



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**1713 Bedford Row**  
**Halifax, N.S./Halifax, (N.É.)**  
**B3J 1T3**  
**Nova Scotia**  
**Bid Fax: (902) 496-5016**

## 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**

\*\*\*\*\*

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.

\*\*\*\*\*

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<b>Title - Sujet</b> Sonar Research Support	
<b>Solicitation No. - N° de l'invitation</b> W7707-165835/B	<b>Date</b> 2016-02-12
<b>Client Reference No. - N° de référence du client</b> W7707-16-5835	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-208-9778	
<b>File No. - N° de dossier</b> HAL-5-75084 (208)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> LeBlanc, JoAnne	<b>Buyer Id - Id de l'acheteur</b> hal208
<b>Telephone No. - N° de téléphone</b> (902) 496-5010 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE DRDC ATLANTIC 9 GROVE ST. DARTMOUTH NOVA SCOTIA B3A3C5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**TITLE: SCIENTIFIC SUPPORT FOR ANTI-SUBMARINE WARFARE SONAR RESEARCH & DEVELOPMENT AND FIELD TRIALS**

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation document is divided into six 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 Requirement, the Basis of Payment, the Security Requirements Check List, and other annexes.

### 1.2 Summary

Defence Research & Development Canada - Atlantic (DRDC) has a requirement of Scientific Support for Anti-Submarine Warfare Sonar Research & Development and Field Trials. This Contractor will support sea trial planning, trials equipment readiness, trials execution, and reporting and analysis activities associated with CAS in the littorals.

The period for this contract will be from date of contract award to March 31, 2017.

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

The requirement is subject to a preference for 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 Debriefs

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.

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## 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 (to be completed by Supplier)

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

#### Definitions

For the purposes of this clause,

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

- 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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

- 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 Communications - Solicitation Period**

All enquiries must be submitted to the Contracting Authority no later than six (6) 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

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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 Nova Scotia.

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

## 2.6 Basis for Canada's Ownership of Intellectual Property

The department of Defence Research & Development Canada – Atlantic has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

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

## 2.7 Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$125,000.00**, plus Applicable Taxes extra, as appropriate. *This maximum available funding covers the period from date of contract award to March 31, 2017.* Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 copies)  
Section II: Financial Bid (1 copy)  
Section III: Certifications (1 copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

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

### Section I: Technical Bid

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

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

### Section II: Financial Bid

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

#### Price Breakdown

- (a) Labour: For each individual and (or) labour category to be assigned to the Work, indicate: i) the hourly rate, inclusive of overhead and profit; and ii) the estimated number of hours.
- (b) Equipment: Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.
- (c) Materials and Supplies: Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) Travel and Living Expenses: Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>, and the other provisions of the Directive referring to "travellers", rather than those referring to "employees", are applicable. The Treasury Board Secretariat's Special Travel Authorities, [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/statb-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp), also apply.
- (e) Subcontracts: Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.



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- (f) Other Direct Charges: Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.
- (g) Applicable Taxes: Identify any Applicable Taxes separately.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two (2) responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory and Point Rated Technical Evaluation**

Refer to Annex E, Mandatory and Point Rated Technical Evaluation Criteria.

##### **4.1.1.2 Evaluation of Price**

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

### **4.2 Basis of Selection**

#### **4.2.1 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;
- (c) obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
- (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

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Bids not meeting (a) or (b) or (c) or (d) 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 (\$125,000.00 + applicable taxes extra). In the event that the highest number of points is obtained by more than one responsive bid, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification (to be completed by Supplier)

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

#### The Bidder certifies that:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5.1.2.1.1 SACC Manual Clause A3050T (2014-11-27) Canadian Content Definition

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## **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 names 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](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.

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## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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.

