



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Decontamination Research	
Solicitation No. - N° de l'invitation W7702-165742/A	Date 2015-12-17
Client Reference No. - N° de référence du client W7702-165742	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-015-10654	
File No. - N° de dossier EDM-5-38192 (015)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-08	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Major, Andrea	Buyer Id - Id de l'acheteur edm015
Telephone No. - N° de téléphone (587) 926-3434 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE PO BOX 4000, STN MAIN MEDICINE HAT Alberta T1A8K6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF BIDS	4
2.3 FORMER PUBLIC SERVANT	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS	6
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	6
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	6
2.8 CANADA'S MAXIMUM FUNDING	ERROR! BOOKMARK NOT DEFINED.
PART 3 - BID PREPARATION INSTRUCTIONS	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION- HIGHEST RATED WITHIN BUDGET	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 – SECURITY REQUIREMENT	11
6.1 CONTROLLED GOODS REQUIREMENT.....	11
PART 7 - RESULTING CONTRACT CLAUSES	11
7.1 STATEMENT OF WORK.....	11
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.4 SECURITY REQUIREMENTS	14
7.5 TERM OF CONTRACT	15
7.6 AUTHORITIES	15
7.7 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.8 PAYMENT	16
7.9 INVOICING INSTRUCTIONS	19
7.10 CERTIFICATIONS	20
7.11 APPLICABLE LAWS.....	20
7.12 PRIORITY OF DOCUMENTS	21
7.13 DEFENCE CONTRACT	21
7.14 SACC MANUAL CLAUSES.....	21
7.15 INSURANCE	21
7.16 CONTROLLED GOODS PROGRAM.....	21
ANNEX "A" - STATEMENT OF WORK.....	22
ANNEX "B" - BASIS OF PAYMENT.....	27
ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST	29

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

ANNEX “D”- DISCLOSURES CERTIFICATION	30
ANNEX “E”- DND TASK AUTHORIZATION FORM 626	31
ANNEX “F”- NON-DISCLOSURES AGREEMENT	32
ANNEX “G”- MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD	35
APPENDIX 1 TO ANNEX G- SAMPLE TASK AUTHORIZATION	40

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2 Summary

Defence Research and Development Canada- Suffield has the requirement for analytical support in the design, method development, sample analysis, data analysis and reporting of experiments, as well as recommendations and technical assistance in the area of decontamination research.

The period of the Contract is from date of Contract to March 31, 2016 with the option to extend the term of the Contract by one (1) additional one (1) year period.

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

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

This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-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: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 (five) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

Defence Research and Development Canada (DRDC) has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada. DRDC is exempted from the Treasury Board "Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts" approved 1 June 2000.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies)
- Section II: Management Bid (2 hard copies)
- Section III: Financial Bid (1 hard copy)
- Section IV: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

The technical bid must 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.

Bids must address the Statement of Work in Annex A, as well as the Sample Task Authorization in Appendix 1 to Annex G- Mandatory Criteria, Evaluation Criteria and Selection Method. Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex G- Mandatory Criteria, Evaluation Criteria and Selection Method.

Note: Due to the nature of this work, it is not possible to specify the contents of number of Task Authorizations. However, for the purposes of evaluating the bids submitted, the Bidder is required to prepare and include in the bid, a summary for the Sample Task Authorization as specified in Appendix 1 to Annex G. The Sample Task Authorization Request is to be treated as a new work package and the procedures required are as they would occur during the course of the Contract. Any specifications which cannot be met by the Bidder must be stated in the proposal.

Section II: Management Bid

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Financial Bid

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

- a) Part One - Annex B, Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.
- b) Part Two - Annex G, Appendix 1, section B. Basis of Payment for Sample Task Authorization. This will be used for evaluation purposes ONLY. The rates offered for the Sample Task Authorization must be the same as those offered for Work under the Contract in Part One - Annex "B".
- c) For Canadian-based bidders, prices must be in Canadian funds, Applicable Taxes excluded, and Canadian customs duties and excise taxes included.

Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

- a) 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); or
- b) The Bidder's affiliates (i.e. parent, subsidiary or sister corporations), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criterion; or
- c) The Bidder's subcontractors, provided the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

The experience of the Bidder's suppliers will not be considered.

4.1.1.3 Mandatory and Point Rated Technical Evaluation

Mandatory and Point Rated Technical Evaluation Criteria are included in Annex G- Mandatory Criteria, Evaluation Criteria and Selection Method.

4.1.2 Financial Evaluation

Financial evaluation will be based on the total Limitation of Expenditure quoted for the First Task Authorization which will be used as the total estimated price as per Annex G- Mandatory Criteria, Evaluation Criteria and Selection Method

4.2 Basis of Selection- Highest Rated Within Budget

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 112 points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 186 points.

Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement

4.2.1 Contractor Selection

Contractor selection will be based on the bidder that submits the highest technically acceptable proposal provided that the total price for the Sample Task in Appendix 1 to Annex E does not exceed the maximum funding outlined for this task.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

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

PART 6 – 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 requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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 refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.1 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.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled _____, dated _____.

7.1.1 Task Authorization

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

7.1.2 Task Authorization Process

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

Task Authorization Process:

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

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.3 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$35,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default

7.1.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.6 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2040 (2015-09-03), General Conditions – Higher Complexity- Services, apply to and form part of the Contract.

7.2.2 SACC Manual clause

K3410C (2014-11-27), Canada to Own Intellectual Property Rights in Foreground Information

7.3 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex F, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.4 Security Requirements

7.4.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to 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. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, United States, United Kingdom or Australia** and must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. 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.
6. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.

All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.

7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
8. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.

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

7.5 Term of Contract

7.5.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 March 2016 inclusive.

