



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet PHÉNOMÉNOLOGIE DE L'IMAGERIE	
Solicitation No. - N° de l'invitation W7701-166095/A	Date 2015-12-14
Client Reference No. - N° de référence du client W7701-166095	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-028-16637	
File No. - N° de dossier QCL-5-38148 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-15	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Roy, Josée	Buyer Id - Id de l'acheteur qcl028
Telephone No. - N° de téléphone (418) 649-2932 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R ET D DÉFENSE CANADA-VALCARTIER DRDC-DEFENCE R & D CANADA-VALCARTIER BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

TITLE: Phenomenology of Polarized Multispectral Imagery (Visible to Thermal Infrared)

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

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

The Attachments include:

Attachment 1	Evaluation of Price
Attachment 2	Mandatory and Point Rated Technical Criteria
Attachment 3	Financial Bid Presentation Sheet

2. Summary

2.1 Objectives:

Defence Research and Development Canada, Valcartier Research Centre (DRDC, Valcartier Research Centre) conducts activities to study the phenomenology of polarized multispectral imagery (visible to thermal infrared) through the development of electro-optical (EO) sensors, processing algorithms and the analysis of polarized radiation (infrared spectroscopy).

The objectives of this Work are:

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- To develop a robust methodology to extract the optical constants of materials (solid/liquid/gel) using an ellipsometer and a spectrometer operating in the band (210 nm – 2 µm) and (200 nm – 25µm), respectively.
 - To devise and implement algorithms for the detection and identification of materials using their polarized spectral signatures (visible to thermal infrared).
 - To provide logistics and technical support for experiments conducted in lab and in the field, mainly at DRDC, Valcartier Research Centre.
 - To perform hardware and software updates on polarized sensors owned by DRDC, Valcartier Research Centre.
 - To model polarized radiative transfer.

2.2 Additional information

- i. The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).
- ii. The period for the Contract is from date of Contract to March 31st, 2018, inclusive.
- iii. The work is divided into two portions, a firm portion and a portion to be performed on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for the firm portion of the Work is \$350 000.00, Applicable Taxes extra. The estimated amount of available funding for the portion of the Work to be performed on an "as and when requested basis" using a TA is \$200 000.00 Applicable Taxes extra.

The Contract includes no obligation for Canada to have the TA portion of the Work performed.

A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

- iv. Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- v. **All the tasks necessary to carry out the Contract, except projet management, must be executed at DRDC, Valcartier Research Centre, 2459 de la Bravoure Road, Quebec, QC, G3J 1X5.** The scope of the Work requires that the Contractor have access to the material and the equipment exclusively available at the Valcartier Research Centre, such as: spectrogoniometer, multispectral SPICE sensor, Corvus and HySpex hyperspectral, ellipsometers SOPRA IRSE-5E and SOPRA GESP 5, Bruker Vertex 80v FTIR spectrometer, and the Modtran4-P, DIRSIG, and EOSPEC softwares. **Note that a few experiments might be conducted externally of DRDC, Valcartier Research Centre (e.g. CFB Suffield).**

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- vi. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.
 - vii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
 - viii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
 - ix. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
 - x. The requirement is limited to Canadian goods and/or services.
 - xi. This procurement is subject to the Controlled Goods Program.

3. **Debriefings**

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

4. **Communications**

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

1.1 SACC Manual Clauses

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

2. Submission of Bids

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

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

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

3. Former Public Servant – Competitive bid

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;

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- 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.

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;

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- 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.

4. Communications - Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at josee.roy@tpsgc-pwgsc.gc.ca, **no later than eight (8) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

6. Basis for Canada's Ownership of Intellectual Property

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

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

7. Maximal Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$350 000.00 (Applicable Taxes extra)** for the firm portion of the Work and is **\$200 000.00 (Applicable Taxes extra)** for the portion to be performed on an "as and when requested basis" using a TA. Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

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

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

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

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

1.1 Section I: Technical Bid

- a) In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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.

- b) The technical bid consists of the following:
 - (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in **Attachment 2**.
 - (ii) Each criterion should be addressed separately.
 - (iii) In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory and rated), the Bidder must clearly indicate the name of the

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- proposed resources and the categories for which they are being proposed in the following categories: Category 1 – Spectral polarization, Category 2 – Use of electro-optical polarimetric sensors, Category 3 – Polarimetric phenomenology, Category 4 – Polarimetric algorithms, Category 5 – Technical and logistical support, Category 6 – Project management. Each proposed resource must be proposed for at least one of these categories.
- (iv) The technical bid must demonstrate that each proposed resources meets the qualification requirements described in Attachment 2 - Mandatory and Point Rated Technical Criteria.
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor.
- (B) For educational requirements for a particular degree, PWGSC will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
- (C) For any requirements that specify a particular time period (e.g., 2 months) of work experience, Canada will disregard any information about experience if the experience claimed does not include the relevant dates (i.e., the start date and end date).
- (D) For work experience to be considered by Canada, the Bidder must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

1.2 Section II: Financial Bid

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

- a. **Pricing:** Bidders must submit their financial bid in accordance with the **Financial Bid Presentation Sheet in Attachment 3**. The total amount of applicable taxes must be shown separately. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the Basis of Payment.
- i. For each period of the contract, an hourly rate must be proposed by category of resource or an hourly rate must be proposed by resource. If a different rate is proposed for the same category of resource, the difference between the lowest hourly rate and the highest hourly rate for the same category and for the same period must be equal to or less than 20%. If the difference is more than 20%, the bid will be declared **non-responsive**.
- ii. Each proposed resource must be indicated in the section 1. Labour.
- b. **No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.)** Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.
- c. **Variation in Professional Services Resource Rates:** the rate bid for a Category of resource or for a resource must not increase by more than 3% from one time period to the next. If the increase is more than 3%, the bid will be declared **non-responsive**.

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- d. **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared **non-responsive**.
- e. The maximum funding available for the Contract resulting from the bid solicitation is **\$350 000.00 (Applicable Taxes extra)** for the firm portion of the Work and is **\$200 000.00 (Applicable Taxes extra)** for the portion to be performed on an "as and when requested basis" using a TA.

