



DEFENCE INNOVATION RESEARCH PROGRAM (DIRP)

CALL FOR PROPOSALS (CFP)

Call 1



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LIST OF ACRONYMS AND ABBREVIATIONS

ADM(IM)	Assistant Deputy Minister (Information Management)
AIS	Automatic Identification System
CAF	Canadian Armed Forces
CFD	Chief of Force Development
CFP – Call 1	Call for Proposals – Call 1
CFINTCOM	Canadian Forces Intelligence Command
DCPD	Direction, Collection, Processing, Dissemination
DDP	Delivered Duty Paid
DIRAC	Defence Innovation Research Advisory Committee
DIRP	Defence Innovation Research Program
DND	Department of National Defence
DRDC	Defence Research and Development Canada
EO/IR	Electro-Optical / Infrared
IPB	Intelligence Preparation of the Battlefield
ISR	Intelligence, Surveillance, and Reconnaissance
JFD	Joint Force Development
MDA	Maritime Domain Awareness
R&D	Research and Development
RCM	RADARSAT Constellation Mission
S&T	Science and Technology
SAR	Synthetic Aperture Radar
TBS	Treasury Board Secretariat
TCPED	Tasking, Collection, Processing, Exploitation, Dissemination
TRL	Technology Readiness Level

TERMINOLOGY

Further to all other definitions in this document, whenever the “Terms” listed beneath appear, they are to be substituted by the “Replacement Terms” below.

TERM	REPLACEMENT TERM
Bid	Proposal (of Innovation)
Bid Solicitation	Call for Proposals (CFP) - Call 1
Bid Submission	Proposal (of Innovation)
Bidder	Innovator
Bidder’s Guidebook	Call for Proposals (CFP) - Call 1
Project	Innovation
Proposal	Innovation
Request for Bids	Call for Proposals (CFP) - Call 1
Solicitation	Call for Proposals (CFP) - Call 1
TBD	To be determined
PSPC	PWGSC

Key Definitions:

Innovation: a discrete activity that has recognizable start and end dates, deliverables, and staff loading, and involves research risk, generation of IP, or advancement of Technology Readiness Level (TRL).



PART 1 – GENERAL INFORMATION

1.1 Introduction

This document presents the instructions for Bid submission, selection, set-up and execution for the Call for Proposals (CFP) - Call 1 for the Defence Innovation Research Program (DIRP) led by Defence Research and Development Canada (DRDC).

1.2 Summary

The DIR Program is led by DRDC. As an Agency of Department of National Defence (DND), DRDC responds to the scientific and technological needs of the Canadian Armed Forces (CAF).

DIRP is designed to provide research and innovation opportunities to the Canadian defence and security innovation and academic base through the provision of cost-shared contracts and scientific support. The goal of the DIRP is to benefit Canada by introducing new and innovative technologies into the DND and the CAF. The program also supports the strategic research interests of the CAF, the strategic objectives of DRDC, and research and opportunities for the Canadian defence and security innovation base in order to create enduring defence capabilities in Canada. DIRP is about fulfilling a gap and providing direct benefit to Canada, achieving objectives and assisting in delivering on DRDC's mandate. The DIRP is intended for DRDC to gain knowledge from industry and academia-initiated research innovations relevant to the defence of Canada.

The DIRP CFP - Call 1 is intended for potential Bidders who wish to submit proposals for the DIRP science and technology (S&T) cost-shared program. This CFP - Call 1 provides specific instructions for potential Bidders who wish to submit proposals to the DIRP, and outlines the process by which proposals are prepared, evaluated, selected, and funded.

Bidders are invited to submit proposals to address the defined Strategic Objectives identified herein. The information provided will result in the proposals being evaluated against mandatory and point-rated criteria and other requirements stipulated in the CFP – Call 1.

1.2.1 Requirement

DRDC has a requirement to address the following six (6) Strategic Objectives in the context of developing the RADARSAT Constellation Mission (RCM) follow-on missions:

1. Developing cueing role and automated tasking;
2. Radar concepts;
3. On-board processing;
4. AIS antenna and receiver concepts;
5. Maritime surveillance tools; and
6. Land surveillance tools.

1.2.2 Strategic Objectives

DRDC's Strategic Objectives form the program Strategic Objectives for the DIRP.

Canada is a world-leader in civilian space-based radar. Canada's RADARSAT-2 satellite, which carries multi-mode synthetic aperture radar (SAR), has been in operation since 2007, and the RADARSAT Constellation Mission (RCM), which will carry multi-mode SAR and an Automatic Identification System (AIS) receiver, is a three-satellite mission that is scheduled for launch in 2018. DRDC's joint ISR science and technology (S&T) program has been implemented to ensure that Canada has the capability to exploit RCM immediately upon launch, and to support RCM-based S&T undertaken collaboratively with Allied R&D agencies. This joint ISR program



supports the CAF through S&T activities needed to create, enhance and exploit space-based surveillance capabilities within a system of systems to provide accurate, timely, and persistent situational awareness information of Canada's territories as well as other areas of interest around the world where DND and its Allies operate. Program activities focus on priorities, gaps, and future needs identified in consultation with the DRDC's clients, which include CFD, CFINTCOM, and ADM(IM). The Program activities are aligned with the Government of Canada, departmental priorities, and the joint and space-based ISR requirements of the CAF.

The joint ISR Program supports DRDC's client's priorities by: operationally exploiting national and allied space-based radar; operationally exploiting space-based EO/IR; maintaining and improving Maritime Domain Awareness (MDA); maintaining and improving Arctic intelligence; conducting Intelligence Preparation of Battlefield (IPB) in support of deployed forces; executing the Direction, Collection, Processing and Dissemination (DCPD) (i.e., the intelligence) cycle; and maintaining awareness of space-based sensors and their vulnerabilities.