7.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Andrea Major
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place, North Tower
10025 Jasper Avenue,
Edmonton AB T5J 1S6

Telephone: (587) 926-3434
Facsimile: (780) 497-3510
E-mail address: andrea.major@pwgsc-tpsgc.gc.ca

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

7.6.2 Technical Authority

The Technical Authority for the Contract is:

(to be provided at contract award)

The Technical Authority named above 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

7.6.3 Procurement Authority

The Procurement Authority for the Contract is:

(to be provided at contract award)

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

7.6.4 Contractor's Representative:

(to be filled out by bidder)

Name: _____

Title: _____

Organization: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

7.7 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) [<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>] 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 [http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp] of the Treasury Board Secretariat of Canada.

7.8 Payment

7.8.1 Basis of Payment- Firm Unit Prices- Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the Basis of Payment- Annex B and 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.

7.8.2 Financial Limitation

7.8.2.1 Limitation of Expenditure- Cumulative Total of All Task Authorizations

7.8.2.1.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.

7.8.2.1.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

- 7.8.2.1.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- 7.8.2.1.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.8.3 Method of Payment

7.8.3.1 For Firm Price Task Authorizations

7.8.3.1.1 Single Payment

- a) Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all such documents have been verified by Canada;
 - (iii) the Work delivered has been accepted by Canada.

7.8.3.1.2 Milestone Payments Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
- an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (i) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
 - (ii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
 - (iii) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization 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.

7.8.3.1.3 Milestone Payments Not Subject to a Holdback

a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
- (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.8.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price

7.8.3.2.1 Single Payment

a) Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada;
- (iii) the Work delivered has been accepted by Canada.

7.8.3.2.2 Progress Payments Subject to a Holdback

a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01 and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) the amount claimed is in accordance with the basis of payment;
- (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
- (iv) all certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives.

b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of 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 rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.8.4 T1204 - Direct Request by Customer Department

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

7.8.5 Limitation of Price

SACC Manual Clause C6000C (2011-05-16), Limitation of Price

7.8.6 Discretionary Audit

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

OR

SACC Manual Clause C0102C (2010-01-11), Discretionary Audit- Canadian Universities and Colleges

7.9 Invoicing Instructions

7.9.1 For Task Authorizations subject to Single Payment

7.9.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.9.1.2. Invoices must be distributed as follows:

a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9.2 For Task Authorizations subject to Milestone Payments

7.9.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

a) all information required on form PWGSC-WR01;

b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

c) holdback of 10 percent, as applicable;

d) the description and value of the milestone claimed as detailed in the Task Authorization.

7.9.3 For Task Authorizations subject to Progress Payments

7.9.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- f) holdback of 10 percent, if applicable;
- g) a copy of the monthly progress report as detailed in the Task Authorization.

7.9.3.2 Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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

7.10 Certifications

7.10.1 Compliance

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

7.10.2 SACC Manual Clauses

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

7.10.3 Disclosures Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosures Certification attached as Annex "D" stating that all applicable disclosures were submitted or that there were no disclosures to submit under general conditions 2040.

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2015-09-03), General conditions- Research and Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Checklist;
- (f) Annex D, Disclosures Certification;
- (g) Annex E, DND Task Authorization Form 626;
- (h) Annex F, Nondisclosure Agreement;
- (i) Annex G, Mandatory Criteria, Evaluation Criteria and Selection Method;
- (j) the Contractor's bid dated _____ *insert date of bid* (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.13 Defence Contract

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

7.14 SACC Manual clauses

[A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

7.15 Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

7.16 Controlled Goods Program

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program- Contract

SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Analytical Support Services for Decontamination Research

2. BACKGROUND

DRDC Suffield Research Centre (DRDC SRC) has a research program in the area of decontamination which includes the testing of the efficacy of decontaminants against various chemical warfare agents (CWAs) of interest. This is a continuing area of research as each of the Canadian Armed Forces' (CAF) current in-service decontaminants are required to be tested against assorted chemicals. In addition, other decontaminants of interest (developmental or commercial) also must be tested for efficacy. A component of this effort has focused on the development and use of methods for an Agilent 6460 triple quadrupole mass spectrometer (LC-MS/MS) for the analysis and quantitation of agents and agent degradation products in complex matrices. Previous contracts in this area include W7702-09R230/001/EDM, W7702-115205/001/EDM and W7702-145640/001/EDM.

The object of this Contract is to provide analytical support in the design, method development, sample analysis, data analysis and reporting of experiments, as well as recommendations and technical assistance in the area of decontamination research at DRDC SRC. Due to the on-going nature of the research, the Contract will be in the form of a Task Authorization, as the need for the research arises.

The research being undertaken is classified at SECRET and the Contract involves the use of Controlled Goods and will generate Controlled Goods.

3. ACRONYMS

AD Applicable Document
CAF Canadian Armed Forces
CBAPS Chemical/Biological Assessment and Protection Section
CWA Chemical Warfare Agent
DRDC Defence Research and Development Canada
DRDC SRC DRDC Suffield Research Centre
GFE Government Furnished Equipment
GSM Government Supplied Material
LC-MS/MS Triple quadrupole mass spectrometer
PA Purchasing Authority
PWGSC Public Works and Government Services
RSDL Reactive Skin Decontaminant Lotion
SOW Statement of Work
TA Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None.

5. TASKS

Due to the nature of the work involved in this Contract, the tasks will be let as a Task Authorization Contract.

5.1 Decontamination experiments with previously tested chemicals

The objective of this task is to modify/optimize LC-MS/MS methods developed for the Agilent 6460 under previous contracts (W7702-09R230/001/EDM, W7702-115205/001/EDM and W7702-145640/A) in order to determine the effectiveness of decontaminants against four CWAs of interest. The Contractor will review the procedures used in the decontamination experiment and make recommendations on changing or optimizing the protocols. The LC-MS/MS methods for the chemicals being studied have largely been established, but will need to be reviewed and revised for the decontaminants being studied, especially in regards to the product analysis for each decontaminant. Once the LC-MS/MS methods have been optimized and validated by the Contractor (including the use of internal/external standards, calibrating, measurement of precision, carryover, etc.), the Contractor will use them to analyze samples from the decontamination experiments. The analysis will include the collection, quantification and interpretation of CW agent data; calculation of the internal standards and any surrogates used; data reduction based on the results of the internal standards/surrogates; and product analysis. The Contractor will document the methodology used, the data analysis and the significance of the results and will present the data in tabular and graphic formats suitable for publishing.