Funding by Fiscal Year

Despite the Total Estimated Cost (Limitation of Expenditure) specified in the Contract, and unless otherwise authorized in writing by the Contracting Authority, the maximum amount which may be paid for work completed in the period ending 31 March of the year specified is as follows:

- Period of Award to 31 March 2016: \$30 000.00 (Applicable Taxes extra)
- Period of 1st April 2016 to 31 March 2017: \$160 000.00 (Applicable Taxes extra)
- Period of 1st April 2017 to 31 March 2018: \$160 000.00 (Applicable Taxes extra)

1.2.1 SACC Manual Clauses

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

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

1.4 Section IV: Additional Information

1.4.1 Additional Information Precedent to Contract Award

- i. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- ii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- iii. Security Information, if applicable :
 - a. Name of the individual as it appears on security clearance application form
 - b. Security Screening Certificate form file number
- iv. Canada requests that bidders provide the following information:

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File No. – N° du dossier
QCL-5-38148

Buyer ID – id de l'acheteur
qcl028

Administrative representative :

Name :

Telephone :

Facsimile :

Email :

Technical representative :

Name :

Telephone :

Facsimile :

Email :

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Bidder Experience

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

1.1.2 Mandatory Technical Criteria

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.
- (ii) The mandatory requirements are described in :
Attachment 2, Mandatory and Point Rated Technical Criteria.

1.1.3 Point Rated Technical Criteria

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in :
Attachment 2, Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bidders must submit their financial bid in accordance with section 1.2 "Section II: Financial Bid" of the Part 3 – Bid preparation instructions.

1.2.2 Evaluation of Price

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

The financial evaluation will be conducted by calculating the "Total Bid Price" using Attachment 3 —Financial Bid Presentation Sheet, completed by the bidders.

The financial evaluation process is described in Attachment 1, Evaluation of Price.

2. Basis of Selection

Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 127 points.
2. Bids not meeting (choose "(a) or (b) and (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively.

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	127/127	102/127	105/127
Total Bid Price	637 646,75 \$	473 243,40 \$	539 109,85 \$

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Buyer ID – id de l'acheteur
qcl028

Calculations	Technical Merit Score	$127 / 127 \times 60 = 60$	$102 / 127 \times 60 = 48.19$	$105 / 127 \times 60 = 49.61$
	Pricing Score	$473\ 243,40\ \$ / 637\ 646,75\ \$ \times 40 = 29.68$	$473\ 243,40\ \$ / 473\ 243,40\ \$ \times 40 = 40$	$473\ 243,40\ \$ / 539\ 109,85\ \$ \times 40 = 35.11$
Combined Rating		89.68	88.19	84.72
Overall Rating		1 st	2 nd	3 rd

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions – Associated Information

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

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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition

2.2 Status and Availability of Resources

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

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

2.3 Education and Experience

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

2.4 Language Capability

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Financial Capability

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

3. Controlled Goods Requirement

SACC Manual clause A9130T (2014-11-27), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

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

TITLE: Phenomenology of Polarized Multispectral Imagery (Visible to Thermal Infrared)

1. Statement of Work

For the firm portion:

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

For the portion involving Task Authorizations:

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

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

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

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

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

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

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

1.1.1.2 Contractor's TA proposal

Within five (5) business days of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least thirty (30) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within 5 business days of the request by Canada.

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

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

1.1.1.3 Approval of the Task Authorization

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

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

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125 000.00**, applicable taxes Tax included, inclusive of any revisions.

Any TA to be issued with a value in excess of these limits must be authorized by the Contracting Authority before issuance.

1.1.3 Task Authorization - Department of National Defence

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

1.2 Disclosure Certification

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2040 (2015-09-03), General Conditions - Research & Development, apply to and form part of the Contract.

2.2 Supplemental General Conditions

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

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

2.3 SACC Manual Clauses

K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information
K3305C (2008-05-12), License to Intellectual Property Rights in Foreground Information

3. Security Requirement

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

3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE W7701-166095

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

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4. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
 5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
 6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Visit Clearance Requests for Employees

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

Suppliers must submit a request for visit to ISS using the form attached at Annex D. A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

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

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

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract to March 31st, 2018, inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: 418-649-2932
Facsimile: 418-649-2209
E-mail address: Josee.Roy@tpsgc.pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not

perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority (to be completed at Contract award)

The Technical Authority for the Contract is:

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

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

5.3 Contractor's Representative (to be completed at Contract award)

Administrative representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

Technical representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

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

The DND Procurement Authority for the Contract is:

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

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

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

7.1.1 For the firm portion of the Work :

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$350 000.00**. Customs duties are included and Applicable Taxes are extra.

7.2 For the portion involving Task Authorizations:

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

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

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

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

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

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

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

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

(iii) Professional Services provided under a Task Authorization subject to a Limitation of Expenditure:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(iv) Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.

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

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$550 000.00 (for the Firm portion of the Work and for the portion of the Work involving Task Authorizations)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.

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

7.3 Method of Payment

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

7.3.2 For the firm portion of the Work :

Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (b) the amount claimed is in accordance with the Basis of payment;
 - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.3.2.1 Funding by Fiscal Year for the Firm portion of the Work

Despite the Total Estimated Cost (Limitation of Expenditure) specified in the Contract, and unless otherwise authorized in writing by the Contracting Authority, the maximum amount which may be paid for work completed in the period ending 31 March of the year specified is as follows:

Period of Award to 31 March 2016: \$30 000.00 (Applicable Taxes extra)

Period of 1st April 2016 to 31 March 2017: \$160 000.00 (Applicable Taxes extra)

Period of 1st April 2017 to 31 March 2018: \$160 000.00 (Applicable Taxes extra)

7.3.3 For the portion of the Work involving Task Authorizations:

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

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

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

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

7.3.3.2 Milestone Payments (For a TA subject to a Firm Price)

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

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

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:

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

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission

7.4.1 Liquidated Damages

For the firm portion of the Work:

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of 1% of the value of the firm portion of the Work for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

-
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

For the portion involving Task Authorizations:

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of 1% of the value of the TA for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

7.5 Discretionary Audit

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

8. Invoicing Instructions

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number, as applicable;
 - (d) the description of the milestone invoiced, as applicable.
2. For the firm portion of the Work and for TAs subject to a Ceiling Price or a Limitation of Expenditure, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA if applicable;
 - (b) a copy of time sheets to support the time claimed; the time sheet must also be signed by both the resource and the Contractor's project manager responsible for the work performed.
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
 3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

ATTN: _____ (to be completed at Contract award)
Public Works and Government Services Canada
601-1550 D'Estimauville
Québec, QC.
G1J 0C7

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

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

9. Certifications

9.1 Compliance

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

9.2 SACC Manual Clauses

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2015-09-03), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List;
- (h) Annex E, DND 626, Task Authorization Form;

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- (i) Annex F, Request for visit Form
 - (j) the signed Task Authorizations (including all of its annexes, if any);
 - (k) the Contractor's bid dated _____ **(to be inserted at contract award)**.

12. Defence Contract

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

13. Foreign Nationals (Canadian Contractor)

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

14. Insurance

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

15. Controlled Goods Program

15.1 SACC Manual clause A9131C (2014-11-27), Controlled Goods Program

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

16. Progress Reports

1. The Contractor must submit monthly reports, on the first business day of each month, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

2. The progress report must contain two parts:

(a) PART 1 : The Contractor must answer the following three questions:

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

Each negative response must be supported with an explanation.