In this context, DRDC has proposed a New Initiative entitled "Compress the TCPED (Tasking, Collection, Processing, Exploitation, Dissemination) cycle for RCM follow-on missions". The objective of this initiative is to help to define the technologies and capabilities that could be implemented on the RCM follow-on mission spacecraft and/or as part of the ground segment exploitation systems to meet the future needs and requirements of DND and the CAF. It is assumed that the RCM follow-on missions will be composed of SAR and AIS sensors, and perhaps other complementary sensors either collocated or on complementary platforms.

The intent of the DRDC TCPED initiative is to contribute to the design of the RCM follow-on missions, but starting from a system-of-systems operational context. These new RCM follow-on mission capabilities could include automated tasking, collection and processing; on-board processing; new sensor technologies; and other changes to compress the TCPED intelligence cycle and enhance data uptake by Canada's Allies. Notionally, as it relates to the RCM follow-on mission role, the TCPED cycle must be compressed (i.e., the timelines to achieve actionable information are reduced) to increase utility and permit cueing of other satellites. As an example, the role of space-based SAR on search and rescue operations would be greatly enhanced by a compressed TCPED cycle, better radar performance, and better system interoperability.

Proposed Innovations must demonstrate how they respond to and address at least one (1) of the following six (6) Strategic Objectives:

(I) Strategic Objective 1 - Developing cueing role and automated tasking:

Development of new algorithms, tools, fusion capabilities, target tracking, and CONOPS for RCM follow-on missions' cueing role within a system of systems. This includes automated (or near-real-time) autonomous and automatic submission of RCM follow-on missions' surveillance taskings with minimal lead time, to permit flexible operations in a system-of-systems environment.

(II) Strategic Objective 2 - Radar concepts:

Maturing of new radar concepts for RCM follow-on missions, including technology identification (e.g., multi-aperture, multi-frequency), and spacecraft and orbital concepts, with a goal of increasing swath coverage and maintaining or improving detection performance.

(III) Strategic Objective 3 - On-board processing:

Maturing of on-board processing capabilities for RCM follow-on missions and development of reliable information products (i.e., the analyst is no longer in the loop). This could include both extension of on-board processing for ship detection and identification and development of new on-board processing applications (such as in support of IPB and Arctic facility monitoring).



(IV) Strategic Objective 4 - AIS antenna and receiver concepts:

Maturing of AIS concepts for RCM follow-on missions, including antenna concepts (such as beam forming across the SAR swath), receiver algorithms, and advanced algorithms amenable to on-board processing, with a goal of improving “first-pass” AIS detection performance and time-lines for association with SAR detection.

(V) Strategic Objective 5 - Maritime surveillance tools:

Development, implementation, and pre-operational demonstration of new tools for exploitation of RADARSAT-2 and RCM SAR data for ship detection including ship classification, false alarm rate reduction, and ship velocity estimation.

(VI) Strategic Objective 6 - Land surveillance tools:

Development, implementation, and pre-operational demonstration of new tools for exploitation of RADARSAT-2 and RCM SAR data for land surveillance including Arctic surveillance, IPB, change detection, topography, terrain classification, shoreline delineation, and littoral zone bathymetry.

Proposed Innovations must lead to technology that is exploitable by the Government of Canada.

1.3 Trade Agreements

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

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

1.4 Canadian Content

At least fifty (50) percent of the total bid price for the work performed under the Innovation must be provided by individuals based in Canada.

1.5 Security

A security requirement may be associated with the resulting contract. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada website. (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

Bidders may be required to possess valid security clearances, depending on the nature of the Proposal, in order to have access to information necessary for its execution. DRDC will determine the level of security required for each successful Proposal and will be responsible for establishing a Security Requirements Check List (SRCL) for the resulting contract.



1.6 **Controlled Goods**

This procurement may be 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).



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.

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

a) Section 04, Definition of a Bidder:

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

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

b) Section 05, Submission of Bids, Subsection 2(d):

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

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

c) Section 05, Submission of Bids, Subsection 5.4:

Delete: Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation,

Insert: Bids will remain open for acceptance for a period of not less than 365 days from the closing date of the bid solicitation,

d) Section 14, Price Justification:

Delete: In the event that the Bidder's bid is the sole responsive bid received,

Insert: For all Pre-Qualified Proposals eligible for Contract award,

2.2 Submission of Bids

Bids must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.



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

2.3 Who May Submit a Bid

Any Innovator (i.e., company or academic institution) may submit a bid. Bidders must certify that at least fifty (50) percent of the total bid price for the work performed under the Innovation will be provided by individuals based in Canada.

Bidders may submit more than one bid, however, a separate bid must be submitted for each Strategic Objective which the Bidder wishes to address.

2.4 Communications

To ensure the integrity of the competitive procurement process, all enquiries and other communications regarding this bid solicitation must be directed to the Contracting Authority identified below. Failure to comply with this requirement may result in the bid being declared non-responsive. PWGSC Contracting Authority:

Kate Caves
Public Works and Government Services Canada
Telephone: 873-469-4830
E-mail: kate.caves@tpsgc-pwgsc.gc.ca

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Public Announcements

In order to coordinate any public announcements pertaining to this DIRP - Call for Proposals (Call 1) and any resultant contracts, neither the Bidder nor any participating partners must make any public announcements without prior approval of Canada. Canada will not unreasonably withhold approval.

2.6 Sensitive or Proprietary Information

The contents of all bids will be considered sensitive and will be maintained in confidence by DRDC, DND, PWGSC and expert reviewers throughout the evaluation and selection process. Any release of this information outside the selection process requires the expressed agreement of the Bidder(s).

2.7 Applicable Laws

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bids should not be marked "Secret", "Confidential", or "Restricted" as those denote classified documents. The annotation "*Innovation Proprietary Information (or "Bid" or "Proposal" or "Innovation submission" or similar) – Unauthorized Disclosure Prohibited*", however, is acceptable.

PROTECTED - BUSINESS INFORMATION

This information may be disclosed only to those Public Servants having a need to know for the purposes of advising or assessing. Anyone improperly divulging this information may be prosecuted under the provisions of the Criminal Code of Canada.