5.2 Decontamination experiments with other chemicals

The object of this task is to develop and optimize LC-MS/MS methods for the Agilent 6460 for chemicals not previously studied in order to quantitate the chemical in the decontamination reaction as well identify and quantitate any reaction products. The new LC-MS/MS methods will build upon and modify work previously done at DRDC SRC under contracts W7702-09R230/001/EDM, W7702-115205/001/EDM and W7702-145640/A. The decontaminants tested under this task may have been previously tested with other agents, or may be entirely new decontaminants. The Contractor will also review the procedures used in the decontamination experiment and make recommendations on changing or optimizing the protocols. Once the LC-MS/MS methods have been optimized and validated by the Contractor (including the use of internal/external standards, calibrating, measurement of precision, carryover, etc.), the Contractor will use them to analyze samples from the decontamination experiments. The analysis will include the collection, quantification and interpretation of CW agent data; calculation of the internal standards and any surrogates used; data reduction based on the results of the internal standards/surrogates; and product analysis. The Contractor will document the methodology used, the data analysis and the significance of the results and will present the data in tabular and graphic formats suitable for publishing.

5.3 Determination of CWA concentrations in various matrices

The object of this task is to develop experimental procedures as well as LC-MS/MS methods to quantitate the concentration of CWAs in various matrices, both before and after decontamination. The Contractor will review existing experimental procedures for extraction of the CWA and any agent degradation products from the matrix being studied, then modify and optimize them, including validation of the extraction process. LC-MS/MS methods for each of the CWAs will already have been established for various decontaminant reaction solutions, but will need to be reviewed and possibly modified and optimized due to the matrices and the experimental procedures involved. Once the LC-MS/MS methods have been optimized and validated by the Contractor (including the use of internal/external standards, calibrating, measurement of precision, carryover, etc.), the Contractor will use them to analyze samples from the experiments, which will include samples from both before and after decontamination. The analysis will include the collection, quantification and interpretation of CW agent data; calculation of the internal standards and any surrogates used; data reduction based on the results of the internal standards/surrogates; and product analysis. The Contractor will document the methodology used, the data analysis and the significance of the results and will present the data in tabular and graphic formats suitable for publishing.

5.4 LC-MS/MS analysis of other compounds of interest

On occasion, there is a requirement to analyze and quantitate other compounds of interest. This object of this task is to develop and optimize the LC-MS/MS methods for each compound of interest and any degradation products. Once the LC-MS/MS methods have been optimized and validated by the Contractor (including the use of internal/external standards, calibrating, measurement of precision, carryover, etc.), the Contractor will use them to analyze any samples. The analysis will include the collection, quantification and interpretation of data; calculation of the internal standards and any surrogates used; data reduction based on the results of the internal standards/surrogates; and product analysis. The Contractor will document the methodology used, the data analysis and the significance of the results and will present the data in tabular and graphic formats suitable for publishing.

For each of these proposed tasks, the following will be required from the Contractor:

- a. Provide a brief (one page) summary including schedule, costs etc. as well as details regarding how the work package will be performed for approval by the Purchasing Authority (PA) and TA before the start of the task.
- b. The Contractor will be subject to all normal and CW agent-related DRDC SRC Safety and Security procedures and will work in cooperation with the appropriate designated DRDC SRC personnel. All CWA handling will be undertaken only by DRDC SRC personnel.
- c. Carry out other activities such as attend meetings and participate in discussions necessary to complete each task.
- d. Provide documentation as specified in each task. The Contractor will meet regularly with the TA to discuss results and any problems related to the Contract.

It should be noted that the tasks may be as short as one week in duration, and that the Task Authorizations may be intermittent and will not form a continuous stream of work. By contrast, some tasks may require several weeks of on-site work by the Contractor.

6. Deliverables

6.1 Deliverables for tasks 5.1-5.4

- 6.1.1 While each Task Authorization Contract will detail the specific deliverables for each task, typical expected deliverables will include, but are not limited to:
- a. A comprehensive set of notes detailing any method(s) developed for the 6460 triple quadrupole mass spectrometer.
 - b. Documentation (in Word format) on the data reduction of the analytical results, including determination of the agent concentration; calculation of the internal standards and surrogates; product analysis; and any adjustments necessitated by the results for the internal standards and surrogates.
 - c. Presentation of the results in tabular (Excel) and graphical format (Excel or Grapher) suitable for publishing.
 - d. Overview of the significance of the LC-MS/MS results.
 - e. Preparation of a generic protocol for subsequent work.
 - f. Preparation of notes detailing the completed work and any recommendations.
 - g. Templates for work lists, methods and reports for Agilent MassHunter software.

7. DATE OF DELIVERY

Deliverable 6.1: Delivery schedules will be indicated in each Task DND 626.

8. Language of Work

English.

9. Location of Work

The work must be performed at DRDC SRC:

Defence Research and Development Canada – Suffield Research Centre
Building 001
Ralston, AB
T0J 2N0
Canada

10. Travel

The Contractor is required to travel to DRDC SRC for each task.

Address:

Defence Research and Development Canada – Suffield Research Centre
Building 001
Ralston, AB
T0J 2N0
Canada

Duration: The duration is dependent upon each task.