(b) PART 2: A narrative report, brief, yet sufficiently detailed to enable both the Technical Authority and the Contracting Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.

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- (iii) A description of trips or conferences connected with the Contract during the period of the report.
 - (iv) A description of any major equipment purchased or constructed during the period of the report.

17. Canadian Forces Site Regulations

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

18. Identification Badge

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

ANNEX A

STATEMENT OF WORK

1. GENERAL

1.1 TITLE

Phenomenology of Polarized Multispectral Imagery (Visible to Thermal Infrared).

1.2 OBJECTIVE

Defence Research and Development Canada, Valcartier Research Centre (DRDC, Valcartier Research Centre) conducts activities to study the phenomenology of polarized multispectral imagery (visible to thermal infrared) through the development of electro-optical (EO) sensors, processing algorithms and the analysis of polarized radiation (infrared spectroscopy).

The objectives of this Work are:

- To develop a robust methodology to extract the optical constants of materials (solid/liquid/gel) using an ellipsometer and a spectrometer operating in the band (210 nm – 2 µm) and (200 nm – 25µm), respectively.
- To devise and implement algorithms for the detection and identification of materials using their polarized spectral signatures (visible to thermal infrared).
- To provide logistics and technical support for experiments conducted in lab and in the field, mainly at DRDC, Valcartier Research Centre.
- To perform hardware and software updates on polarized sensors owned by DRDC, Valcartier Research Centre.
- To model polarized radiative transfer.

1.3 CONTEXT

DRDC, Valcartier Research Centre has developed expertise in the development and use of electro-optic sensors for remote sensing applications, such as the identification of targets of interest for the Canadian Armed Forces (CAF). These sensors include those exploiting the polarization of radiation, such as the broadband Spectral Polarimetric Imager for Contrast Enhancement (SPICE) sensor (visible to thermal) developed at DRDC, Valcartier Research Centre, the Corvus sensor (LWIR) from Polaris Sensor Technologies and the reflective hyperspectral HySpex sensors (VNIR/SWIR) from Norsk Elektro Optikk. From 2012 to 2014, these three polarized sensors were used on trials, either on the ground or aboard an airborne platform, to extract spectral signatures and information about the texture and roughness of the surface of some materials (Contract W7701-125247, Aerex Avionics Inc.). The analysis of the polarized data acquired during those trials enabled the detection and identification of materials and the presence (or absence) of surface contaminants.

DRDC, Valcartier Research Centre wishes to continue this Work in the study of the phenomenology of polarized multispectral imaging (in the 400 nm to 12 µm spectral band). New DRDC efforts focus on the development of robust methodologies for the extraction of optical constants of materials (solid/liquid/gel) using the SOPRA GESP5 ellipsometer (210–2050 nm) and the Bruker 80v FTIR spectrometer (200 nm–25 µm) owned by DRDC, Valcartier Research Centre. These efforts also include the development and implementation of algorithms for the analysis of polarized data acquired by polarimetric sensors available at DRDC, Valcartier Research Centre, according to the optical properties of materials of interest characterized a priori in lab. DRDC also wishes to acquire powerful modeling tools that describe the observed phenomena.

The Work includes a firm portion, described in Section 3, and a task authorization portion with the Work for which described in Section 4.

1.4 ACRONYMS

AGC	Automatic Gain Control
BRDF	Bidirectional Reflectance Distribution Function
EO	Electro-Optic
CAF	Canadian Armed Forces
LWIR	Longwave infrared (8–12 µm)
Modtran4-P	Moderate resolution atmospheric TRANsmission 4
MWIR	Midwave infrared (3–5 µm)
pBRDF	Polarized Bidirectional Reflectance Distribution Function
DRDC	Defence Research and Development Canada
SPICE	Spectral Polarimetric Imager for Contrast Enhancement
SWIR	Shortwave infrared (1.4–3 µm)
VNIR	Visible and Near infrared (0.4–1.4 µm)

2. APPLICABLES DOCUMENTS (references)

None.

3. SCOPE OF WORK (Firm portion)

The activities described in the document support the new tasks of DRDC, Valcartier Research Centre in the study of the phenomenology of multispectral polarized imagery, in the visible to thermal infrared wavelengths (0.4–12 µm).

These new tasks support remote sensing applications such as the identification of materials for:

- the development of robust methodologies for the extraction of optical constants of materials (solid/liquid/gel) using a SOPRA GESP5 ellipsometer (210 – 2050 nm) and a Bruker 80v FTIR spectrometer (200 nm – 25 µm) available at DRDC, Valcartier Research Centre, including the measurements of optical constants of materials of interest;
- the development and implementation of algorithms for the analysis of data using DRDC, Valcartier Research Centre polarized sensors;

-
- the acquisition of polarized data in lab or in the field to test and validate the algorithms and the models developed;
 - hardware and software updates of multispectral polarimetric sensors available at DRDC, Valcartier Research Centre.

3.1.1 Extraction of optical constants of materials of interest

The Contractor must:

- a) Learn about the existing methodologies to operate the SOPRA IRSE-5E (2 – 25 μm) ellipsometer and the Bruker Vertex 80v (200 nm – 25 μm) FTIR spectrometer owned by DRDC, Valcartier Research Centre.
- b) Analyze which portion of the existing methodology using the Kramers-Kronig (including the Hilbert Transform) to operate the SOPRA IRSE-5E (2 – 25 μm) ellipsometer is transferable to the reflective SOPRA GESP 5 (210 nm – 2 μm) ellipsometer.
- c) Adapt the existing methodology (or develop a new one, if appropriate) to enable the operation of the SOPRA GESP 5 (210 nm – 2 μm) ellipsometer at DRDC, Valcartier Research Centre, and extract efficiently (i.e. with high accuracy and repeatability within 1%) the optical n and k constants of materials as selected by the Technical Authority.
- d) Compare and validate with experimental measurements the methodology developed to operate the SOPRA GESP 5 ellipsometer with the one for the Bruker Vertex 80v FTIR spectrometer.
- e) Document with a technical report the detailed methodology designed to operate the SOPRA GESP 5 ellipsometer and the Bruker Vertex 80v FTIR spectrometer, and extract the optical constants n and k. The assessment of the robustness of the developed methodology must be presented (in terms of accuracy and repeatability of measurements).
- f) Perform the measurements of optical constants of different materials (solid/liquid/gel) with the SOPRA GESP5 ellipsometer and the Bruker Vertex 80v FTIR spectrometer, based on the wavelength. The acquired measurements must be saved within an incremental library built by the Contractor.
- g) Study the effect of the surface roughness of measured samples on the variability of the extracted optical constants, their temporal persistence, and thus the intrinsic polarimetric properties based on the nature of the materials considered (solid/liquid/gel).
- h) Include the data acquired in lab and during field trials within the technical reports.