### **6.2 Controlled Goods Requirement**

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

#### 7.2.2 SACC Manual Clauses

K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information

### 7.3 Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Facility Security Clearance at the level of NATOSECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
3. The Contractor personnel requiring access to **CANADA 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.
4. The Contractor personnel requiring access to **FOREIGN CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of TTCP NATIONS: US, UK, Australia, NEW ZEALAND, CANADA or permanent residents of Canada and must EACH hold a valid personnel security screening at the level of SECRET**, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.

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6. The Contractor/Offerrer MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offerrer must ensure that its personnel are made aware of and comply with this restriction.
7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
8. 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 NATO/FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
9. 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*.
10. 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.
11. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Industrial Security Manual* (Latest Edition).

**NOTE:** There are **multiple levels of release restrictions** associated with this file. In this instance, a Security Guide should be added to the SRCL clarifying these restrictions. The Security Guide is normally generated by the organization's project authority and/or security authority.

**NOTE:** There are **multiple levels of personnel security screenings** associated with this file. In this instance, a *Security Classification Guide* must be added to the SRCL clarifying these screenings. The *Security Classification Guide* is normally generated by the organization's project authority and/or security authority.

**NOTE:** As **Australia and New Zealand are not NATO countries**, no NATO information will be released to Australians or New Zealanders unless special permission is obtained from CISD.

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from date of Contract award to March 31, 2017.

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

JoAnne LeBlanc  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1713 Bedford Row  
Halifax, Nova Scotia B3J 1T3  
Telephone: 902-496-5010  
Facsimile: 902-496-5016  
E-mail address: [joanne.leblanc3@pwgsc.gc.ca](mailto:joanne.leblanc3@pwgsc.gc.ca)

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is: Will be completed upon Contract award.

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

### 7.5.3 Contractor's Representative (to be completed by Supplier)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Procurement Business Number (PBN): \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, and profit (if applicable), as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

### 7.7.2 Limitation of Expenditure

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

### 7.7.3 Method of Payment

#### 7.7.3.1 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to **90 percent** of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the Basis of payment;
  - (c) the total amount for all progress payments paid by Canada does not exceed **90 percent** of the total amount to be paid under the Contract;
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.



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2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.7.4 SACC Manual Clauses**

C0305C (2008-05-12), Cost Submission

#### **7.7.5 Time Verification**

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

### **7.8 Invoicing Instructions - Progress Claim**

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses;
- (d) expenditures plus pro-rated profit or fee;
- (e) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
  - (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - (c) a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority for certification. The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.
  4. The Contractor must not submit claims until all work identified in the claim is completed.

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## **7.9 Certifications**

### **7.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, 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.

### **7.9.2 SACC Manual Clauses**

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

## **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions - 2040 (2015-09-03) General Conditions Research & Development;
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirement Check List (SRCL);
- (f) Annex D, Contractor Disclosure of Foreground Information;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **7.12 Defence Contract**

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

## **7.13 Insurance**

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

## **7.14 Controlled Goods Program**

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

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**ANNEX A**  
**STATEMENT OF REQUIREMENT**

**1. TITLE**

SCIENTIFIC SUPPORT FOR ANTI-SUBMARINE WARFARE SONAR RESEARCH & DEVELOPMENT AND FIELD TRIALS

**2. BACKGROUND**

The Force Anti-Submarine Warfare (ASW) project ('The Project') is conducted as a component of DRDC's Underwater Warfare Program. The Project will deliver ideas and technologies for the conduct of Force ASW in the littoral; approaches and technologies for off-board sensors; and ideas and technologies for acoustic sensors, including multi-static and continuous active sonars, to increase detection capability against underwater targets in littoral, deep-ocean and Arctic waters. Many of the activities conducted in The Project are in direct support of the Royal Canadian Navy's (RCN) capital acquisition projects. The Project requires scientific support and consulting from a subject matter expert in Anti-Submarine Warfare (ASW), passive and active sonar including Continuous Active Sonar (CAS), acoustic sensors and signal processing. Understanding the performance of Continuous Active Sonar (CAS) in littoral environments is a priority for DRDC and the success of The Project is dependent upon researching principles of CAS and experimentation of CAS at sea. This Contractor will support sea trial planning, trials equipment readiness, trials execution, and reporting and analysis activities associated with CAS in the littorals.