The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11. MEETINGS

Meetings will be held on a regular basis at DRDC SRC when the Contractor is on-site undertaking the work in order to review any progress/successes/failures. Discussions will help to determine whether to continue with or modify the direction of the task. Telephone conferences and/or e-mail exchanges between the Contractor and the TA will be scheduled if necessary to determine the progress of the Contract.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: All necessary laboratory chemicals including samples of dilute CW agents (handled by DRDC personnel), and access to scientific supplies, experimental facilities, and scientific equipment necessary to complete the project.

GSM 2: All plumbing, air, gas and electrical supplies required to operate the equipment and perform the work outlined in the work statements.

GSM 3: Information on the decontaminant systems to be examined as to the formulation, expected reaction mechanism with agents, and anticipated products.

GSM 4: Information on the CW agents to be examined as to the chemical formula and data, and safety considerations.

GSM 5: All available information on analytical techniques for analysis and quantitation of these materials as required.

GSM 6: All current Safety manuals for procedures for manipulation of toxic chemicals in the Chemical Containment Suite and all required manuals, information and background on operation of the laboratory instruments and laboratory and computer software where available.

GSM 7: Access to therapeutic drugs for treatment of nerve or mustard agent poisoning, including -

- a. Reactive Skin Decontaminant Lotion (RSDL)
- b. HI-6/Atropine Auto-Injectors
- c. Diazepam Auto-Injectors

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Access to and use of Agilent 6460 LC-MS/MS system which is located in Building 001, Room 324.

GFE 2: Access to and use of the experimental apparatus for the experiments (both decontamination and extraction) which is located in Building 001, Room 423 within the Chemical Containment area.

GFE 3: A desk area located separate from the laboratory in which the experiments are being conducted at which the Contractor may simultaneously reduce and calculate results.

GFE 4: Access to a secure file cabinet to secure all classified materials and written Controlled Goods information.

14. SPECIAL CONSIDERATIONS

- a. Access to DRDC SRC facilities: The Contract requires that the experimental work be carried out at DRDC SRC, using the specified Agilent equipment. For purposes of this Contract, the Contractor will have access to DRDC SRC Building 1 during normal operating hours (0700-1700, Mon-Thu and 0800-1500 Fri). Access during silent hours (1700-0700 Mon-Fri and all day Sat. and Sun.) will only be permitted in the company of and with prior approval by the DRDC SRC TA and is not expected to be required other than on a very infrequent basis.
- b. Due to the classified nature of the majority of the work in this Contract, the Contractor is required to have a valid SECRET security clearance for the duration of the Contract, including the option year.
- c. Since the Contract involves the use of Controlled Goods and will generate Controlled Goods, the Contractor is required to be registered in the Canadian Controlled Goods program (Controlled Goods Directorate of PWGSC).
- d. The Contractor will not handle any CWAs. All manipulations using CW agents will be performed by experienced DRDC SRC personnel. However, the Contractor must hold a valid CWC licence for use of Schedule 1 chemicals from the DFAIT National Authority for the analysis of the CW agent solutions.
- e. The Contractor will be subject to all normal and CW agent-related DRDC SRC Safety and Security procedures and will work in cooperation with the appropriate designated DRDC SRC personnel, e.g. Chemical/Biological Assessment and Protection Section (CBAPS) Section Head, DRDC SRC Support Services Group, Chemical Safety Specialist, TA, etc., in these matters. This shall extend to adherence to all normal laboratory procedures and restrictions and toxic chemical handling procedures as practiced at DRDC SRC and as set out in the latest DRDC SRC Safety Manual - Volume 2B (Chemical Defence Workplace Safety).
- f. In accordance with DRDC SRC policy for research in chemical defence, the Contractor, by participating in this Contract, agrees to accept administration of appropriate therapeutical drugs for treatment of nerve agent poisoning should the need, however remote, ever arise in conduct of these experiments.
- g. The contractor is responsible to ensure all employees, subcontractors and their employees are certified in WHMIS.

ANNEX "B"- BASIS OF PAYMENT

Payment will be paid for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

(Note: line items listed below are considered "as applicable")

		Period 1: (non capitalize) date of award to March 31, 2016	Option Year Period 2: (unfunded) April 1, 2016 to March 31, 2017
1.	Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day..		
	Title / Name	Firm Daily/Hourly Rate	
	a)	@	
	b)	@	
	c)	@	
	d)	@	
	e)	@	
	d)	@	
	Total Estimated Labour:		
2.	Material and supplies at laid down cost without mark-up and supported by invoice		
3.	Equipment at laid down cost without mark-up and supported by invoice		
4.	Rentals at actual cost without markup and supported by invoice		
5.	Travel and living expenses The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		
	http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp		

5.	Authorized travel and living expenses in accordance with Standard University Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. (Applicable to Universities only)
6.	Subcontracts at actual cost without markup. (Identify subcontractors, if applicable)
7.	Other direct charges at actual cost incurred without mark-up. (Identify what categories of direct charges)
8.	Computing Charges: at standard university rates: (applicable to universities only)
9.	Standard University overhead: as follows (applicable to universities only)
a)	<i>at a maximum 65% of on-campus labour (item 1)</i>
b)	<i>at a maximum 30% of off-campus labour (item 1)</i>
c)	<i>at a maximum 2% of travel expenses (item 5)</i>
10	Profit at a firm rate of ____% of items ____ above.
	Total estimated cost to a Limitation of Expenditure:
	\$50,000.00
	\$85,000.00

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

APPLICABLE TAXES:

The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada – Suffield Research Centre

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST

(as attached)

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"- DISCLOSURES CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority	Technical Authority
Andrea Major	
Supply Officer	
Acquisitions, Western Region	Defence Research & Development Canada Suffield
Public Works & Government Services Canada	Department of National Defence
Telus Plaza North, 5th Floor	P.O. Box 4000 Main
10025 Jasper Avenue	Medicine Hat, AB T1A 8K6
Edmonton, AB T5J 1S6	

CONTRACT TITLE: Analytical Support Services for Decontamination Research

Please tick appropriate box:

☐ We hereby certify that all applicable disclosures were submitted in compliance with General Conditions 2040 - Research and Development.

YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF any Technical Documentation, Prototypes,

Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

☐ We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" - DND TASK AUTHORIZATION FORM 626

(as attached)

ANNEX "F"- NON-DISCLOSURES AGREEMENT

AGREEMENT, made this ____ day of _____, 2015

BETWEEN

HER MAJESTY THE QUEEN in right of Canada, represented herein by the Minister of National Defence, acting through Defence R&D Canada-Suffield Research Centre (DRDC SRC) whose address is PO Box 4000, Station Main, Medicine Hat, Alberta, T1A 8K6

(hereinafter referred to as "**The Minister**" or a "Disclosing Party")

AND

THE COMPANY, having its offices at

(hereinafter referred to as "**The Company**" or a "Receiving Party")

Hence, the Company and the Minister hereby agree that any and all Technical Information disclosed by the Minister to the Company shall be subject to the following terms and conditions, which the Company agrees it will respect:

1. Technical Information", as used herein, includes or may include, without limitation, all information of a technical or scientific nature, including experimental and test data, techniques, methods, processes, know-how, inventions whether patentable or not, magnetic tape, computer software whether in machine or human readable form, print outs from or data retained in computer memory, and in any form presented, whether or not susceptible to copyright. Technical Information also includes prototypes, samples, or specimens, and the information and data inherent therein or obtainable therefrom upon any form of analysis.

The Company agrees that it will observe and take all reasonable precautions to handle and maintain in confidence all Technical Information disclosed to it by the Minister, as it would for its own proprietary information, with the exception only of the following:

- a. Technical Information that as of the date of this Agreement, is in the public domain;
- b. Technical Information that after the date of this Agreement, enters into the public domain through no fault of the Company.
- c. Technical Information that at any time is received in good faith by the Company from a third party, which was lawfully in possession of the same, had the right to disclose the same, and did not receive the same from either party to this Agreement; and
- d. Technical Information that the Company and the Minister mutually agree in writing to release from the terms of this Agreement.

2. The Company agrees that it will use reasonable efforts to maintain in confidence, all Technical Information received from the Minister under this Agreement.

3. The Company agrees that the Technical Information provided to it will be used only for information and evaluation purposes for licensing and bid preparation based on the same, and that such information will not be copied or disseminated in any manner whatsoever, except to its own employees who have a need to know as required for such consideration.
4. The Company agrees to advise its employees, agents and subsidiaries when applicable, to whom the disclosure of said Technical Information has been authorized in writing by the Minister, of the existence of this Agreement, and to require such employees, agents and subsidiaries to abide by its terms.
5. The Company is prohibited from selling, leasing, sub-licensing, or otherwise in any manner directly or indirectly assigning, transferring or disposing of the Technical Information (or any rights therein or with respect thereto) in whole or in part, or permitting its use by any third person or organization, except as previously authorised in writing by the Minister.
6. The Company and the Minister each agree that nothing in this Agreement shall be construed to affect in any way whatsoever, the proprietary rights of either party, which may exist, continue to exist, or be applicable to the Technical Information disclosed under this Agreement.
7. The Company agrees that the disclosure of Technical Information to it does not constitute an offer by the Minister of a licence to commercialize that information. Moreover, the existence of this confidentiality agreement shall not itself preclude the need for a licence agreement between the parties respecting commercialization by the Company of such Technical Information.
8. The Company and the Minister agree that this Agreement shall have a term of five (5) years from the last date of signing hereof, or until such other time as may be established in writing in a further, or substitute arrangement between the Minister and the Company.

IN WITNESS WHEREOF the parties have executed this Agreement in duplicate, effective the last date written below:

FOR AND ON BEHALF OF **THE MINISTER**

By: _____ Name _____
Signature - Position Please Print

Date _____

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

SCIENTIFIC LEAD

By: _____ Name _____
Signature - Position Please Print

Date _____

FOR AND ON BEHALF OF ***THE CONTRACTOR REPRESENTATIVE***

By: _____ Name _____
Signature - Position Please Print

Date _____

WITNESSED

By: _____ Name _____
Signature - Position Please Print

Date _____

ANNEX "G"- MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD

1. MANDATORY TECHNICAL CRITERIA

At Solicitation Closing:

At solicitation closing, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the any of the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

	CRITERIA	MET	NOT MET	Page Reference
	Firm's Experience			
M1	The bidder's Firm must have a minimum of 6 months of experience within the last 72 months consulting on the use, optimization, and method development/validation of LC-MS/MS instrumentation.			
M2	The bidder's Firm must supply the names of all personnel who will be assigned to this requirement, demonstrating their education, qualifications and experience.			
M3	The bidder's Firm must supply the names and contact information (including e-mail addresses) of three independent references that will confirm their scientific work.			
	Essential Minimum Qualifications of Personnel			
M4	The resources must have a university degree with a minimum of a bachelor degree in science or engineering.			
M5	The resources must have experience with a minimum of 3 different projects related to LC-MS/MS analysis within the last 72 months.			
M6	The resources must have a minimum of 48 months experience within the last 72 months in the use, optimization, method development and validation of LC-MS/MS instrumentation.			
M7	The resources must have published a minimum of 2 scientific publications in area of LC-MS/MS method development within the last 84 months			
M8	The resources must have a minimum of 24 months experience within the last 84 months in separating, identifying and quantifying components of complex chemical mixtures using LC-MS/MS			
M9	The resources must have a minimum of 24 months experience within the last 84 months in determining reaction products using LC-MS/MS			
M10	The resources must have a minimum of 12 months experience within the last 84 months at the expert level using the Agilent 1100/1200 HPLC system and the Agilent 6400 series MS triple quadrupole system, including the use of the Agilent software MassHunter			