3.1.2 Development and implementation of algorithms

The Contractor must:

- a) Identify the significant spectral bands characteristics of the optical properties of materials of interest using the optical constants n and k extracted from these materials (section 3.1.1)
- b) Acquire and process the polarized data of materials of interest (solid/liquid/gel), used in lab and during field trials, with the spectrogoniometer, the multispectral imaging sensors SPICE (VNIR/SWIR/MWIR/LWIR), Corvus (LWIR), and hyperspectral polarized HySpex (VNIR/SWIR) sensor owned by DRDC, Valcartier Research Centre according to the Work carried out in section 3.1.2 a.)
- c) Become familiarized with existing polarimetric analysis algorithms. The Contractor must develop, implement, and validate new polarimetric analysis algorithms of data measured by the polarized sensors listed in section 3.1.2 b.) The performance of these algorithms must be assessed using a performance metric selected by the Technical Authority.
- d) Design a radiance surface model predicting the polarization of the radiation of materials measured in the field (in real conditions) from the polarization of these materials measured in lab. Particularly, the radiance surface model must be formulated taking into account the optical constants n and k (Section 3.1.1) of the materials and the BRDF of the surfaces. Additionally, the Contractor must state some hypotheses to enable the identification of the main technical and environmental factors affecting the correlation level between in lab experimental measurements with the sensors presented in section 3.1.2 b.)
- e) Experiment, quantify, and analyze the impact of technical and environmental factors identified in section 3.1.2 d) on the experimental polarized measurements acquired by DRDC, Valcartier Research Centre's polarized sensors.
- f) Include the hypotheses stated, the description of the developed algorithms, source codes, and the results obtained following the analysis of experimental data within technical reports. The Contractor must also aggregate the conducted measurements within an incremental library.

3.1.3 Perform in lab and in the field experiments

The Contractor must:

Provide logistic and technical support during the planning, preparation, and performance of the experiments conducted in the lab and in the field (support to tasks 3.1.1 and 3.1.2). To this end, the Contractor must use different optical devices such as: spectroradiometers, multispectral/hyperspectral sensors, ellipsometers, reflectometers, spectrogoniometer, etc. The experiments must be conducted in the field at DRDC, Valcartier Research Centre: it is possible that some experiments could be performed outside of DRDC, Valcartier Research Centre (e.g. CFB Suffield).

3.1.4 Hardware and software updates of polarimetric sensors

The Contractor must:

- a) Make hardware and software modifications to the components of electro-optic sensors owned by DRDC, Valcartier Research Centre, namely:
 1. Modify the casing of the SPICE sensor to provide better ventilation of the internal components of the sensor and avoid overheating. Validate the sensor's functional capabilities after the modifications have been made.
 2. Verify the stability of the power supply circuitry among the internal components of the SPICE sensor.
 3. Change the automatic resetting of the AGC of the SWIR camera embedded within the SPICE sensor. Validate the changes made.
- b) Perform software modifications of the embedded sensor of SPICE owned by DRDC, Valcartier Research Centre:
 1. Modify the acquisition software so it is compatible with the modifications performed on the AGC of the embedded SWIR camera (section 3.1.4 a).
 2. Modify the functionality of the data acquisition software of the SPICE sensor in order to acquire data in real time.

3.1.5 Reports and deliverables for the firm portion

Submitted deliverables must comply with the SOW. Technical reports required are:

Deliverable	Task	Description	Date
1	3.1.1 (a-e)	Detailed methodology (sufficient to reproduce the measurements) to operate the SOPRA GESP 5 ellipsometer and the FTIR Bruker 80v spectrometer and extract the optical constants n and k .	6 months following Contract award.
2	3.1.1 (f-h)	Optical constants extracted are inserted into a library. Summary of the signatures measured.	Every 6 months following Contract award.
3	3.1.2	Activity report showing: <ol style="list-style-type: none"> 1) A list of the materials used during the experiments with their optical properties; 2) Developed and implemented algorithms (including the radiance surface model to predict the polarization of the radiation) to analyse the acquires polarimetric data; 	Every 6 months following Contract award.

		<ul style="list-style-type: none"> 3) Hypotheses stated including the factors influencing the correlation between in lab and in the field measurements; 4) The analysis of the impact of the factors on experimental polarized data. 	
4	3.1.3	<p>For each trial and measurement campaign, the Contractor must present a technical report showing :</p> <ul style="list-style-type: none"> 1) The objectives of the acquired measurements 2) The methodology used to meet the objectives (algorithms, etc.) 3) Data acquired and the analysis of the obtained results (performance metrics, etc.) 4) Conclusions 5) Limitations 6) Recommendations 	1 month following the end of the trial.
5	3.1.1 3.1.2 3.1.3 3.1.4	Final technical report (summary of the objectives, activities carried out, analysis of results, conclusions, limitations, and recommendations), software and source codes developed in the course of the Contracts.	31 March 2018

All documents must be submitted in one written copy and one electronic copy (PDF) and in the original format. The software must be delivered documented and in electronic format. The software deliverables must include a compiled version and a source code version with their dependencies (external libraries) and compilation instructions. The deliverables must be written in English.

4. SCOPE OF WORK (TASK AUTHORIZATION PART)

The Contractor shall provide on request the services described below. Tasks will be granted using a Task Authorization (TA). A TA may refer to more than one task and may be repeated many times during the course of the Contract. The services requested must cover:

Task 1: Model (physics and computed) of the polarized radiative transfer using the modeling capability of MODTRAN4P as exploited in DIRSIG.

Task 2: Increase computational performance using the DRDC, Valcartier Research Centre's EOSPEC library taking into account the fine atmospheric effects.

Task 3: Improve physical and computer models of EOSPEC according to the modeling of the atmospheric profiles, computation of the refraction and background atmospheric lumination.

Task 4: Experimental validation of the models embedded with MODTRAN4P and DIRSIG, including the measurements and their analysis.

Task 5 : Improve the performance of algorithms (calibration, processing, and analysis ones) of data sets acquired by polarized sensors (visible to thermal).

4.1 Reports and other task authorized deliverables

Deliverables and deadlines will be specified in the task authorization. For all task authorizations, preliminary versions of the deliverables must be submitted to the Technical Authority for the validation of their quality at least 3 weeks before the deadline specified in the schedule. The Technical Authority will review submitted versions within ten (10) working days following reception and will send its comments to the Contractor. The Contractor must take into account the comments for the final version of the deliverables.

Format will be specified in the task authorisation.

All the elements linked to the development of the source codes must be delivered on the SVN server where the EOSPEC library resides.