**3. ACRONYMS**

AD	Applicable Document
ASW	Anti-Submarine Warfare
CAF	Canadian Armed Forces
CAS	Continuous Active Sonar
CD	Compact Disc
DCLT	Detection, Classification, Localization and Tracking
DRDC	Defence Research and Development Canada
DND	Department of National Defence
DRDC	Defence Research and Development Canada
DVD	Digital Video Disc
RCN	Royal Canadian Navy
SME	Subject Matter Expert
SOW	Statement of Work
TA	Technical Authority
UXV	Unmanned Vehicle

**4. APPLICABLE DOCUMENTS & REFERENCES**

**AD1:** Software Tools for Analysis and Research (STAR) License Agreement Template

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## 5. TASKS

### **General**

By its nature, The Project crosses a broad number of underwater acoustics topic areas and requires expertise in both theoretical and experimental components of the subject. Therefore, support is required from a SME (Subject Matter Expert) with knowledge of a broad range of underwater warfare areas. This includes: passive and active sonar including CAS (Continuous Active Sonar); towed arrays and vector sensors; sonar signal processing; seabed acoustics; and, DCLT (Detection, Classification, Localization and Tracking) of targets in shallow and deep water environments. Support is also required for acoustic modelling and simulation and planning use of the above-mentioned technologies. Due to the sea-trials component of The Project the Contractor must also have extensive experience in planning and leading underwater acoustic sea experiments related to ASW (Anti-Submarine Warfare) sonar research. Due to the reporting requirements of The Project, the Contractor will also assist in technical and scientific review, editing, and writing up of these results and must have a demonstrated history of publications in top quality peer-reviewed acoustics and ocean engineering journals. The Contractor may be required to purchase equipment or software necessary for experimental testing or evaluation of a sensor or processing system. Such equipment, supplies and material acquired for the performance of the Work and reimbursed for through the Contract will be returned to Canada at the end of the Contract.

**5.1 Research and development.** The Contractor will conduct research and development for acoustic sensors including multi-static sensors, vector sensors, and continuous active sonars, deployed seabed arrays and Unmanned Vehicles (UXVs). The Contractor will support the development and testing of sonar signal processing systems intended for performance evaluation during trials. The Contractor is provided with GFE under the contract to conduct signal processing development, research and analysis.

**5.2 Modelling and Simulation:** The Contractor will conduct acoustic propagation modelling and simulation of sensors including performance prediction of systems intended for trials and to make recommendations for future upgrades to sensors and processors to support future RCN (Royal Canadian Navy) capabilities.

**5.3 Support for sea trials:** The Contractor will provide support for preparation and execution of experimentation at sea. This will include the design of experiments, assistance in evaluating environmental assessment and compliance, liaising with collaborating organizations including participation in planning meetings or post-trial "hot wash" meetings.

**5.3.1 Planning Meetings:** The Contractor will support the organization and conduct of trials planning meetings via teleconference and in-person meetings. This will include travel within North America and Internationally.

**5.3.2 Development of Trials Plans:** The Contractor will support the development, review and revisions of trial plans, including assessment of the scientific objectives and input into the trial serials (i.e. scientific and technical planning and logistics). This includes analysis and modelling to assess and develop experimental methods. The Contractor will assist in the development of various options and recommend course of actions as part of the trial planning.

**5.3.3 At-sea Support:** The Contractor will support at-sea trial activities both locally (Halifax, NS) as well as on ships and on land in the vicinity of sea trials. This includes scheduled and ad-hoc planning sessions, liaison with Scientists In Charge and trials teams, in-situ analysis including assessment of DRDC sonar signal processing systems, and making recommendations based on analysis and past experience.