	Project Management			
M11	The project manager must have a minimum of 24 months of experience in managing scientific research projects			
	Compliance with Licensing Requirements			
M12	Bidder's Firm must have a valid License from the Canadian National Authority for Schedule 1 Chemicals at Contract award			

Each Technical Bid which meets all the Mandatory Criteria specified above, will be evaluated and scored in accordance with the following evaluation criteria:

	POINT-RATED EVALUATION CRITERIA	Weight	Score
	Firm's Experience		
P1	The bidder's Firm has experience within the last 72 months consulting on the use, optimization, and method development/validation of LC-MS/MS instrumentation 6 to 12 months - 3 points 13 to 24 months - 6 points 25 to 36 months - 9 points 37 months and above - 12 points	12	
	Qualifications of Personnel		
P2	The resources have, at the minimum, a bachelor degree in science or engineering Bachelor degree - 5 points Master Degree - 10 points Ph. D degree - 15 points	15	
P3	The resources have experience with a minimum of 3 different projects related to LC-MS/MS analysis within the last 72 months. 3 projects - 5 points 4 to 7 projects - 10 points More than 7 projects - 15 points	15	
P4	The resources have a minimum of 48 months experience within the last 72 months in the use, optimization, method development and validation of LC-MS/MS instrumentation. 48 to 59 months - 3 points 60 to 72 months - 6 points 72 to 84 months - 9 points Over 84 months – 12 points	12	
P5	The resources have published a minimum of 2 scientific publications in area of LC-MS/MS method development within the last 84 months	12	

	2 to 3 publications - 3 points 4 to 5 publications - 6 points 6 to 7 publications - 9 points Over 7 publications - 12 points		
P6	The resources have a minimum of 24 months experience within the last 84 months in separating, identifying and quantifying components of complex chemical mixtures using LC-MS/MS 24 to 36 months - 3 points 37 to 60 months - 6 points 61 to 84 months - 9 points Over 84 months – 12 points	12	
P7	The resources have a minimum of 24 months experience within the last 84 months in determining reaction products using LC-MS/MS 24 to 36 months - 3 points 37 to 60 months - 6 points 61 to 84 months - 9 points Over 84 months – 12 points	12	
P8	The resources have a minimum of 12 months experience within the last 84 months using the Agilent 1100/1200 HPLC system and the Agilent 6400 series MS triple quadrupole system, including the use of the Agilent software MassHunter 12 to 36 months - 3 points 37 to 60 months - 6 points 61 to 84 months - 9 points Over 84 months – 12 points	12	
P9	The resources have a minimum of 12 months experience within the last 84 months of hands-on laboratory work (including preparing solutions, helping with experiments, designing or optimizing experiments, and using laboratory instrumentation other than LC-MS/MS). 0 months – 0 points 1 to 12 months - 3 points 13 to 24 months - 6 points 25 to 36 months - 9 points Over 36 months – 12 points	12	
	Project Management		
P10	The project manager has a minimum of 24 months of experience in managing scientific research projects. 24 to 36 months - 3 points 37 to 60 months - 6 points 61 to 84 months - 9 points Over 84 months – 12 points	12	

P11	<p>The bidder must submit a technical bid The bidder must submit a technical bid which should clearly outline</p> <ol style="list-style-type: none"> Its proposed technical approach and methodology to meet the requirement. The compliance of the proposed technical approach with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the bidder's grasp of the requirement and the bidder's competence to meet it. Work plan, schedule and deliverables. The Bidder should include a list of specific tasks and deliverables and the proposed schedule for completion of the work or delivery. Recognition of problems and solutions proposed. The bidder should state any major difficulties that are anticipated and explain how it would address these difficulties. The degree of success expected. <p>Excellent (The technical bid addresses all points stated above) = 20 points Very good (The technical bid addresses only points 1 to 4 stated above) = 12 points Good (The technical bid addresses only points 1 to 3 stated above) = 8 points Passable (The technical bid addresses less than 3 of the points stated above) = 0 points</p>	20	

	Sample Task Authorization Evaluation		
P12	Demonstrated understanding of the Statement of Work.	10	
P13	Breakdown of project into logical tasks; realistic estimation of the time and cost required to complete the work.	20	
P14	Methods of handling potential problems during the project.	5	
P15	Potential for successful completion of project.	5	
Maximum total points available		186	
Minimum total points acceptable (60%)		112	
Total points awarded			

Each proposal must achieve a minimum score of **60%** of the maximum total points available overall. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

For evaluation purposes, an example of a typical task that would be authorized against this contract is provided in Appendix 1 to Annex "G". The total Limitation of Expenditure quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described below at **4.2.1**

Contractor Selection.

Rates provided for pricing in Appendix 1 to Annex "G" (for use in the evaluation) must be the same as those proposed in Annex "B". Failure to do so will cause your proposal to be set aside and will be given no further consideration. Rates quoted will remain firm for the duration of the contract, GST extra.

Maximum Funding for Sample Task Authorization:

The maximum funding available for the Sample Task Authorization Request in Appendix 1 to Annex "G" is **\$35,000.00** (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

APPENDIX 1 to ANNEX G- SAMPLE TASK AUTHORIZATION

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA-1 – Decontamination Studies on CW Agents

2. VALIDATION OF SCOPE OF CONTRACT

The tasks indicated in the statement of work for this task authorization are within the scope of the following tasks in main contract W77XX-XXXXXX/00X/XXX:

- Task 5.1: Decontamination experiments with previously tested chemicals

3. BACKGROUND

This task is in support of continuing R&D investigations within the Chem Bio Assessment and Protection Section on the decontamination of chemical warfare agents (CWAs). There is a need to test developmental, novel or potential decontaminants against CWA as well as to re-evaluate some of the CAF in-service and conventional decontaminants to determine reaction kinetics and products of decontamination. Although extensive testing may have been undertaken by researchers at other institutions, this information is often very difficult to obtain.