Canada requests that Bidders provide their bid in separate, unbound sections as follows:

- Section I: Technical Bid, including Attachment 1 to Part 3 (three [3] hard copies and one [1] soft copy in PDF format on USB)
- Section II: Financial Bid, including Attachment 2 to Part 3 (three [3] hard copies and one [1] soft copy in Excel format on USB)
- Section III: Certifications (one [1] hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices should 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.

3.2 Section I: Technical Bid

3.2.1 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 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.

- 3.2.2** Bidders may submit one or more Innovations, but must submit a separate bid for each proposed Innovation. Each bid will be evaluated separately on its own merit.

3.3 Section II: Financial Bid

- 3.3.1** Bidders must complete the Financial Bid Cost Breakdown in accordance with Attachment 2 to Part 3. The total amount of Applicable Taxes must be shown separately.

- 3.3.2** The Financial Bid will be negotiated in accordance with the Statement of Work once it is finalized and must be in accordance with Canada's standard Contract Cost Principles 1031-2. More information can be found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>

- 3.3.3** Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 TO PART 3 –

TECHNICAL BID - INNOVATION TEMPLATE

GENERAL INNOVATION INFORMATION

This document should be completed on Bidder letterhead.

PART 1: INNOVATION INFORMATION

INNOVATION TITLE:

Version #: **Date:**

STRATEGIC OBJECTIVE ADDRESSED

Identify and briefly describe which Strategic Objective the proposed Innovation will address and how.

EXECUTIVE SUMMARY:

Briefly describe the background and the general overall objectives of the proposed Innovation. What is the estimated cost and duration (in months) for the proposed Innovation?

Brief overview of the following:

- 1.1 General nature of Bidder's business, geographic market and industry sector;
- 1.2 Management team and background (current and for the proposed Innovation);
- 1.3 R&D/Engineering/Technical capability;
- 1.4 Existing product lines and nature of and health of targeted market for such product;
- 1.5 Summary of previous DRDC support, including technical and commercial outcomes to date.

The DIRP is unable to consider Innovations that have already received funding from the Government of Canada, or from Canadian provincially or municipally funded programs.

PART 2: ADDITIONAL INFORMATION

1. INTELLECTUAL PROPERTY OWNERSHIP

Provide a clear statement regarding ownership and rights to use any background IP in the Innovation. Identify any background technology to be applied to the Innovation that is not exclusively the property of the Bidder or which is not provided by the Government of Canada under a licensing arrangement. Who will own the technology resulting from this Innovation? If not the Bidder, please explain who will and why.



ATTACHMENT 2 TO PART 3 -

FINANCIAL BID

COSTING AND FINANCIAL INFORMATION:

Attachment 2 is provided as a separate Microsoft Excel document downloadable from buyandsell.gc.ca.

Please complete Attachment 2, which includes the following forms, as part of the Innovation submission:

- FORM A – Company Statistical Information
- FORM B – Innovation Costs
- FORM C – Summary of Project Costs

2.1 Identify any funding received for the Innovation from foreign sources (which may be considered as part of the Bidder's share of contract costs).

2.2 The proposed costs to DIRP must be categorized as indicated in FORM B (Innovation Costs).



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

The evaluation of bids will be conducted using a two-stage process as detailed below.

4.1.2 Technical and Financial Evaluation

4.1.2.1 STAGE ONE - Mandatory Criteria

Stage one reflects mandatory criteria that must be met in order to proceed to Stage Two – Point Rated Criteria.

The Mandatory criteria are:

4.1.2.1.1 DND/CAF Relevance (Technical Criteria)

Proposals must demonstrate military relevance to the DND and CAF and/or its Allies. Proposals that satisfy the Strategic Objective for which the Proposal was submitted will be deemed as having demonstrated military relevance.

4.1.2.1.2 Compliance with the DIRP Framework/Innovation Funding (Financial Criteria)

All proposals (bids) must conform to the funding limitations set out below.

The maximum funding available for individual contracts resulting from this bid solicitation is \$1,000,000.00 (Delivered Duty Paid (DDP) Bidders' Canadian address, Customs duties and excise taxes included, Applicable Taxes extra) per Innovation. The DIRP funding will comprise a maximum 50 percent of the overall cost of the proposed Innovation or up to \$1,000,000.00 (Applicable Taxes excluded), whichever is less. The remaining 50 percent of funding must be provided by the Bidder (i.e., for an Innovation funded by DIRP at \$1,000,000.00 (Applicable Taxes excluded), the Bidder must also contribute \$1,000,000.00 (Applicable Taxes excluded)).

Any Innovation with costs to Canada in excess of this \$1,000,000.00 amount will be considered as cash in-kind. This disclosure does not commit Canada to pay the maximum \$7,000,000.00 funding available for this bid solicitation.

All bids must be completed in Canadian currency.

All bids must complete the financial cost forms in accordance with Attachment 2 to Part 3.

Proposals not meeting all of the mandatory requirements will not be given further consideration and will not be moved into Stage Two.



4.1.2.2 STAGE TWO - Point Rated Technical Criteria

Stage Two includes two phases. Stage Two, Phase 1 reflects the minimum point rated requirements that must be met to proceed to Stage Two, Phase 2.

STAGE TWO, PHASE 1- POINT RATED CRITERIA

Bids will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered responsive, bids must obtain the required minimum points for each rated criterion. Bids scoring less than the minimum points indicated for any one of these criteria will not be given further consideration.

4.1.2.2.1 Entity Track Record

(Maximum: 20 points, Minimum: 15 points)

4.1.2.2.1 will be evaluated based on the following rated criteria:

Bidders should demonstrate a recent and successful track record of performance within the space-based radar development or space data exploitation sectors.

In order to demonstrate this, Bidders should demonstrate that they:

- Have been in business within the space-based radar development and/or space data exploitation sectors for at least 37 months (see Part A below); and
- Have completed at least five Innovations (see Part B below).

The relevance of the proposed Innovations to the space-based radar development and/or space data exploitation sectors must be clearly identified.

