



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

THERE IS A SECURITY REQUIREMENT  
ASSOCIATED WITH THIS REQUIREMENT.

CE DOCUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ.

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Stocktaking & Inventory Services	
<b>Solicitation No. - N° de l'invitation</b> W6369-16X003/B	<b>Date</b> 2016-06-22
<b>Client Reference No. - N° de référence du client</b> W6369-16X003	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-421-30301	
<b>File No. - N° de dossier</b> 421zg.W6369-16X003	<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 2016-08-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Robert	<b>Buyer Id - Id de l'acheteur</b> 421zg
<b>Telephone No. - N° de téléphone</b> (819) 956-0473 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. MGEN George R. Pearkes Building OTTAWA Ontario K1A0K2 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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
**W6369-16X003/B**  
Client Ref. No. - N° de réf. du client  
**W6369-16X003**

Amd. No. - N° de la modif.  
File No. - N° du dossier  
**421zg.W6369-16X003**

Buyer ID - Id de l'acheteur  
**421zg**  
CCC No./N° CCC - FMS No./N° VME

---

## **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**DEPARTMENT OF NATIONAL DEFENCE (DND)**

**FOR**

**NATIONAL PHYSICAL STOCKTAKING AND INVENTORY  
MANAGEMENT PROGRAM SUPPORT SERVICES**

**NOTE:** There is a security requirement associated with this requirement

---

<b>NATIONAL PHYSICAL STOCKTAKING AND INVENTORY MANAGEMENT PROGRAM SUPPORT SERVICES .....</b>	<b>4</b>
<b>PART 1 – GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
<b>PART 2 – BIDDER INSTRUCTIONS.....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	6
2.2 SUBMISSION OF BIDS .....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 INQUIRIES - BID SOLICITATION .....	8
2.5 APPLICABLE LAWS .....	8
2.6 BASIS FOR CANADA’S OWNERSHIP OF INTELLECTUAL PROPERTY .....	8
2.7 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	9
<b>PART 3 – BID PREPARATION INSTRUCTIONS .....</b>	<b>10</b>
3.1 BID PREPARATION INSTRUCTIONS.....	10
SECTION I: TECHNICAL BID.....	10
SECTION II: FINANCIAL BID .....	10
SECTION III: CERTIFICATIONS.....	11
SECTION IV: ADDITIONAL INFORMATION .....	11
<b>ATTACHMENT 1 TO PART 3, PRICING SCHEDULE .....</b>	<b>13</b>
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>15</b>
4.1 EVALUATION PROCEDURES.....	15
4.1.1 <i>Technical Evaluation</i> .....	15
4.1.1.1 <b>Joint Venture Experience</b> .....	15
4.1.1.2 <b>Mandatory Technical Criteria</b> .....	16
4.1.1.3 <b>Point Rated Technical Criteria</b> .....	16
4.1.2 <i>Financial Evaluation</i> .....	16
4.2 BASIS OF SELECTION .....	16
4.2.1. <i>Basis of Selection - Highest Combined Rating of Technical Merit [60%] and Price [40%]</i> .....	16
<b>ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA .....</b>	<b>18</b>
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>25</b>
5.1 CERTIFICATIONS AND ADDITIONAL INFORMATION REQUIRED WITH THE BID .....	25
5.1.1 <i>Integrity Provisions - Declaration of Convicted Offences</i> .....	25
5.1.2 <i>Additional Certifications Required with the Bid</i> .....	25
5.2 CERTIFICATIONS AND INFORMATION REQUIRED PRECEDENT TO CONTRACT AWARD .....	25
5.2.1 <i>Integrity Provisions – Required Documentation</i> .....	25
5.2.2 <i>Federal Contractors Program for Employment Equity - Bid Certification</i> .....	25
5.2.3 <i>Additional Certifications Required Precedent to Contract Award</i> .....	26
<b>ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD.....</b>	<b>27</b>
<b>PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>	<b>29</b>
6.1 SECURITY REQUIREMENT .....	29
6.2 FINANCIAL CAPABILITY.....	29
6.3 CONTROLLED GOODS REQUIREMENT.....	29