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**5.4 Support for the production of internal and external reports and presentations:** The deliverables for many of The Project components take the form of formal reports and presentations. The Contractor will take analysis results from tasks 5.1–5.3 and/or from DRDC and produce reports on these results. The Contractor will understand and interpret the results and write technical documents (up to and including the quality-level of peer-reviewed research articles) that describe and explain the results. The Contractor will also develop oral publications for presentation to DRDC, the CAF, external defence organizations (e.g., the Centre for Maritime Research and Experimentation or similar), and scientific societies (e.g., the Acoustical Society of America). The Contractor will support documenting field trials in the form of hot wash reports as well as post-trial contractor reports and other post-trial analysis and documentation supporting DRDC written reports.

## **6. DELIVERABLES**

- 6.1** Short monthly progress reports during the course of the contract in a format acceptable to the TA (may be via email).
- 6.2** Software generated during the Contract (if any), with the new capabilities described in a Contractor report. Software shall be deemed to be delivered when it is checked into DRDC Atlantic's software configuration management system.
- 6.3** A Final Contractor report summarizing the work which was done under the Contract, focusing on the significance of the work, recommendations for future work, and key conclusions. The report may be in the Contractor's own format, but an editable MS WORD electronic document version is required. The outline of the final Contractor report must be agreed to by the Technical Authority and the Contractor prior to the development of the report.
- 6.4** Meeting agenda(s) and/or meeting minutes for each planning meeting attended in format acceptable to TA (may be via email).
- 6.5** Trial Hot Wash Trial report(s) in a format acceptable to TA.
- 6.6** Co-authored or editorial review of formal scientific reports suitable for conference or journal proceedings related to the key scientific findings of the development and trials activities of this task. DRDC publication format or a format acceptable to the TA delivered on CD or DVD.
- 6.7** Co-authored or editorial review of executive level client-oriented reports and presentation for a senior DND / Royal Canadian Navy audience. DRDC publication format or a format acceptable to the TA delivered on CD or DVD.

## **7. DATE OF DELIVERY**

The Period of Performance for this Contract shall be from Contract Award up to and including 31 March 2017.

## **8. LOCATION OF WORK**

The Contractor may perform portions of the Work at the Contractor's facilities; however the Contractor will have access to DRDC Atlantic Research Centre.

Defence Research and Development Canada – Atlantic Research Centre  
9 Grove Street

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Halifax, NS  
B2Y 3Z7  
Canada

On an as-available basis, the Contractor may have access to the following locations required for the performance of the Work:

- 8.1 DRDC secure computing facilities
- 8.2 DRDC calibration tank facilities
- 8.3 DRDC library

## 9. TRAVEL

The Contractor will be required to travel in support of this Contract including sea trials and various project meetings. The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses. Canada reserves the right to refuse to reimburse travel expenses that have not been approved in advance by the Project Authority. Canada will not pay travel per diem when Canada is providing accommodation and meals for Contractor personnel (e.g. aboard ship during sea trials).

The Contractor is required to travel in support of tasks, including but not limited to, the following locations:

### Task: 5.3

Location: NATO Centre for Maritime Research and Experimentation  
Address: La Spezia, Italy  
Duration: 10-15 days  
Frequency: Twice annually

### Task: 5.3 and 5.4

Location: External Defence Organizations (e.g. Office of Naval Research, Australian Defence Science and Technology Organization)  
Address: International  
Duration: 5 days  
Frequency: Twice annually

### Task: 5.4

Location: DRDC and DND Organization  
Address: Ottawa, ON, Canada  
Duration: 2 days  
Frequency: Twice annually

## 10. MEETINGS

The Contractor will be required to attend project meetings in support of this Contract at DRDC Atlantic facilities, the above-mentioned travel locations, and additional meetings as required. An initial kick-off meeting is required and additional progress review meetings may be held at the request of the TA.

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## 11. GOVERNMENT FURNISHED EQUIPMENT (GFE)

**GFE 1:** DRDC computers with Microsoft Windows 7 (or newer), Linux, or Mac operating systems, and the Interactive Data Language (IDL) graphics package.