4.2 Meetings during the task authorization

There will be a first meeting at the beginning of each new task authorization. Other conditions are described in Section 7.

5. DELIVERABLES

5.1 Technical reports

The technical reports must be submitted in one (1) printed and bound copy in Microsoft Word format, including a joint Adobe Acrobat PDF file. The format of these reports must comply with DRDC standards. These standards can be obtained through the Technical Authority. The reports must be submitted to the Technical Authority for a review of their quality. The reports will also be revised by an editorial board for security assessment of its content. Following its revision and approval by the Technical Authority, the final version for publication must be completed and delivered to the Technical Authority.

5.2 Other documents (software)

The software must be delivered documented and in electronic version. The software deliverables must include a compiled version with the source code including their dependencies (external libraries) and instructions required for their compilation.

5.3 Languages

Written documents for publication or external distribution (to be confirmed by the Technical Authority before they are written) must be submitted in English. Other (internal) documents can be written in English or in French.

6. PUBLICATIONS IN JOURNALS OR OTHER MAGAZINES

All manuscripts to be published in reviews, journals or on other media, as well as presentation summaries and other publications, must be submitted to the Technical Authority for review and approval at least ninety (90) days before the presentation or publication date. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the Contractor and a copy to the organization responsible for publication (the journal or conference).

7. MEETINGS

7.1 Kick-off meeting

Following the attribution of the Contract, a kick-off meeting will be held within the first month at DRDC, Valcartier Research Centre in order to begin the tasks of the Contract. At this time, the Contractor will have the chance to ask that Technical Authority if he has questions about the Work to be carried out. This meeting will serve to review, without limitation, the Work schedule, the requirements and objectives, the DRDC deliverable standards, the project's risks, the materials that must be provided to the Contractor to carry out the Work, and other related issues. The meeting must be held within the first month following the Contract award.

7.2 Monthly progress meetings

7.2.1 Location of meetings

All meetings will be held at the DRDC, Valcartier Research Centre facilities.

7.2.2 Preparation and participation:

The Contractor must make the arrangement, draft the agenda, and actively participate in all meetings.

7.2.3 Report of the meetings:

The Contractor must prepare a record of all discussions and decisions taken during the meeting and provide it to the Technical Authority, which will review and approve it within five days following each meeting.

7.2.4 Frequency:

On a monthly basis

7.3 Closeout meeting

A Final meeting must be held during the last month of the Contract at DRDC, Valcartier Research Centre. At that time, the Contractor must present to the Technical Authority and all other colleagues all of the tasks carried out since the beginning of the Contract.

8. GOVERNMENT SUPPLIED MATERIAL (GSM)

The Contractor will have access to the equipment necessary to carry out its Work: spectrogoniometer, SPICE polarized multispectral sensor, CORVUS and HySpex hyperspectral, ellipsometers SOPRA IRSE-5E and SOPRA GESP 5, Bruker Vertex 80v FTIR spectrometer, and the Modtran4-P, DIRSIG, and EOSPEC softwares.

9. GOVERNMENT FURNISHED EQUIPMENT (GFE)

All equipment necessary for carrying out the Contract will be loaned by the Government of Canada to the Contractor and will be available at DRDC, Valcartier Research Centre: computers, spectroradiometers, ellipsometers, multispectral and hyperspectral sensors and spectrogoniometer.

10. SPECIAL CONSIDERATIONS

N/A.

11. WORK LOCATION

All the tasks necessary to carry out the Contract, except projet management, must be executed at DRDC, Valcartier Research Centre, 2459 de la Bravoure Road, Quebec, QC, G3J 1X5. The scope of the Work requires that the Contractor have access to the material and the equipment exclusively available at the Valcartier Research Centre, such as: spectrogoniometer, multispectral SPICE sensor, Corvus and HySpex hyperspectral, ellipsometers SOPRA IRSE-5E and SOPRA GESP 5, Bruker Vertex 80v FTIR spectrometer, and the Modtran4-P, DIRSIG, and EOSPEC softwares. **Note that a few experiments might be conducted externally of DRDC, Valcartier Research Centre (e.g. CFB Suffield).**

The meetings (kick-off, monthly, and final) will be held at DRDC, Valcartier Research Centre.

ANNEX B

BASIS OF PAYMENT

(to be completed at Contract award)

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

Note: The difference between the lowest hourly rate and the highest hourly rate for the same category must be equal or less than 20%.

The rate bid for a Category of resource or for a resource must not increase by more than 3% from one time period to the next.

Proposed Resources	Firm Hourly Rate		
	Award to March 31, 2016	April 1 st 2016 to March 31 st 2017	April 1 st 2017 to March 31 st 2018
Category 1 – Spectral polarization 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 2 – Use of electro-optical polarimetric sensors 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 3 – Polarimetric phenomenology 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 4 – Polarimetric algorithms 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 5 – Technical and logistical support 1- _____ ...	\$ _____	\$ _____	\$ _____

Proposed Resources	Firm Hourly Rate		
	Award to March 31, 2016	April 1 st 2016 to March 31 st 2017	April 1 st 2017 to March 31 st 2018
Category 6 – Project management			
1- _____	\$ _____	\$ _____	\$ _____
...			

2. TRAVEL AND LIVING EXPENSES:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

TOTAL ESTIMATED TRAVEL & LIVING for the firm portion of the Work : \$5 000.00

Estimated Cost to a Limitation of Expenditure for the firm portion of the Work

Total estimated Labour: \$345 000.00
(Applicable Taxes extra)

Estimated Cost to a Limitation of Expenditure for the portion of the Work involving Task Authorizations

Total estimated travel and living: \$5 000.00
(Applicable Taxes extra)
\$200 000.00 (Applicable Taxes extra)

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

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to **Article 1 - Interpretation of 2040 General Conditions** for the definition of Foreground Information to determine what information must be disclosed. <http://sacc.pwgsc.gc.ca/sacc/query-e.jsp>.

The Contractor must provide the following information::

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

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

Signature Date

Name Title

(Internal DRDC Valcartier)

Signature Date

Name Title (Technical authority)

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ANNEX D

SECURITY REQUIREMENTS CHECK LIST

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

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ANNEX E

DND 626, TASK AUTHORIZATION FORM

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

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ANNEX F

REQUEST FOR VISIT FORM

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

ATTACHMENT 1

EVALUATION OF PRICE

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

1 – Approximate percentage use

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

Category 1 – Spectral polarization	25%
Category 2 – Use of electro-optical polarimetric sensors	15%
Category 3 – Polarimetric phenomenology	25%
Category 4 – Polarimetric algorithms	15%
Category 5 – Technical and logistical support	10%
Category 6 – Project management	10%

2 - Cost of labour:

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

Effort available	=	[Total anticipated available funding] X [Approximate percentage use]
		[Average hourly rate for the resource category]

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

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

For example:

- Anticipated funding for the work = \$550 000.00
- Percentage of use for “PM” = 10%
- If the average hourly rate for bid A = \$100, that for bid B = \$75 and that for bid C = \$90, then the average hourly rate for the resource category = \$88.33.