<b>PART 7 – RESULTING CONTRACT CLAUSES .....</b>	<b>30</b>
7.1 STATEMENT OF WORK .....	30
7.1.1 <i>Optional Goods or Services, or both</i> .....	30
7.1.2 <i>Task Authorization</i> .....	30
7.2 STANDARD CLAUSES AND CONDITIONS .....	33
7.2.1 <i>General Conditions</i> .....	33
7.2.2 <i>Inspection and Acceptance</i> .....	33
7.2.3 <i>Non-Disclosure Agreement</i> .....	34
7.3 SECURITY REQUIREMENT .....	34
7.4 TERM OF CONTRACT .....	34
7.4.1 <i>Period of the Contract</i> .....	34
7.4.2 <i>Option to Extend the Contract</i> .....	34
7.4.3 <i>Option to Extend - Transition Period</i> .....	35
7.4.4 <i>Comprehensive Land Claims Agreements (CLCAs)</i> .....	35
7.5 AUTHORITIES .....	35
7.5.1 <i>Contracting Authority</i> .....	35
7.5.2 <i>DND Technical Authority</i> .....	35
7.5.3 <i>Contractor's Representative</i> .....	36
7.6 PAYMENT .....	36
7.6.1 <i>Basis of Payment - Authorized TA</i> .....	36
7.6.1.1 <i>Firm Lot Price TA</i> .....	36
7.6.1.2 <i>TA subject to a Limitation of Expenditure</i> .....	37
7.6.2 <i>Canada's Total Liability</i> .....	37
7.6.3 <i>Method of Payment</i> .....	38
7.6.4 <i>SACC Manual Clauses</i> .....	39
7.6.5 <i>Electronic Payment of Invoices - Contract</i> .....	39
7.6.6 <i>Discretionary Audit</i> .....	39
7.7 INVOICING INSTRUCTIONS .....	39
7.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	40
7.8.1 <i>Compliance</i> .....	40
7.8.2 <i>Federal Contractors Program for Employment Equity - Default by the Contractor</i> .....	40
7.9 APPLICABLE LAWS .....	40
7.10 PRIORITY OF DOCUMENTS .....	40
7.11 DEFENCE CONTRACT .....	41
7.12 FOREIGN NATIONALS .....	41
7.13 INSURANCE .....	41
7.14 CONTROLLED GOODS .....	41
7.15 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	41
<b>ANNEX A, STATEMENT OF WORK .....</b>	<b>42</b>
<b>ANNEX B, BASIS OF PAYMENT .....</b>	<b>58</b>
<b>ANNEX C, SECURITY REQUIREMENTS CHECK LIST (SRCL) .....</b>	<b>66</b>
<b>ANNEX D, DND 626 (TASK AUTHORIZATION FORM) .....</b>	<b>67</b>
<b>ANNEX E, NON-DISCLOSURE AGREEMENT .....</b>	<b>68</b>
<b>ANNEX F, SAMPLE OF PERIODIC USAGE REPORTS - CONTRACTS WITH TAS .....</b>	<b>69</b>

---

## NATIONAL PHYSICAL STOCKTAKING AND INVENTORY MANAGEMENT PROGRAM SUPPORT SERVICES

Bid solicitation # W6369-16X003/B for the provision of professional services of a contractor to assist in the physical stocktaking, data validation and correction, directed independent asset inventory verification and other processes and procedures for inventory management of the Department of National Defence (DND) Canadian Armed Forces (CAF) warehouses across Canada in support of a robust Stocktaking and Inventory Management Program (SIMP).

### PART 1 – GENERAL INFORMATION

#### 1.1 Introduction

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

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

The Attachments include Pricing Schedule, Technical and Financial Criteria and Additional Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List (SRCL), DND 626 Task Authorization Form, Non-Disclosure Agreement and Sample of a Period Usage Reports – Contracts with TAs.