Quantity: 1 as required  
Part number: Not applicable  
Serial number: Not applicable  
Inventory number: TBD

**GFE 2:** Software Tools for Analysis and Research (STAR) software suite. The Contractor is granted the STAR suite as GFE for the sole purpose of fulfilling the Contract and will provide copies of all code developed to DRDC. The Contractor has the option to obtain a license of the STAR for its own purposes.

Quantity: 1  
Part number: Not applicable  
Serial number: Not applicable  
Inventory number: TBD

**GFE 3:** Trials equipment. DRDC will provide equipment necessary to carry out the trials. DRDC Atlantic will require the Contractor to sign a loan agreement stating the Contractor's responsibilities, equipment loaned, and period of loan.

Quantity: as required  
Part number: Not applicable  
Serial number: Not applicable  
Inventory number: TBD

## 12. SECURITY

There is a security requirement, see Security Requirements Checklist (SRCL) for all details – Annex C.

## 13. INTELLECTUAL PROPERTY (IP) OWNERSHIP

Canada to Own Intellectual Property Rights in Foreground Information – as follows:

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

## 14. CONTROLLED GOODS

The Controlled Goods program applies to this procurement.

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**ANNEX "B"**  
**BASIS OF PAYMENT**

1. **LABOUR:** at the following firm rates

CATEGORY (OR NAME)	FIRM HOURLY RATE	
_____	\$ _____	
_____	\$ _____	
etc.		Est.: \$ _____

2. **EQUIPMENT:** at laid down cost without markup  
(Specify type of equipment, if applicable) Est.: \$ \_\_\_\_\_

3. **MATERIALS AND SUPPLIES:** at laid down cost without markup  
(Specify what categories of materials and supplies, if applicable) Est.: \$ \_\_\_\_\_

4. **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](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 Project Authority. All payments are subject to government audit.

Est.: \$ \_\_\_\_\_

5. **SUBCONTRACTS:** at actual cost without markup  
(Identify subcontractors) Est.: \$ \_\_\_\_\_

6. **ANY OTHER DIRECT CHARGES:** at actual cost without markup  
(Specify what categories of direct charges, if applicable) Est.: \$ \_\_\_\_\_

**Estimated Cost to a Limitation of Expenditure: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

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 Project Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.



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**ANNEX "C"**

**SECURITY REQUIREMENT CHECK LIST (SRCL)**

(see attached herein)

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#### **ANNEX "D"**

#### **INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION**

This form is to be completed and signed by the contractor upon completion of the contract and returned to:

Ce formulaire est à être complété et signé par le fournisseur dès l'attribution du contrat. Veuillez retourner à la personne indiquée ci-dessous.

JoAnne LeBlanc  
Acquisitions Branch  
Public Works and Government Services Canada  
1713 Bedford Row, PO Box 2247  
Halifax, Nova Scotia  
B3J 3C9  
Tel: (902) 496-5010  
Fax: (902) 496-5016

**Contract Title: Scientific Support for Anti-Submarine Warfare Sonar Research & Development and Field Trials**

**PWGSC File number - W7707-165835/001/HAL**

It is a term of the referenced contract that, regardless of its ownership, all Foreground Information<sup>1</sup> that could be Inventions<sup>1</sup> and all other Foreground Information, shall be promptly and fully disclosed to Canada.

<sup>1</sup> - defined in the General Conditions identified in the Contract

**Consequently, the undersigned, being a duly authorized officer of the Contractor, certifies that during the tenure of the contract**  
(mark appropriate box):

- [ ] No Foreground Information was conceived, developed or produced as part of the Work and, therefore the Contractor has nothing to disclose.
- [ ] All Foreground Information which was conceived, developed or produced as part of the Work was fully disclosed and documented in the technical reports delivered by the Contractor to the Technical Authority designated in the Contract, and the Contractor has nothing further to disclose.
- [ ] All Foreground Information conceived, developed or produced as part of the Work by the Contractor is hereby fully disclosed in the attached document.