Therefore,

- Effort available $\$550\,000.00 \times 0.10 / \$88.33 = 622.64$ hours

and

- Labour costs for PM, bid A
 $= 622.64 \text{ hours} \times \$100 = \$62\,264.15$

3 - Sample calculations for the price of the three bids

Resource category	Niveau est. d’effort (%)	Rate A (\$)	Price for A (\$)	Rate B (\$)	Price for B (\$)	Rate C (\$)	Price for C (\$) / Prix pour C (\$)	Qty
Category 1 – Spectral polarization	25	100	155 660,38	75	116 745,28	90	140 094,34	1 556,60
Category 2 – Use of electro-optical polarimetric sensors	15	90	101 250,00	60	67 500,00	70	78 750,00	1 125,00
Category 3 – Polarimetric phenomenology	25	90	168 750,00	60	112 500,00	70	131 250,00	1 875,00
Category 4 – Polarimetric algorithms	15	85	93 500,00	68	74 800,00	72	79 200,00	1 100,00
Category 5 – Technical and logistical support	10	92	56 222,22	90	55 000,00	88	53 777,78	611,11
Category 6 – Project management	10	100	62 264,15	75	46 698,11	90	56 037,74	622,64
TOTAL :			637 646,75 \$		473 243,40 \$		539 109,85 \$	

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

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

ATTACHMENT 2

MANDATORY AND POINT RATED TECHNICAL CRITERIA

For more information, see **1.1 Section I: Technical Bid** of Part 3 – Bid preparation instructions.

Scoring Summary

- **3 mandatory criteria:**
 1. Bidder's experience in carrying out research projects on the analysis of electro-optical remote sensing imagery.
 2. Experience of the resources proposed by the Bidder in the use of polarimetric electro-optic sensors.
 3. Number of resources proposed by the Bidder.

- **3 scoring criteria** 69 pts (min.) / 127 pts (max.):
 - A. Bidder's Experience (max.: 5 pts)
 - A.1 Bidder's experience in carrying out similar R&D projects

 - B. Technical Proposal (min.: 36 pts / max.: 60 pts)
 - B.1 Bidder's understanding of the project (min.: 6 pts / max.: 10 pts)
 - B.2 Method used to achieve the objectives (min.: 6 pts / max. 10 pts)
 - B.3 Effort allocation (min.: 6 pts / max.: 10 pts)
 - B.4 Human resources allocation (min.: 6 pts / max.: 10 pts)
 - B.5 Project risk management (min.: 12 pts / max.: 20 pts)

 - C. Resources' Experience (min.: 33 pts / max.: 62 pts)

C.1 Experience of the resources proposed by the Bidder in spectral polarization (min.: 9 pts / max.: 15 pts)

C.2 Experience of the resources proposed by the Bidder on the use of electro-optical polarimetric sensors (min.: 9 pts / max.: 15 pts)

C.3 Experience of the resources proposed by the Bidder in polarimetric phenomenology (min.: 9 pts / max.: 15 pts)

C.4 Experience of the resources proposed by the Bidder in polarimetric algorithms (min.: 3 pts / max.: 10 pts)

C.5 Experience of the resources proposed by the Bidder in technical and logistical support (min.: 2 pts / max.: 4 pts)

C.6 Experience of the resources proposed by the Bidder in project management (min.: 1 pt / max.: 3 pts)

General Information for mandatory criteria and point rated technical criteria:

The following information should be provided for each project.* It will be used to demonstrate the experience of the resources proposed or of the bidder:

Project title
Contract Number, if applicable
Description of the project and description of the tasks performed by the resources proposed, if applicable
Project duration (start and end dates) Duration of the involvement of the resource (for instance, from January 2015 to August 2015 (8 months))
Monetary value of the project, if required

*A project could consist of a contract or a Task Authorization. University projects will be considered.

The same project could be used to demonstrate the experience of the resources proposed or of the bidder.

1) MANDATORY CRITERIA

1. Bidder's experience in conducting research projects on the analysis of electro-optical remote sensing imagery

The Bidder must have worked on and completed a minimum of (2) two projects involving electro-optical remote sensing algorithms valued at \$100K or more each.

2. Experience of the resources proposed by the Bidder on the use of polarimetric electro-optic sensors

All the resources proposed for Category 2 (Section C.2) must have experience:

- a) in the use of polarimetric sensors (broadband or multispectral or hyperspectral); and
- b) in the development and programming of electro-optical polarimetric image analysis algorithms.

One of more projects must be presented in order to demonstrate that the resources proposed(s) meet this criterion. The project(s) must be completed and carried out in the past 10 years.

3. Number of resources proposed by the Bidder

At least one resource must be proposed for each of the categories of part C:

Category 1: Spectral polarization

Category 2: Use of electro-optical polarimetric sensors

Category 3: Polarimetric phenomenology

Category 4: Polarimetric algorithms

Category 5: Technical and logistical support

Category 6: Project management

The Bidder may propose one resource for several categories. The Bidder must however propose at least 3 different resources.

2) POINT RATED TECHNICAL CRITERIA

Generic assessment table

Non responsive	Extremely Weak	Very weak	Weak	Acceptable	Average	Above Average	Exceptional
0 points	1-2 points	3 points	4 points	5 points	6-7 points	8-9 points	10 points
Did not submit information that could be evaluated	Does not meet the requirements	In general, does not meet the requirements	Lack of details	Barely meets the requirements	Meets the requirements	Exceeds the requirements	Significantly exceeds the requirements
	Shows minor weaknesses that cannot be corrected	In general, shows weaknesses that can unlikely be corrected	Shows minor weaknesses that can be corrected	Shows weaknesses that can easily be corrected	No significant weakness	No apparent weaknesses	No weaknesses
	Unacceptable	Extremely weak, impossible to meet the performance requirements	Weak Ability to meet the performance requirements	Minimum acceptable ability, should meet the minimum performance requirements	Average ability, results should be capable of delivering effective results	Superior ability, should ensure delivery of effective results	Exceptional ability, should ensure delivery of extremely effective results

A. BIDDER’S EXPERIENCE				
1. Bidder’s experience in conducting similar R&D projects				
<p>Bidder’s experience in conducting R&D projects involving the development of polarimetric electro-optical image processing and/or analysis algorithms.</p> <p>The Bidder should demonstrate its experience by presenting projects that he has worked on and completed.</p>	<p>A score between 0 and 5 points will be awarded to the Bidder based on the following rating scale:</p> <p style="text-align: center;">0 projects: 0 pts</p> <p style="text-align: center;">1 project: 1 pt</p> <p style="text-align: center;">2 projects: 2 pts</p> <p style="text-align: center;">3 projects: 3 pts</p> <p style="text-align: center;">4 projects: 4 pts</p> <p style="text-align: center;">5 projects and +: 5 pts</p>	Max.	Min.	
Sub-total A:		5	-	