Evaluation Scale:

Entity Track Record - Elements	
Part A: duration of business (months)	Part B: number of relevant Innovations
37 to 48 months = 5 points	5 Innovations = 8 points
48 to 60 months = 8 points	6 Innovations or more = 10 points
61 months or more = 10 points	

4.1.2.2.2 Research Content and Work Plan

(Maximum: 60 points, Minimum: 45 points)

4.1.2.2.2 will be evaluated based on the following rated criteria:

The intent of the DIRP is to invest in Innovations that contain a significant research component.

Bidders should clearly articulate the research content of their proposal (bid) and provide a work plan.

In order to demonstrate this, the Bidder should clearly address all of the following elements:

- i) The Proposal should clearly identify the specific Strategic Objective to be addressed, including:
 - a. An explanation of the technology, process or method that the proposed Innovation intends to provide that will fill an existing technology gap, or provide a superior product or method; AND,



- b. Detailed background information on the current state of the art; AND,
 - c. A comparison with competitive approaches.
- ii) The Proposal should clearly identify the technical risks and challenges that are inherent to the proposed Innovation, including:
 - a. The nature of the risks; AND,
 - b. The risk mitigation strategies; AND,
 - c. The impacts on the proposed Innovation if the risks are realized.
- iii) The Proposal should clearly identify how the proposed Innovation is innovative, including:
 - a. Those elements of the proposed Innovation that are innovative
- iv) The Proposal should include a well thought-out and detailed work plan, including:
 - a. Delineation of the phases of the proposed Innovation as well as the methodology and expected outcome; AND,
 - b. Manageable milestones and deliverables to measure progress, including specific tasks and estimated duration; AND,
 - c. Resources (personnel) assigned to each task; AND,
 - d. A Gantt chart outlining the duration of the various tasks and the task dependencies; AND,
 - e. Recommendations for off-ramps (GO/NO-GO points) to cancel or redirect the proposed Innovation; AND,
 - f. Confirmation that the required facilities are available as part of the Bidder's current infrastructure or details have been provided outlining how the Bidder will access the required facilities.

Research Content and Work Plan – Elements	Point Value
To consider an element to have been addressed, all aspects of an element must be clearly described in sufficient detail that enables Canada's comprehension of the proposal for this element. Bidders should address each element separately by using the numbering convention in accordance with the bid solicitation (e.g. i a., i b., and i c. should each be described separately). Partial points for an element will not be awarded.	
The Research Content and Work Plan does not clearly and thoroughly address any of the elements stated in i), ii), iii), and iv).	0
The Research Content and Work Plan clearly and thoroughly addresses one (1) out of the four (4) elements stated in i), ii), iii), and iv) using examples and references.	15
The Research Content and Work Plan clearly and thoroughly address two (2) out of the four (4) elements stated in i), ii), iii), and iv) using examples and references.	30
The Research Content and Work Plan clearly and thoroughly address three (3) out of the four (4) elements stated in i), ii), iii), and iv) using examples and references.	45
The Research Content and Work Plan clearly and thoroughly address four (4) out of the four (4) elements stated in i), ii), iii), and iv) using examples and references.	60

4.1.2.2.3 Project Manager and Key Personnel

(Maximum: 20 points, Minimum: 12 points)

4.1.2.2.3 will be evaluated based on the following rated criteria:



The Bidder should provide evidence of its capacity to successfully manage and staff the proposed Innovation.

The Bidder should describe all management and technical persons to be assigned to the proposed Innovation with particular emphasis on the Project Manager (i.e., the Project Lead), and describe each person's relevant expertise and role on the proposed Innovation.

The Proposal should provide information on the proposed resources' training and experience necessary to complete the proposed Innovation.

In order to demonstrate this, the Bidder should clearly address all of the following elements:

i) Project Manager's Relevant Management Experience

The Proposal should clearly describe the Project Manager's previous experience managing projects of this nature, including:

- a. Identification of recent (within the past five years from the closing date of this bid solicitation) projects within +/- 50% of the total cost of the proposed Project that the Project Manager has successfully delivered; AND,
- b. Identification of recent (within the past five years from the closing date of this bid solicitation) projects within the same field as the proposed Project that the Project Manager has successfully delivered; AND,
- c. Identification of the Project Manager's individual contributions to achieving successful project delivery.

ii) Project Manager's Relevant Education and Technical Background

The Proposal should clearly describe the Project Manager's educational and technical background, including:

- a. Description of how the Project Manager's educational background relates to the proposed Innovation; AND,
- b. Description of how the Project Manager's technical background relates to the proposed Innovation; AND,
- c. Description of how the Project Manager's educational and technical background allows the proposed Project Manager to understand the research elements of the proposed Innovation.

iii) Project Manager's Relevant Business Education and Experience

The Proposal should clearly describe the Project Manager's business education and experience, including:

- a. Description of how the Project Manager's business education relates to the proposed Innovation; AND,
- b. Description of how the Project Manager's business experience relates to the proposed Innovation; AND,
- c. Description of how the Project Manager's business education and experience relates to the Project Manager's ability to carry out the business elements of the proposed Innovation.

iv) Key Personnel's Relevant Education and Technical Background



The Proposal should clearly describe the Key Personnel’s educational and technical background and experience, including:

- a. Description of how the Key Personnel’s educational and technical background relates to the proposed Innovation; AND,
- b. Description of how the Key Personnel’s experience relates to the proposed Innovation; AND,
- c. Description of how the Key Personnel’s educational and technical background and experience will allow the Key Personnel to undertake the research elements associated with the proposed Innovation.

v) Subcontractors and Collaborators

The Proposal should identify all sub-Contractors and collaborators (organizational name and the key technical contact person), including:

- a. Identification of the components of the work plan that sub-Contractors are responsible for; AND,
- b. Identification of the sub-Contractors time commitment; AND,
- c. Confirmation from the sub-Contractors and collaborators that they are aware of the Proposal and are available to make the indicated contributions.