Tel que stipulé dans le contrat mentionné ci-dessus, et peu importe à qui sont dévolus les droits de propriété intellectuelle, tous les renseignements originaux \* susceptibles de constituer des inventions\*, de même que tous les autres renseignements originaux découlant de ce contrat, devront être divulgués pleinement et sans délai au Canada.

\* - tels que définis dans les conditions générales identifiées dans le contrat.

**Par conséquent, le soussigné, étant un agent dûment autorisé de l'Entrepreneur, certifie que durant la période du contrat**  
(cochez la case appropriée):

- Aucun renseignement original n'a été conçu, développé ou produit pendant l'exécution des travaux; l'entrepreneur n'a donc aucun renseignement original à divulguer.
- Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux ont été entièrement divulgués et documentés dans les rapports techniques livrés par l'Entrepreneur à l'autorité technique indiquée dans le contrat, et l'Entrepreneur certifie qu'il n'existe aucune information supplémentaire à divulguer.
- Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux par l'Entrepreneur sont entièrement divulgués dans le document ci-joint.

Signature - Signature: \_\_\_\_\_

Print Name - Nom en caractère imprimé: \_\_\_\_\_

Title - Titre: \_\_\_\_\_

Company Name - Entrepreneur: \_\_\_\_\_

Date - Date: \_\_\_\_\_

## **ANNEX E** **EVALUATION CRITERIA**

### **1. MANDATORY EVALUATION CRITERIA**

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

	<b>CRITERIA</b>	<b>MET</b>	<b>NOT MET</b>
<b>M1</b>	The Bidder must have participated in a leading role on a major sea-trial involving experimental components of underwater acoustics within the last 5 years to ensure current relevance. A major sea-trial is defined as an operation of at least 5 active days duration (transit days not to be included) and involving multiple sea-going platforms and assets where sonar and data acquisitions systems have been deployed and operated underwater. The experience must include senior management responsibilities for planning and executing experiments at-sea.		
<b>M2</b>	The Bidder must have a minimum of 4 first-authored peer-reviewed publications in the underwater acoustics and/or ocean engineering field.		
<b>M3</b>	The Bidder must have at least 10 years of experience in analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements in underwater acoustics sonar signal processing.		
<b>M4</b>	The Bidder must have at least 1 year of experience analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements for Continuous Active Sonar.		

### **2. POINT-RATED EVALUATION CRITERIA**

The Technical/Management proposals will be evaluated and scored in accordance with the following point-rated evaluation criteria. It is suggested that bidders address these criteria in sufficient detail in their proposals. In addition, bidders must provide a "Cross Reference" index that identifies the paragraphs and page numbers associated with each criterion.

	<b>POINT-RATED EVALUATION CRITERIA</b>	<b>Minimum</b>	<b>Maximum</b>
<b>P1</b>	Bidder's experience in a leading role for experimental design, logistics, and data collection for major sea trials. 5 points per active day at sea (transit days not to be included) within the last 5 years up to a maximum of 20 points. The experience must include senior management responsibilities for planning and executing experiments at-sea.	5	20
<b>P2</b>	Bidder's experience in performing and publishing peer-reviewed research in leading underwater acoustics and/or ocean engineering journals. 5 points per first-authored peer-reviewed publication up to a maximum of 30 points.	20	30
<b>P3</b>	Bidder's experience in analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements for Continuous Active Sonar. 10 points per 1 year of experience to a maximum of 30 points.	10	30