This task will continue to build on LC-MS/MS methods already developed to determine the liquid phase effectiveness, to understand the kinetics of reaction and to characterize the reaction products of various decontaminants against CWAs.

The work under this Contract is classified SECRET and will use and generate Controlled Goods (CGs) classification 2-7.

4. ACRONYMS

AD Applicable Document
CAF Canadian Armed Forces
CBAPS Chemical/Biological Assessment and Protection Section
CWA Chemical Warfare Agent
DRDC Defence Research and Development Canada
DRDC SRC DRDC Suffield Research Centre
GFE Government Furnished Equipment
GSM Government Supplied Material
LC-MS/MS Triple quadrupole mass spectrometer
PA Purchasing Authority
PWGSC Public Works and Government Services
RSDL Reactive Skin Decontaminant Lotion
SOW Statement of Work
TA Technical Authority

5. TASKS TO BE PERFORMED

Under this task authorization, the Contractor will need to examine and possibly modify existing LC-MS/MS analytical methods to ensure they are functional for a new decontaminant solution. The decontaminant solution will be tested against four agents which have previously been examined with other decontaminant solutions. The LC-MS/MS methods for the agents being studied have largely been

established, but will need to be reviewed and revised for the decontaminant being studied, especially in regards to the product analysis.

The specific tasks include –

- 5.1 Review and optimization of the sampling procedure.
- 5.2 Optimize the chromatographic separation of the components of interest.
- 5.3 Measure and compensate for any matrix effects.
- 5.4 Determine the products of reaction.
- 5.5 Optimize the mass spectrometer and modify the MRM method.
- 5.6 Determine the quantification process for compounds where standards do and do not exist.
- 5.7 Determine the analytical method performance.
- 5.8 Prepare work lists and analyze experimental samples.
- 5.9 Data reduction of the analytical results, including determination of the agent concentration; calculation of the internal standards and surrogates; product analysis; and any adjustments necessitated by the results for the internal standards and surrogates.
- 5.10 Present the results in tabular and graphical format suitable for publishing.
- 5.11 Prepare an overview of the significance of the LC-MS/MS results.
- 5.12 Prepare a generic protocol for subsequent work.
- 5.13 Prepare notes detailing the completed work and any recommendations.

6. DELIVERABLES

For this task, the deliverables will be –

- a. A comprehensive set of notes detailing any method(s) developed for the 6460 QQQ.
- b. Documentation on the data reduction of the analytical results, including determination of the agent concentration; calculation of the internal standards and surrogates; product analysis; and any adjustments necessitated by the results for the internal standards and surrogates.
- c. Presentation of the results in tabular and graphical format suitable for publishing.
- d. Overview of the significance of the LC-MS/MS results.
- e. Preparation of a generic protocol for subsequent work.
- f. Preparation of notes detailing the completed work and any recommendations.
- g. Templates for work lists, methods and reports for Agilent MassHunter software.

7. DATE OF DELIVERY

On or before 2016-03-31

8. Language of Work

English

9. LOCATION OF WORK

The work must be performed at DRDC:

Address:

Defence Research and Development Canada – Suffield Research Centre
Building 001
Ralston, Alberta
T0J 2N0
Canada

10. TRAVEL

The Contractor is required to travel to Defence Research and Development Canada – Suffield Research Centre for all the tasks under TA-1.

Address:

Defence Research and Development Canada – Suffield Research Centre
Building 001
Ralston, AB
T0J 2N0
Canada

Duration: 22 days.

The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11. MEETINGS

Meetings will be held on a regular basis with the Technical Authority (TA) at DRDC Suffield Research Centre when the Contractor is on-site undertaking the work in order to review any progress/successes/failures. Discussions will help to determine whether to continue with or modify the direction of the task. Telephone conferences and/or e-mail exchanges between the Contractor and the TA will be scheduled if necessary to determine the progress of the contract.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: All necessary laboratory chemicals including samples of dilute CW agents (handled by DRDC personnel), and access to scientific supplies, experimental facilities, and scientific equipment necessary to complete the project.

GSM 2: All plumbing, air, gas and electrical supplies required to operate the equipment and perform the work outlined in the work statements.

GSM 3: Information on the decontaminant systems to be examined as to the formulation, expected reaction mechanism with agents, and anticipated products.

GSM 4: Information on the CW agents to be examined as to the chemical formula and data, and safety considerations.

GSM 5: All available information on analytical techniques for analysis and quantitation of these materials as required.

GSM 6: All current Safety manuals for procedures for manipulation of toxic chemicals in the Chemical Containment Suite and all required manuals, information and background on operation of the laboratory instruments and laboratory and computer software where available.

GSM 7: Access to therapeutical drugs for treatment of nerve or mustard agent poisoning, including -

- d. Reactive Skin Decontaminant Lotion (RSDL)
- e. HI-6/Atropine Auto-Injectors
- f. Diazepam Auto-Injectors

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Access to and use of Agilent 6460 LC-MS/MS system which is located in Building 001, Room 324.

GFE 2: Access to and use of the experimental apparatus for the experiments (both decontamination and extraction) which is located in Building 001, Room 423 within the Chemical Containment area.

GFE 3: A desk area located separate from the laboratory in which the experiments are being conducted at which the Contractor may simultaneously reduce and calculate results.

GFE 4: Access to a secure file cabinet to secure all classified materials and written Controlled Goods information.