Project Manager and Key Personnel – Elements To consider an element to have been addressed, all aspects of an element must be clearly described in sufficient detail that enables Canada’s comprehension of the proposal for this element. Bidders should address each element separately by using the number convention in accordance with the bid solicitation (e.g. i a., i b., and i c. should each be described separately). Partial points for an element will not be awarded.	Point Value
The Project Manager and Key Personnel do not demonstrate that they can successfully manage and resource the proposed Innovation to completion and the Proposal does not clearly and thoroughly address any of the elements stated in i), ii), iii), iv) and v).	0
The Proposal clearly and thoroughly addresses one (1) out of the five (5) elements stated in i), ii), iii), iv) and v).	4
The Proposal clearly and thoroughly addresses two (2) out of the five (5) elements stated in i), ii), iii), iv) and v).	8
The Proposal clearly and thoroughly addresses three (3) out of the five (5) elements stated in i), ii), iii), iv) and v).	12
The Proposal clearly and thoroughly addresses four (4) out of the five (5) elements stated in i), ii), iii), iv) and v).	16
The Proposal clearly and thoroughly addresses five (5) out of the five (5) elements stated in i), ii), iii), iv) and v).	20

4.1.2.2.4 Technology Exploitation Plan
(Maximum: 40 points, Minimum: 20 points)

4.1.2.2.4 will be evaluated based on the following rated criteria:

The Proposal should outline how the Bidder plans to exploit the developed technology (i.e., product, device, method, process, system, or other elements as appropriate) developed through their proposed Innovation.



In order to demonstrate this, the Bidder should clearly address all of the following elements:

- i) The proposed Technology Exploitation Plan should describe the technology expected to result from the proposed Innovation, including:
 - a. Description of how the technology will address the specific Strategic Objective; AND,
 - b. Description of the technology’s advantages and new benefits to Canada.
- ii) The Technology Exploitation Plan should include a market analysis, including:
 - a. Details of any market trends as well as global market potential that would support the claims for commercial viability of the developed technology; AND,
 - b. Lists of the functional applications and possible end users of the technology in military and/or commercial markets; AND,
 - c. Description of any alternate or emerging technology and/or competitors that could impact on the marketability, identifying how a competitive advantage would be maintained.
- iii) The proposed Technology Exploitation Plan should include a general overview of how additional research, technology exploitation or commercialization are to be financed, including:
 - a. Intentions to form strategic partnerships or alliances with other performers or investors that are already established in the defence marketplace.
- iv) The proposed Technology Exploitation Plan should describe the sales and marketing strategy in some detail, including:
 - a. Description of the resource structure currently or intended to be formed to carry out this strategy; AND,
 - b. Discussion of whether the Bidder intends to be a primary supplier of the technology or whether the technology is to be integrated into another product or used by another entity as part of an agreement or consortium.

Technology Exploitation Plan – Elements	Point Value
<p>To consider an element to have been addressed, all aspects of an element must be clearly described in sufficient detail that enables Canada’s comprehension of the proposal for this element. Bidders should address each element separately by using the numbering convention in accordance with the bid solicitation (i) a., i) b., and i) c. should each be described separately). Partial points for an element will not be awarded.</p>	
The Proposal does not clearly and thoroughly address any of the elements stated in i), ii), iii) and iv).	0
The technology developed through the Proposal clearly and thoroughly addresses one (1) out of the four (4) elements stated in i), ii), iii) and iv).	10
The technology developed through the Proposal clearly and thoroughly addresses two (2) out of the four (4) elements stated in i), ii), iii) and iv).	20
The technology developed through the Proposal clearly and thoroughly addresses three (3) out of the four (4) elements stated in i), ii), iii) and iv).	30
The technology developed through the Proposal clearly and thoroughly addresses four (4) out of the four (4) elements stated in i), ii), iii) and iv).	40



4.1.2.3 POOL OF PRE-QUALIFIED PROPOSALS

All Proposals evaluated as responsive to Stage One and to Phase 1 of Stage Two will form a pool of pre-qualified Proposals. Pre-qualified Proposals will remain open for acceptance and consideration for funding (contract award) for a period of not less than three hundred and sixty five (365) days from the closing date of the bid solicitation.

The establishment of the pool of pre-qualified proposals does not constitute commitment on the part of Canada to fund Proposals or to award contracts.

4.1.2.4 STAGE TWO, PHASE 2 - BASIS OF SELECTION

To be considered responsive and considered for contract award, a Proposal must:

1. Comply with all the requirements of the bid solicitation;
2. Be placed in the pool of pre-qualified Proposals; and
3. Be responsive in Part 1 under “Consideration for Contract Award” detailed below.

4.1.2.4.1 Consideration for Contract Award

Part 1 – Proposal Selection for Funding

The Defence Innovation Research Advisory Committee (DIRAC), which is chaired at the DRDC Director General level and comprised of a wide range of technical and corporate expertise that has a broad understanding of DND and CAF needs and requirements, may select, from the Pool of Pre-Qualified Proposals, one or more or no Proposals for funding recommendation.

The decision to select or to not select a Proposal is at the sole discretion of the DIRAC. Proposals with the highest Technical Evaluation score may not be the Proposals recommended for funding. Proposals will be selected on the basis of factors pertinent to DIRAC, such as;

- Alignment with the Strategic Objectives of the bid solicitation;
- The resulting benefits to Canada;
- Alignment with Canada’s priorities and initiatives in S&T;
- Delivery timeline;
- Available funding;
- Other.

For Proposals recommended for funding, situations may arise where feedback is provided by the DIRAC Chair to implement refinements or to seek clarification to the Proposal’s scope, budget, schedule, or work plan. Recommendations for full or partial funding, based on the scope and strategic program objectives, may also be made. These refinements or further clarifications will form part of the proposal clarification and/or contract negotiation phase, as appropriate.

Bidders will be informed, in writing, of the status of their proposal that will include the results of the evaluation.

Part 2 – Additional Proposal Selection

Following the completion of Part 1, the DIRAC may reconvene during the 365-day period referenced above for the purpose of funding one or more Proposals that form part of the Pool of Pre-qualified Proposals but were not previously selected for funding. The process in Part 1 will be followed. DIRAC is not obligated to reconvene.



4.2 CONTRACT NEGOTIATION STAGE

Proposals selected for funding (contract award) will move to the Contract Negotiation Stage that will be led by the Contracting Authority. The following will form the basis of this stage.