<b>P4</b>	Bidder's experience in analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements for sonar detection, classification, localization and tracking algorithms. 2 points per 1 year of experience to a maximum of 10 points.	2	10
<b>P5</b>	Bidder's experience in analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements in towed array data analysis. 2 points per 1 year of experience to a maximum of 6 points.	2	6
<b>P6</b>	Bidder's experience in analyzing, interpreting, and reporting on theoretical and at-sea (experimental) measurements for propagation and seabed acoustics. 2 points per 1 year of experience to a maximum of 6 points.	2	6
<b>P7</b>	Bidder's experience in acoustic propagation modelling and simulation. 2 points per 1 year of experience to a maximum of 6 points.	2	6
<b>P8</b>	Bidder's demonstrated understanding of the scope and objectives of the work.  <u>0 points:</u> No or very limited demonstrated understanding of the scope and objectives of work. <u>10 points:</u> Some demonstrated understanding of the scope and objectives of work but not all tasks in the Statement of Work are addressed. <u>15 points:</u> Demonstrated understanding of the scope and objectives (all tasks are addressed) but the Bidder does not elaborate much beyond the wording contained within the Request for Proposal (RFP). <u>20 points:</u> Good demonstrated understanding of the scope and objectives (all tasks are addressed) and the bidder demonstrates an in-depth understanding of the scope in the Bidder's own wording.	15	20
<b>P9</b>	Bidder's demonstrated recognition of direct as well as peripheral problems and solutions proposed.  <u>0 points:</u> No or very limited appreciation of problems. <u>5 points:</u> Incomplete recognition of problems and proposed solutions (not all tasks in the Statement of Work are addressed). <u>10 points:</u> Recognition of problems and proposed solutions (all tasks in the Statement of Work are addressed) but not all solutions are technically sound. <u>15 points:</u> Clear recognition of problems (all tasks in the Statement of Work are addressed) and technically sound solutions.	5	15
<b>P10</b>	Bidder's demonstrated experience in managing underwater warfare projects and controlling project costs.  <u>0 points:</u> No or limited experience in managing underwater warfare projects and controlling project costs (< 2 years). <u>5 points:</u> Some experience in managing underwater warfare projects and controlling project costs (> 2 years). <u>10 points:</u> Good experience in managing underwater warfare projects and controlling project costs (> 4 years). <u>15 points:</u> Extensive experience in managing underwater warfare projects and controlling project costs (>10 years).	5	15
<b>P11</b>	Bidder's adequacy of planned team organization, including availability of team members and back-up capability, reporting structure,	10	15

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	management of project, subcontracts and capability to carry out the requirement within the timeframe allotted.  <u>0 points:</u> Not mentioned or inadequate. Planned team organization including roles, authorities, responsibilities and competencies has not been clearly defined. <u>5 points:</u> Planned team organization is clearly defined including roles, authorities, responsibilities and competencies. <u>10 points:</u> Planned team organization is clearly defined including roles, authorities, responsibilities and competencies. The availability of qualified team members to meet the requirement has been addressed. <u>15 points:</u> Planned team organization is clearly defined including roles, authorities, responsibilities and competencies. The availability of qualified team members and qualified back-up resources to meet the requirement has been addressed.		
TOTAL		78	173

### 3. SELECTION METHODOLOGY

Highest-rated Responsive Proposal within a Stipulated Maximum Budget.





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Annex C

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2 Branch or Directorate / Direction générale ou Direction DRDC Atlantic Research Centre	
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 Contract for Scientific Support for Anti-Submarine Warfare Sonar Research		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6 Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?		
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input 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 checked="" 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 checked="" 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
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 checked="" 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"/>





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**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?

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité

☒ No ☐ Yes  
Non Oui

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGHT  
TRÈS SECRET - SIGHT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☒ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments

Commentaires spéciaux

The SOW requires site access for classified and unclassified work. Supplementary security guide is attached.

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

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

10 b) May unscreened personnel be used for portions of the work?

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

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

PRODUCTION

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

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

☒ No ☐ Yes  
Non Oui

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

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



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CONFIDENTIAL

**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 / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	A	B	C	CONFIDENTIAL / CONFIDENTIEL
Information / Assets (te) / Informations / Biens (te) / Production														
IT / Informatique														
Support / Support														
IT / Informatique														

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).