication in noise. The Department of National Defence and other government agencies, including Veterans Affairs Canada and the Canadian Space Agency have expressed a keen interest in the continuation of this research.

SCOPE

Projected work will build and expand on the projects described above. In general, these relate to the development and assessment of methods to minimize noise-induced hearing loss, auditory overload, stress and distraction, and to improve communication in noisy backgrounds. Opportunities may also exist to develop and expand computer databases.

Through a series of Task Authorizations, the Contractor will provide technical support in the areas of physical acoustics and psychological acoustics, computer engineering and computer software development, including but not limited to:

- a. Recording and spectral analysis of noise and blasts in military operational environments.
- b. Consultation on the purchase of equipment for the measurement of noise, vibration, and blast and computer hardware/software in support of signal processing and psychoacoustic experimentation.
- c. Assembly, implementation and calibration of apparatus in support of experiments in physical and psychological acoustics for the Auditory Perception and Noise Simulation Laboratories.
- d. Instruction on the use of acoustic and vibration instrumentation.
- e. Development and expansion of customized software to support investigations of auditory perception studies in the Auditory Perception and Noise Simulation Laboratories, focused on the

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

- detection, recognition and localization of auditory alerts and communication and speech understanding in noise.
- f. Development of software to extract usable auditory signals from raw data sources.
 - g. Assessment of conventional and integrated hearing protection devices.
 - h. Inventory of existing DRDC owned acoustics devices and systems.
 - i. Assistance with the analysis and interpretation of noise dosimetry data collected during field trials.
 - j. Travel to military bases to conduct field studies under operational conditions.

In case of equipment and/or software malfunction, within the scope of a Task Authorization, it is expected that the Contractor will respond on site at DRDC Toronto within three business days. Failure to do so may seriously impact research in progress. Local travel costs will not be covered.

The schedule for the work tasked under this Task Authorization Contract is likely to change at short notice due to changes in operational commitments. Therefore, the Contractor must be able to re-assess priorities and provide support at short notice without significant cost to DND.

GOVERNMENT FUNDED EQUIPMENT

The Project Authority for each Task Authorization will ensure that the Contractor has access to existing facilities and the necessary equipment, as required, as well as the technical expertise of the scientists, engineers and technicians at DRDC Toronto.

DELIVERABLES

For each Task Authorization, the Contractor must submit brief monthly progress statements, in English. These will form the basis for progress payments against the price of the Task Authorization.

Upon completion of the work under the Task Authorization the Contractor must submit a final Summary Report in English that includes all deliverables identified in the Task Authorization document. The report will include a brief discussion of the background, details of all the work undertaken, conclusions and recommendations (e.g., conditions of utilization of software).

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No./ N° VME - FMS

ANNEX "B"- BASIS OF PAYMENT

- 1 All-inclusive per diem rates in Canadian dollars. Applicable Taxes excluded.
- 2 The estimated usage for services as stated herein is an estimate of the requirement made in good faith.
- 3 The basis of payment will be an all inclusive per diem rate based on eight (8) hours of work. For services provided less than one day, the per diem rate specified will be prorated accordingly.
- 4 Overtime will not be paid.

5 Contract Periods

- 5.1 Period #1 – Date of contract award to 31 March 2016
- 5.2 Period #2 – 01 April 2016 to 31 March 2017
- 5.3 Period #3 – 01 April 2017 to 31 March 2018
- 5.4 Period #4 – 01 April 2018 to 31 March 2019
- 5.5 Period #5 – 01 April 2019 to 31 March 2020

Estimated Annual Usage	Period #1 Per Diem Rate
40 days	

Estimated Annual Usage	Period #2 Per Diem Rate	Period #3 Per Diem Rate	Period #4 Per Diem Rate	Period #5 Per Diem Rate
60 days				

6. 76. DIRECT CHARGES:

1. Equipment: at actual cost without markup.

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

2. Materials and Supplies: at actual cost without markup.

3. Subcontracts: at actual cost without markup.

Comment [LR1]: There is nothing in the Scope that says the Contractor must buy eq't and DND will have the option to keep it.

Comment [LR2]: I added this clause in Part 7 of the RFP: **List of Non-consumable Equipment and Material** SACC Manual clause B6800C (2007-11-30)
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/B/B6800C/4>

Comment [LR3]: Is it reasonable to expect the contractor to not apply at least overhead to this?

Comment [LR4]: Is this how the last solicitation was structured?

Normally we either specify:

1. that the contractor will be paid a mark up of 15% for administering the subcontractors

Or

2. we leave a blank for them to fill in a percentage then we multiply it by an estimated usage.

You decide.....

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS

7. Travel and Living Expenses – National Joint Council Travel Directive

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

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

All payments are subject to government audit.


Comment [LR5]: Recommend using this clause rather than wording in DIRECT CHARGES clause.

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS


ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

 Gouvernement du Canada		RECEIVED APR 29 2015		Contract Number / Numéro du contrat W7719-165297	
				Security Classification / Classification de sécurité Unclassified	

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)					
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine			2. Branch or Directorate / Direction générale ou Direction		
DND			DRDC Toronto		
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 Software Development and Technical Support for Acoustic Research					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui					
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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)					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/> SM		NATO / OTAN <input checked="" type="checkbox"/> SM		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		All NATO countries / Tous les pays de l'OTAN		No release restrictions / Aucune restriction relative à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> SM		<input type="checkbox"/>		<input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input checked="" type="checkbox"/> SM		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>		COSMIC TRÈS SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>				TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>				TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No./ N° VME - FMS



Contract Number / Numéro du contrat W7719-165297
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

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

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

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

Special comments:
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non ☐ Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Canada

N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS



Contract Number / Numéro du contrat W7719-165297
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 / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support IT																
IT LPA / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

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

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
--



N° de l'invitation - Solicitation No.
W7719-165297/A
N° de réf. du client - Client Ref. No.
W7719-16-5297

N° de la modif - Amd. No.
File No. - N° du dossier
KIN-5-44039

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No. / N° VME - FMS



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat W7719-165297
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Ann Nakashima	Title - Titre Defence Scientist	Signature <i>Ann Nakashima</i>
Telephone No. - N° de téléphone 416-635-2000 x3064	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel ann.nakashima@drdc-rddc.gc.ca
		Date 24 April 2015

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

Name (print) - Nom (en lettres moulées) Sasa Medunovic - DDSO - Industrial Security Senior Security Analyst Tel: 613-996-0286	Signature <i>Sasa Medunovic</i>	
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medunovic@drdc-rddc.gc.ca
		Date 2015-04-28

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

No ☐ Yes ☒
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Digitally signed by [Name]
DN: c=CA, o=CC, ou=PMSC,
IPSC, cn=[Name],
Date: 2015.02.24 08:55:53 -0500

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


Name (print) - Nom (en lettres moulées) Erin O'Neill	Title - Titre Contract Security Officer	Signature <i>Erin O'Neill</i>
Telephone No. - N° de téléphone 613-957-1298	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel erin.oneill@psg-psgc.gc.ca
		Date May 15 2015

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Canada

Id de l'acheteur - Buyer ID
KIN650
N° CCC / CCC No./ N° VME - FMS

 National Defence Défense nationale		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	
To – À		Previous value – Valeur précédente	
Delivery location – Expédié à Delivery/Completion date – Date de livraison/d'achèvement		TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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.	
		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
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.			
NE S'APPLIQUE QU' AUX CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			
DND 626 (01-06)		Design: Forms Management 960-4003	