- Bidders will be requested to complete, refine, and finalize the Statement of Work (Annex A of Part 7) in conjunction with DRDC.
- Bidders will be required to submit the certifications in Part 5 listed under “Certifications Precedent to Contract Award and Additional Information” and may be required to submit other certifications or information appropriate to the specific situation.
- Canada may request negotiation of the proposed Proposal costing and provisions.
- Canada may request modifications to the funding levels.
- Canada may request additions to, deletions from, or modifications of, the provisions of Part 7 as appropriate to the specific situation. Examples include:
 - o a method of payment for firm milestone payments in lieu of reimbursement of actual costs plus overhead;
 - o security requirements (Part 7).
- Bidders may be required to submit and/or adhere to the provisions in Part 6.
- Canada may request modifications to Annexes B, C and/or D.
- Agreement to the final version of the proposed contract will be required by the Bidder and the Contracting Authority. The award of contract is conditional to this agreement.



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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.



Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Certifications Precedent to Contract Award and Additional Information

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#), as modified below.

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition. For the purposes of the DIR program, the minimum Canadian Content requirement is fifty (50) percent, (at least fifty (50) percent of the total bid price for the work performed under the Innovation must be provided by individuals based in Canada).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 Education and Experience

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

5.2.3.4 Price or Rate Certification

The following may be requested by the Contracting Authority.

SACC Manual clause [C0001T](#) (2007-05-25) Price Certification - Foreign Suppliers, and/or;

SACC Manual clause [C0002T](#) (2010-01-11) (Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

5.2.3.5 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.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements, if applicable

1. If applicable, 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;

If there are requirements for safeguarding measures at the Bidder's and proposed individual(s) site(s) or premises, the following will be added:

- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
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

If the Bidder's proposal or the resulting contract includes Controlled Goods, the following provisions apply:

SACC Manual clause [A9130T](#) (2014-11-27) Controlled Goods Program

6.3 Insurance Requirements

If Canada determines that specific insurance is required, and Canada requires proof that the Bidder possesses the required insurance, the Contracting Authority will verify the proof of availability, in accordance with the provisions below.

G1007T (2016-01-28) – Insurance – Proof of Availability Prior to Contract Award



PART 7 – SAMPLE RESULTING CONTRACT CLAUSES

The following clauses and conditions may apply to and form part of any contract resulting from the bid solicitation, or may be deleted or modified. Other clauses and conditions may be added. The final version of the contract will be established as set out in Part 4 at “Contract Negotiation Stage”. (Note: this paragraph of information will be deleted at contract award.)

7.1 Statement of Work

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

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* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by PSPC. The Contract will show, as applicable, amended clauses and conditions.

7.2.1 General Conditions

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

In addition to the disclosure obligation under Section 27 of the general conditions 2040, any Foreground Information must be fully disclosed and documented by the Contractor in the technical reports delivered by the Contractor to the Scientific Authority under this Contract.

If the status of the Contractor changes in respect of ownership or control, technical or financial competence, location of the work place or in any way which may prejudice the Innovation or the potential Canadian economic benefits therefrom, the Contractor must promptly inform the Contracting Authority, Scientific Authority & DIRP Project Authority.

7.2.2 Supplemental General Conditions

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

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

7.2.3 SACC Manual Clauses (as applicable)

A9068C (2010-01-11), Government Site Regulations

7.3 Security Requirements

To be identified at Contract Negotiation Stage, OR,

There is no security requirement applicable to this Contract.

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from Contract award to (date to be determined (TBD)), inclusive.



7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kate Caves
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 873-469-4830
E-mail: kate.caves@tpsgc-pwgsc.gc.ca

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

7.5.2 Scientific Authority

The Scientific Authority for the Contract is:

To be included at Contract award.

The Scientific 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 Scientific Authority; however, the Scientific 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 DIRP Project Authority

The DIRP Project Authority for the Contract is:

To be included at Contract award.

The Department of National Defence DIRP Project Authority maintains communications with Contractor executives and DIRP Authorities regarding funding and financial matters, claims and DIRP conditions and terms of reference.

7.5.4 Contractor's Representative

TBD at Contract Award.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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



7.7 Payment

7.7.1 Basis of Payment (Limitation of Expenditure)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra, if applicable. The fiscal year allocation of the Crown's portion of the costs, excludes Applicable Taxes. Carryover of obligations from one fiscal year to another must be authorized by the Contracting Authority and the DIRP Project Authority.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Applicable Taxes are extra, if applicable.
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

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.pwgsc.gc.ca/acquisitions/text/forms/forms-e.html>) 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; and
 - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.



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

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer
C0101C (2010-01-11), Discretionary Audit - Non-commercial Goods and/or Services

7.8 Invoicing Instructions - Progress Claim

7.8.1 The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#) (see sample form in Annex C);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses claimed valued at over **\$TBD**. Supporting documents (invoices, prepaid bills, time sheets, etc., as applicable) must be retained by the Contractor for verification purposes.

Each claim must be supported by:

- a. a copy of the monthly progress report for the corresponding period.

7.8.2 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.

7.8.3 The Contractor must;

- prepare, certify and submit one electronic copy of the progress claim to the DRDC Scientific Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

In addition,

- one copy of each claim along with the attachments cited herein, is to be sent to the DIRP Project Authority and the PWGSC Contracting Authority.

Although the Contracting Authority's signature is not required on the claim form in order to be processed for payment, the Contracting Authority reserves the right to reject or adjust the claim or subsequent claims where required. The Scientific Authority will certify and then forward the original of the claim to the DIRP Project Authority for completion of the remaining certification and payment action.



7.8.4 The Contractor must not submit claims until all work identified in this claim is completed.

7.9 Certifications

7.9.1 Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification, with the Canadian Content Definition modified as set out in the bid solicitation (DIRP Call for Proposals – Call 1).

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2015-09-03), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Sample Claim for Progress Payment
- (g) Annex D, Intellectual property Disclosure Certification
- (h) Annex E, Federal Contractor's Program for Employment Equity - Certification
- (i) the Contractor's Bid dated TBD.