B. TECHNICAL PROPOSAL				
1. Bidder’s understanding of the project				
<p>For the firm portion, the Bidder should use its own words to provide a convincing demonstration of its understanding of the context, scope and the objectives of the statement of work. Demonstrated understanding of the context, the scope and the objectives should be total and not limited to the</p>	<p>The understanding of the 3 elements (context, scope, and objectives) will be evaluated individually. The score will be an average of the individual note for these 3 elements.</p> <p><i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.</p>	Max.	Min.	
		10	6	

description contained in the statement of work.				
2. Method for achieving objectives				
For the firm portion, the Bidder should demonstrate clearly the strategy and the method that it will use to meet the requirements and should provide an assessment of the degree of expected success. The proposed technical method should be consistent with the requirements of the statement of work.	<i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.	10	6	
3. Effort allocation				
For the firm portion, the Bidder should propose a work schedule describing the allocation of the effort. The work schedule should meet the project deadlines. The level of effort allocated for each task and sub-task should be appropriated and realistic, and should ensure that the project objectives are achieved.	<i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.	10	6	
4. Human resources allocation				
For the firm portion, the Bidder should identify all the proposed resources for the various tasks and sub-tasks of the project. The level of effort of each resource should be realistic. The resources	<i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.	10	6	

should be assigned to tasks matching their area of expertise.				
5. Project risk management				
For the firm portion, the Bidder should describe clearly the elements of the project considered at risk and propose a method for managing these risks. The elements described should be relevant and the risk management method should be realistic.	<p>a. Main risk elements are identified (10 pts).</p> <p>b. The management method used to address risk is appropriate (10 pts).</p> <p><i>Table 1 – Generic Scorecard will be used to assess criteria a and b.</i></p>	20	12	
Sub-total B:		60	36	

General Information:

For each category of resource, each resource will be evaluated individually. The scores for each resource of the category will be added than divided by the number of resources proposed in order to obtain an average. The average will be the score awarded to the Bidder.

C. RESOURCES’ EXPERIENCE				
1. Experience of the resources proposed by the Bidder in <u>spectral polarization</u>				
The Bidder should demonstrate that the resource proposed has experience in spectral polarization in the following fields of expertise:	For each resource:	Max.	Min.	
a) Experimental extraction of optical constants of various materials;	<ul style="list-style-type: none"> The proposed have completed at least two projects in spectral polarization in each of the identified fields of expertise. (15 points) The resources proposed have completed at least one project in spectral polarization in each of the identified fields of expertise. (13 points) 	15	9	

<p>b) Modeling surface effects on the spectral properties of materials;</p> <p>c) Measuring optical properties (reflectance or transmittance or absorption) associated with monolayer and multilayer materials.</p> <p>The Bidder should describe the projects completed by the resource proposed in the specified fields of expertise.</p>	<ul style="list-style-type: none"> • The resources proposed have completed at least one project in spectral polarization in two of the three identified fields of expertise. (11 points) • The resources proposed have completed at least one project in spectral polarization in one of the three identified fields of expertise. (9 points) • The resources proposed have completed at least one project in spectral polarization in another field of expertise that the ones identified. (4 points) • Any other situation. (0 points) 			
<p>C. RESOURCES’ EXPERIENCE</p>				
<p>2. Experience of the resources proposed by the Bidder on the use of <u>electro-optical polarimetric sensors</u></p>				
<p>The Bidder should demonstrate that the resource proposed has experience in the use of polarimetric electro-optical sensors to acquire experimental data in lab or during field trials.</p> <p>The resource proposed should have experience in the following fields:</p> <p>a) Operation of infrared ellipsometers;</p> <p>b) Handling of polarimetric electro-optical sensors (broadband, multispectral or hyperspectral);</p> <p>c) Operation of spectrometers or reflectometers.</p>	<p>For each resource:</p> <ul style="list-style-type: none"> • The resources proposed have completed at least two projects using polarimetric electro-optical sensors in each of the identified fields of expertise. (15 points) • The resources proposed have completed at least one project using polarimetric electro-optical sensors in each of the identified fields of expertise. (13 points) • The resources proposed have completed at least one project using polarimetric electro-optical sensors in two of the three identified fields of expertise. (11 points) 	<p>Max.</p> <p>15</p>	<p>Min.</p> <p>9</p>	

<p>The Bidder should describe the projects completed by the resources proposed in the specified fields of expertise.</p>	<ul style="list-style-type: none"> • The resources proposed have completed at least one project using polarimetric electro-optical sensors in one of the three identified fields of expertise. (9 points) • The resources proposed have completed at least one project using polarimetric electro-optical sensors in another field of expertise that the ones identified. (4 points) • Any other situation. (0 points) 			
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C. RESOURCES' EXPERIENCE

3. Experience of the resources proposed by the Bidder in polarimetric phenomenology

<p>The Bidder should demonstrate that the resource proposed has experience in the study of the polarimetric phenomenology.</p> <p>The resource proposed should have experience in the following fields of expertise:</p> <p>a) Mathematical modeling of the optical properties of materials (for instance pBRDF – polarized bidirectional reflectance distribution function);</p> <p>b) Modeling of the polarized radiative transfer function (for instance, Modtran4-P);</p>	<p>For each resource:</p> <ul style="list-style-type: none"> • The resources proposed have completed at least two projects studying polarimetric phenomenology in each of the identified fields of expertise. (15 points) • The resources proposed have completed at least one project studying polarimetric phenomenology in each of the identified fields of expertise. (13 points) • The resources proposed have completed at least two projects studying polarimetric phenomenology in two of the three identified fields of expertise. (11 points) • The resources proposed have completed at least two projects studying polarimetric phenomenology in one of the 	<p>Max.</p> <p>15</p>	<p>Min.</p> <p>9</p>	
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<p>c) Synthetic scene generation model (for instance, DIRSIG).</p> <p>The Bidder should describe the projects completed by the resources proposed in the specified fields of expertise.</p>	<p>three identified fields of expertise. (9 points)</p> <ul style="list-style-type: none"> The resources proposed have completed at least two projects studying polarimetric phenomenology in another field of expertise that the ones identified. (4 points) Any other situation. (0 points) 			
C. RESOURCES’ EXPERIENCE				
4. Experience of the resources proposed by the Bidder with <u>polarimetric algorithms</u>				
<p>The Bidder should demonstrate that the resource proposed has experience in the development and implementation of polarimetric image analysis algorithms.</p> <p>The resource proposed should have experience in the following fields of expertise:</p> <p>a) Development of algorithms for the analysis of polarized spectral imagery;</p> <p>b) High-level language programming (C/C++, MATLAB, IDL/ENVI, Python)</p> <p>The Bidder should describe the projects completed by the resources proposed in the specified fields of expertise.</p>	<p>For each resource:</p> <p>Experience in the programming of algorithms for the analysis of polarimetric imagery:</p> <p>a) Number or projects completed:</p> <p>0 projects: 0 pts 1 project: 1 pt 2 projects: 2 pts 3 projects: 3 pts 4 projects: 4 pts 5 projects: 5 pts 6 projects and +: 6 pts</p> <p>b) Programming in high-level programming languages:</p> <p>- C/C++ (1 pt.)</p>	Max. 10	Min. 3	