14. SPECIAL CONSIDERATIONS

- h. Access to DRDC SRC facilities: The Contract requires that the experimental work be carried out at DRDC SRC, using the specified Agilent equipment. For purposes of this Contract, the Contractor will have access to DRDC SRC Building 1 during normal operating hours (0700-1700, Mon-Thu and 0800-1500 Fri). Access during silent hours (1700-0700 Mon-Fri and all day Sat. and Sun.) will only be permitted in the company of and with prior approval by the DRDC SRC TA and is not expected to be required other than on a very infrequent basis.
- i. Due to the classified nature of the majority of the work in this Contract, the Contractor is required to have a valid SECRET security clearance for the duration of the Contract, including the option year.
- j. Since the Contract involves the use of Controlled Goods and will generate Controlled Goods, the Contractor is required to be registered in the Canadian Controlled Goods program (Controlled Goods Directorate of PWGSC).
- k. The Contractor will not handle any CWAs. All manipulations using CW agents will be performed by experienced DRDC SRC personnel. However, the Contractor must hold a valid CWC licence for use of Schedule 1 chemicals from the DFAIT National Authority for the analysis of the CW agent solutions.
- l. The Contractor will be subject to all normal and CW agent-related DRDC SRC Safety and Security procedures and will work in cooperation with the appropriate designated DRDC SRC personnel, e.g. Chemical/Biological Assessment and Protection Section (CBAPS) Section Head, DRDC SRC Support Services Group, Chemical Safety Specialist, TA, etc., in these matters. This shall extend to adherence to all normal laboratory procedures and restrictions and toxic chemical handling procedures as practiced at DRDC SRC and as set out in the latest DRDC SRC Safety Manual - Volume 2B (Chemical Defence Workplace Safety).
- m. In accordance with DRDC SRC policy for research in chemical defence, the Contractor, by participating in this Contract, agrees to accept administration of appropriate therapeutical drugs for treatment of nerve agent poisoning should the need, however remote, ever arise in conduct of these experiments.

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

15. SECURITY

REQUIRED SECURITY CLEARANCE FOR PERSONNEL

- | | | |
|---|--|--|
| <input type="checkbox"/> Not applicable | <input checked="" type="checkbox"/> SECRET | <input type="checkbox"/> NATO CONFIDENTIAL |
| <input type="checkbox"/> RELIABILITY STATUS | <input type="checkbox"/> TOP SECRET | <input type="checkbox"/> NATO SECRET |
| <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> TOP SECRET - SIGINT | <input type="checkbox"/> COSMIC TOP SECRET |

16. INTELLECTUAL PROPERTY (IP) OWNERSHIP

- ☐ Not applicable
- ☒ Canada to Own Intellectual Property Rights in Foreground Information
- ☐ Contractor to Own Intellectual Property Rights in Foreground Information

17. CONTROLLED GOODS

- ☐ Not applicable
- ☒ Applicable

The Contract involves access to Controlled Goods (Controlled Goods classification 2-7) and will generate Controlled Goods; the Contractor must be registered with the Controlled Goods Directorate and thus authorized to access Controlled Goods.

B. Basis of Payment for Sample Task Authorization

Payment will be made for time expended and other costs reasonably and properly incurred from the date of Task Authorization initiation to its completion in accordance with the following:

- Rates provided in this Sample Task Authorization must be firm and the same as the rates provided in the Financial Bid, Part One - Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.
- For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-7 below to arrive at a total limitation of expenditure for the Sample Task Authorization. This value will then be used for evaluation purposes only.

1. Labour at firm daily rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

a) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____
b) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____
c) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____
d) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____
e) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____
f) Title, name _____ (est) _____ days @ \$---./day (est.) \$ _____

Total Estimated Labour: \$ _____

For this Sample Task Authorization, identify:

2. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$ _____
3. Rentals: at actual cost incurred without mark-up, including (list items). (est.) \$ _____
4. Material and supplies at laid down cost without mark-up, including (list items). (est.) \$ _____

5. *Travel and Living Expenses: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the 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" are applicable. All travel must have prior authorization of the Technical Authority All payments are subject to government audit.*

(est.) \$ _____

OR

5. *Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.*

(est.) \$ _____

Solicitation No. - N° de l'invitation
W7702-165742/A
Client Ref. No. - N° de réf. du client
W7702-165742

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-5-38192

Buyer ID - Id de l'acheteur
edm015
CCC No./N° CCC - FMS No./N° VME

(Applicable to Universities only)

6. Subcontracts: at actual cost incurred without mark-up,
(Identify subcontractors, if applicable.) (est.) \$ _____

7. Other direct charges at actual cost incurred without mark-up, including
(list any other costs which may be applicable, giving an estimated cost for
each e.g. computing costs, long distance telephone/facsimile charges,
reproduction, shipping). (est.) \$ _____

8. Computing charges at standard university rates. (est.) \$ _____

(Applicable to Universities only)

9. Standard University Overhead as follows:

(Applicable to Universities only)

a) at a maximum 65% of on-campus labour (item 1) (est.) \$ _____

b) at a maximum 30% of off-campus labour (item 1) (est.) \$ _____

c) at a maximum 2% of travel expenses (item 6) (est.) \$ _____

Total Estimated Overhead: \$ _____

9. Profit at a firm --% of items --,-- , above (\$----), not to exceed (max.) \$ _____

Total Limitation of Expenditure For Sample Task Authorization: \$35,00.00

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.
APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W7707-165742

Security Classification / Classification de sécurité

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 DND/DRDC Suffield		2. Branch or Directorate / Direction générale ou Direction DRDC Suffield
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 <i>Analytical support services for decontamination research.</i>		
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	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: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays: <i>CAN, Permanent residents of Canada</i>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input checked="" type="checkbox"/>
TOP SECRET / 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"/>



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

92-1702-165742

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

Document Number / Numéro du document:

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

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

- | | | | |
|--|---|--|--|
| <input 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:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W 7702-165742

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET
						TRÈS SECRET	NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL		COSMIC TRÈS SECRET				TRÈS SECRET
Information / Assets Renseignements / Biens Production														
IT Media / Support IT														
IT Link / Lien électronique														

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

☒ No
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 Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 60%; text-align: right;"> Design: Forms Management 993-4050 Conception : Gestion des formulaires 993-4062 </div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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