7.12 Defence Contract (if applicable)

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

7.13 Foreign Nationals (Canadian Contractor) (if applicable)

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

7.14 Insurance or Insurance Requirements

SACC Manual clause G1005C (2016-01-28), Insurance (if no specific requirement); or



Specific provisions to be determined at Contract Negotiation Stage.

7.15 Controlled Goods Program (if applicable)

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

7.16 Milestone / Phase Authorization

In the event that Go / No-Go points are identified under the Statement of Work, the Contractor must be notified, in writing, by the Contracting Authority and Scientific Authority either that it is to proceed with the next milestone/phase or that Canada wishes to withdraw any further support from the Innovation and terminate the Contract without further liability. In the event Canada wishes to withdraw its support, and subject to all other terms and conditions of the Contract, the Contractor will be paid the holdback owing to it in accordance with the holdback provision of the Method of Payment clause contained herein. In no event will the Contractor be paid for any costs incurred in work performed on any unauthorized milestone/phase.

7.17 Conduct of Research

At least fifty (50) percent of of the total bid price for the work performed under the Innovation must be provided by individuals based in Canada.

The Contractor must use Canadian goods and labour to the extent to which they are capable of performing the Work in an economic and expeditious manner, and encourage Canadian suppliers to develop the necessary capabilities and talents to support the follow-on manufacture in Canada of the product being developed under this Contract.

If the Contractor exploits the work, DND requests the right to acquire goods and services derived from the work on a most-favoured customer basis. In the event of an emergency requirement declared by DND, the Contractor agrees to supply goods and services to DND, on such basis, in priority to any other work the Contractor may have.

7.18 Publication of Research Results

The Contractor may publish the results of the Work subject to security restrictions for classified information under the DIR Program. Where security restrictions exist, this will be indicated in the "Statement of Work" annexed hereto. Nothing in the foregoing must affect compliance with the above-mentioned security requirements.

A statement in a form approved by the Scientific Authority acknowledging the support of the DND DIRP and any associated government department must be included in all published papers or releases, and, where reasonable, in commercial advertising. In no event is any publicity to imply endorsement of any product or process by Canada. For the purpose of this clause, "publish" includes but is not limited to, news releases, articles, manuscripts, still and motion pictures, speeches at trade association meetings, symposia, advertisements and similar communications. Publication of unclassified research results in reputable scientific journals is encouraged.

7.19 Intellectual Property Disclosure

A completed copy of the Intellectual Property Disclosure Certification at Annex E, and details of all Foreground Information generated as a result of this Contract, must be provided to the Scientific Authority and the Contracting Authority prior to delivery of the final deliverable required under the Contract, as specified in Annex A.



**ANNEX A
SAMPLE STATEMENT OF WORK**

To be completed at time of Contract negotiation.

Purchase request tool tracking number: 20XX-XXXXX

1. Title

INSERT TITLE

2. Background

Insert background if applicable.

3. Acronyms

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority
SA	Scientific Authority

4. Applicable Documents & References

Insert "None" or insert applicable documents/references as follows:

A1:

5. Tasks

Proposed format #1:

5.1 Task title

Insert description of the task.

5.2 Task Title

Insert description of the task.

Proposed format #2:

5.1 Insert description of the task.

5.2 Insert description of the task.

5.3 Insert description of the task.

The Contractor must make reasonable efforts to collect and make available to DND in a suitable timeframe all data relating to the economic benefits traceable to this Contract. These data may include domestic and export sales values, general nature of the markets served and the products or services provided. This condition survives the Completion of this Contract for a period of five years.

6. Deliverables

Proposed format #1:



6.1 Deliverables for task 5.1

Insert description of the deliverables, quantity, and format as applicable.

6.2 Deliverables for task 5.2

Insert description of the deliverables, quantity, and format as applicable.

Proposed format #2:

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	5.1		
6.2	5.2		

7. Date of Delivery

Proposed format #1

Deliverable 6.1: Within X months after contract award.

Deliverable 6.2: On or before YYYY-MM-DD.

Proposed format #2

Deliverable	Delivery date
6.1	Within X months after contract award.
6.2	Within X month after delivery of deliverable 6.1.
6.3	On or before YYYY-MM-DD.
6.4	On or before YYYY-MM-DD.

8. Language of Work

Insert the applicable language of work. English, French or English and French.

9. Location of Work

Example:

The work must be performed at the Contractor's site.

Example:

The work must be performed at DRDC:

Defence Research and Development Canada – XXXX Research Centre



Building XX
XXXX Street Address
City, province.
Postal code
Canada

10. Travel

Example when travel **is not** required:

The Contractor is not required to travel.

Example when travel **is** required:

The Contractor is required to travel to the following location under the following tasks:

Task: Insert task number

Location: Insert location name

Address: Insert complete address

Duration: Insert number of days

Frequency: Insert frequency

The National Joint Council Travel Directive will apply for any travel, accommodation and living expenses outside of the National Capital Region.

11. Meetings

Insert “Not required” or insert meeting information.

12. Government Property

a) Government Supplied Information (GSI)

Insert “None” or insert GSI list and information as follows:

GSI 1: Name and description

b) Government Furnished Equipment (GFE)

Insert “None” or insert GFE list and information as follows:

GFE 1: Name and description.

Quantity:

Part number:

Serial number:

Inventory number:

13. Special Considerations

Insert “None” or insert text.



**ANNEX B
BASIS OF PAYMENT**

1. LABOUR: at the following firm rates

Labour, reasonably and properly incurred in performance of the work, must be based on firm hourly rates, inclusive of all overhead, but excluding profit.

To be included, if applicable: The interim hourly rates shown below must be applicable to the identified labour categories for the periods of time as shown. Pending the negotiation of firm labour rates in accordance with Contract Cost Principles 1031-2, the following interim labour rates must be used for billing purposes.