	<ul style="list-style-type: none"> - MATLAB (1 pt.) - IDL/ENVI (1 pt.) - Python (1 pt.) 			
C. RESOURCES’ EXPERIENCE				
5. Experience of the resources proposed by the Bidder in <u>technical and logistical support</u>				
<p>The Bidder should demonstrate that the resource proposed has experience in technical and logistical support of electro-optic materials.</p> <p>The resource proposed should have experience in the following fields of expertise:</p> <ul style="list-style-type: none"> a) Planning and conducting experiments in lab or during field trials; b) Mechanical design and manufacturing of optical devices (for instance servo motor, manufacturing of optical support, etc.) <p>The Bidder should describe the projects completed by the resources proposed in the specified fields of expertise.</p>	<p>For each resource:</p> <p>Experience in technical and logistical support of electro-optic materials:</p> <ul style="list-style-type: none"> a) Planning and execution of electro-optic experiments in lab or during field trial: <ul style="list-style-type: none"> - Less than 12 months of experience (0 pts) - Between 12 and 24 months of experience (1 pt.) - More than 24 months of experience (2 pts) b) Mechanical design or manufacturing of optical devices: 	<p>Max.</p> <p style="text-align: center;">4</p>	<p>Min.</p> <p style="text-align: center;">2</p>	

Solicitation No – N° de l'invitation
W7701-166095/A
Client Ref No. – N° de réf. du client
W7701-166095

Amd. No. – N° de la modif.
File No. – N° du dossier
QCL-5-38148

Buyer ID – id de l'acheteur
qcl028

<p>The Bidder should describe the projects completed by the resources in the specified fields of expertise. The project description must include the three elements listed and the role of the project manager to be considered.</p>				
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**Attachment 3
Financial Bid Presentation Sheet**

NOTE: Bidders must submit their financial bid in accordance with section 1.2 “Section II: Financial Bid” of the Part 3 – Bid preparation instructions.

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

If the resource is working under sub-contract, the Bidder should indicate the name of the Subcontractor.

Proposed Resources	Firm Hourly Rate		
	Award to March 31, 2016	April 1 st 2016 to March 31 st 2017	April 1 st 2017 to March 31 st 2018
Category 1 – Spectral polarization 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 2 – Use of electro-optical polarimetric sensors 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 3 – Polarimetric phenomenology 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 4 – Polarimetric algorithms 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 5 – Technical and logistical support 1- _____ ...	\$ _____	\$ _____	\$ _____
Category 6 – Project management 1- _____ ...	\$ _____	\$ _____	\$ _____

2. TRAVEL AND LIVING EXPENSES:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

TOTAL ESTIMATED TRAVEL & LIVING for the firm portion of the Work : \$5 000.00

Estimated Cost to a Limitation of Expenditure for the firm portion of the Work

Total estimated Labour: \$345 000.00
(Applicable Taxes extra)

Estimated Cost to a Limitation of Expenditure for the portion of the Work involving Task Authorizations

Total estimated travel and living: \$5 000.00
(Applicable Taxes extra)
\$200 000.00 (Applicable Taxes extra)



Government of Canada / Gouvernement du Canada

Received
AUG 06 2015

Contr. Number / Numéro du contrat W7701-166095
Security Classification / Classification de sécurité Unclass

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine MDN/DND		2. Branch or Directorate / Direction générale ou Direction DRDC Valcartier
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Phénoménologie de l'imagerie polarimétrique multispectrale (visible à infrarouge thermique)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Le travail sera effectué dans des laboratoires ayant un zonage EMSEC.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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

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

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

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

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

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

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

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

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

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

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

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

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

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

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



REQUEST FOR VISIT

All fields **must** be completed:

One -Time
 Recurring
 Emergency
 Addition
 Deletion
 Re-submission

Attachments
<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Administrative Data		
Requestor: _____	Date: (yyyy-mm-dd) _____	
To: _____	Renewal of Visit No.: _____	
2. Requesting Government Organization or Industrial Facility		
Name: _____		
Address: _____		
Fax No.: _____ Telephone No.: _____		
3. Government Organization or Industrial Facility to be Visited		
Name: _____		
Address: _____		
Fax No.: _____ Telephone No.: _____		
Point of Contact & Section/Branch (mandatory): _____		
<input type="radio"/> Military Site	<input type="radio"/> Not Applicable	<input type="radio"/> Army
<input type="radio"/> Navy	<input type="radio"/> Air Force	<input type="radio"/> DIA
4. Dates of Visit (yyyy-mm-dd)		
From: _____	To: _____	
5. Type of Visit (select one from each column):		
<input type="radio"/> Government Initiative	<input type="radio"/> Initiated by Requesting Agency of Facility	
<input type="radio"/> Commercial Initiative	<input type="radio"/> By Invitation of the Facility to be Visited	
6. Subject to be Discussed / Justification / Purpose / Work to be Completed:		
7. Anticipated Level of Classified Information to be Involved (mandatory):		
8. Is the Visit Pertinent to:		
	(√)	Specify Contract No. / Project / Program
Specific equipment or a weapons system	<input type="checkbox"/>	
A foreign military sales or export license	<input type="checkbox"/>	
A program or agreement	<input type="checkbox"/>	
A defence acquisition process	<input type="checkbox"/>	
Other	<input type="checkbox"/>	



9. Particulars of Visitors

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

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

Name: _____ Telephone: _____

Signature: _____

11. For Government Use Only

Name: _____

Address: _____

Telephone: _____

Signature: _____

Stamp

(Optional)

12. Requesting National Security Authority

Name: _____

Address: _____

Telephone: _____

Signature: _____

Stamp

(Optional)

13. Remarks



Government Organization or Industrial Facility to be Visited

1.	Name:	_____		
	Address:	_____		

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

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

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

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

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

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

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

(Continue as required)



Particulars of Visitors (alphabetical order by surname)

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

(Continue as required)