CATEGORY	Level	FIRM HOURLY RATE

Total Est.: \$(to be added at Contract award)

2. EQUIPMENT / Materials and Supplies: at laid down cost without markup

Total Est.: \$(to be added at Contract award)

3. 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 [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

Total Est.: \$(to be added at Contract award)

4. SUBCONTRACTS/ CONSULTANTS: at actual cost without markup

Total Est.: \$(to be added at Contract award)

5. GOODS AND SERVICES PROVIDED AT THE CONTRACTOR'S EXPENSE:

Claim Category	Total Direct Costs \$	DND Portion \$
Labour		
Materials		
Equipment		
Subcontracts		
Consultants		
Travel & Living		

Total Est.: \$(to be added at Contract award)

Less Contractor's Portion of firm ___%: \$(to be added at Contract award)

CANADA'S TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE,



Applicable Taxes Extra: \$(to be added at contract award)

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 Contract Authority and the Scientific Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.



ANNEX C
Sample **CLAIM FOR PROGRESS PAYMENT**

Use supplementary claim form DSS-MAS 1112 as required to record detail.

Contractor's Name and Address <i>(INSERT CONTRACTOR'S NAME & ADDRESS AS SHOWN ON PAGE ON OF THE CONTRACT)</i>	Claim No. 1	Date	Contract Price (Crown's Share):
	File No.		Contract Serial No.
	Financial Code(s) <i>(see page 1 of contract document)</i>		

Contractor's Report of progress (if more space is required, please use separate sheet)

(Insert narrative regarding reports)

Period of work covered by this claim: Nov. 1/09 - Dec. 31/09	Current Claim (A)	Previous Claims (B)	Total to Date (A + B)
Description : (Expenditures are to be claimed <u>in accordance with the contract Basis and/or Method of Payment</u>)			
1. DIRECT LABOUR , (see breakdown on attached sheet) at firm daily rates based on the Basis of Payment	\$	-----	\$
2. MATERIALS & SUPPLIES (see itemization of attached sheet)	\$	-----	\$

<u>NOTE: THE ABOVE IS JUST A SAMPLE - PLEASE SEE THE BASIS OF PAYMENT ATTACHED TO THE CONTRACT DOCUMENT FOR THE CORRECT ITEMIZATION OF CATEGORIES</u>			
SUBTOTAL	\$	-----	\$
LESS CONTRACTOR'S SHARE (50%)	(\$)	-----	(\$)
TOTAL (CANADA'S SHARE)	\$	-----	\$
Applicable Taxes - Applicable to <u>Crown's Share only</u>	\$	-----	\$
Total	\$	-----	\$
10% holdback on CROWN'S SHARE only (not including Applicable Taxes)	\$	-----	\$
Claim (including Applicable Taxes)	\$	-----	\$
Percentage of the work completed - 10%	Current Claim - Amount due \$		



ANNEX C - SAMPLE
CLAIM FOR PROGRESS PAYMENT

Claim No.	File No.	Contract Serial No.
-----------	----------	---------------------

CERTIFICATE OF CONTRACTOR

I hereby certify and represent that the following statements are true:

- All authorizations under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the terms of the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and work under subcontract have been received, accepted and either paid for or accrued in my/our accounts following receipt of invoice from vendor/subContractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in my/our accounts and all such costs were incurred exclusively for the purpose of the contract.
- All other direct costs have been paid for or accrued in my/our accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract.
- I have not been given notice of nor am I aware of any liens, encumbrances, changes or other claims against the work.

_____	_____	_____
Contractor Signature	Title	Date

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Scientific/Innovation/Inspection Authority: I certify that the work meets the quality standards required by the contract, and its progress conforms to the terms of the contract.

Inspection Authority (All other contracts): I certify that the quality of the work performed is in accordance with the standards required by the contract.

_____	_____
Signature of Inspector / Scientific / Innovation Authority	Date

PSPC Representative: I certify that to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment prior to final settlement.

_____	_____	_____
Signature	Title	Date

Customer's Authorized Signing Officer - **To be signed on interim claim:** I certify that the claim is in accordance with the contract.

_____	_____	_____
Client Signature	Title	Date

Customers Authorized signing Officer - **To be signed on final claim:** I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

_____	_____	_____
Client Signature	Title	Date



ANNEX D

INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION - Certificat de divulgation de la propriété intellectuelle

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

Ce formulaire doit être complété et signé par l'Entrepreneur à la fin du contrat et retourné à l'autorité contractante :

Supply Team Leader
Science & Professional Services Directorate
Acquisitions Branch,
Public Works and Government Services Canada
Place du Portage, Phase III, floor 11C1
11 Laurier Street
Gatineau, Québec K1A 0S5
Canada

Kate Caves

Chef d'équipe d'approvisionnements
Direction de l'acquisition de travaux scientifiques et de services professionnels,
Direction générale des approvisionnements
Travaux publics et Services gouvernementaux Canada
Place du Portage, Phase III, 11 C1
11 rue Laurier, Gatineau (Québec) K1A 0S5
Canada

Tel: (873) 469-4830
E-mail: kate.caves@tpsgc-pwgsc.gc.ca
Fax: (819) 997-2229

Contract Title - Titre du contrat:

It is a term of the referenced contract that, regardless of its ownership, all Foreground Information1 that could be Inventions1 and all other Foreground Information, must be promptly and fully disclosed to Canada.

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.

1 - defined in the General Conditions identified in the Contract

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

Consequently, the undersigned, being a duly authorized officer of the Contractor, certifies that during the tenure of the contract

Par conséquent, le soussigné, étant un agent dûment autorisé de l'Entrepreneur, certifie que durant la période du contrat

(mark appropriate box):

(cochez la case appropriée):

[] No Foreground Information was conceived, developed or produced as part of the Work and, therefore the Contractor has nothing to disclose.

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.

[] 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 Innovation Authority designated in the Contract, and the Contractor has nothing further to disclose.

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.

[] All Foreground Information conceived, developed or produced as part of the Work by the Contractor is hereby fully disclosed in the attached document.

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: _____
Contractor Name - Entrepreneur: _____
Date - Date: _____



ANNEX E to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)