#### 1.2 Summary

- 1.2.1 The Government of Canada introduced the Federal Accountability Act in December 2006 delivering on its commitment to Canadians to make the Government more accountable. This legislation obligates departments to demonstrate that they are well positioned and managed to meet the changing needs and expectations of Canadians. The Department of National Defence inventory holdings are currently estimated to be in excess of seven billion dollars with over five million transactions conducted in the Defence Supply Chain that affect physical stock movement and levels. Accurate inventory records are crucial to the Canadian Armed Forces operational effectiveness. In

---

response to this commitment, the Department of National Defence has implemented the Stocktaking and Inventory Management Program (SIMP) which will focus on developing and implementing a capability to assist in stocktaking, and other inventory management activities.

DND and CAF inventory is dispersed across Canada in over 740 Warehouses. The practice of ongoing inventory verification is necessary to ensure records are accurate and achieve proper asset visibility.

To support the Stocktaking and Inventory Management Program, a Management Team within Director of Supply Chain Operations (DSCO) was established to implement and provide central monitoring and oversight for the stocktaking and investigation activities as part of its supply chain operations.

To provide physical stocktaking and inventory management services on an "as-and-when-requested" basis to support the SIMP. There is a requirement to support the SIMP in the areas of supply and inventory management, stocktaking, and investigation activities. The services must be provided upon receipt of a duly completed and approved DND 626 (Task Authorization) in accordance with the task authorization process detailed in the resulting Contract.

The intent is to award one Contract commencing upon Contract award date up to and including March 31, 2020 with an irrevocable option on the part of Canada to extend the period of any resulting Contract by up to two (2) one (1) year periods.

1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT), Canada-North America Free Trade Agreement (NAFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Panama Free Trade Agreement and Canada-Peru Free Trade Agreement (CPFTA).

1.2.3 The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### **1.3 Debriefings**

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

---

## PART 2 – BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04), 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: 180 calendar days.

#### 2.1.1 SACC Manual Clauses

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

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

### 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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the Public Service Superannuation Act.

"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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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.

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.



---

## 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; and
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 Inquiries - Bid Solicitation

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

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

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

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

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*: where statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## 2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

---

## 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 [ 3 hard copies and 2 soft copies on CD, DVD or USB key];  
Section II: Financial Bid [ 2 hard copies and 1 soft copies on CD, DVD or USB key];  
Section III: Certifications [ 3 hard copies and 2 soft copies on CD, DVD or USB key]; and  
Section IV: Additional Information [ 3 hard copies and 2 soft copies on CD, DVD or USB key].

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 must be indicated in any other section of the bid.**

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

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

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

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation

**D. SACC Manual Clauses**

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

**E. Electronic Payment of Invoices – Bid**

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid, after having completed it.

The Bidder is not obligated to accept payment by Electronic Payment Instruments. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**Option 1:**

Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:

- ☐ VISA Acquisition Card
- ☐ MasterCard Acquisition Card
- ☐ Direct Deposit (Domestic and International)
- ☐ Electronic Data Interchange (EDI)
- ☐ Wire Transfer (International Only)
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

**Option 2:**

- ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

**Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

- 
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
- a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

---

## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule exclude the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed in the designated central location of each region.

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$

- The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and 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 and living expenses must have the prior authorization of the DND Technical Authority.
- The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**TABLE 1 – FIXED DAILY RATE FOR RESOURCE CATEGORIES**

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	VOLUMETRIC DATA Estimated Level of Effort (in number of days)	TOTAL (in Can\$)  (C)
		(A)	(B)	(C) = (A) x (B)
	Initial Contract Period - From Contract award date up to and including March 31, 2020			
1a	Project Team Leader	\$	660	
1b	Life Cycle Management Specialist (LCMS)	\$	300	
1c	Material Management Specialist (MMS)	\$	300	
1d	Site Manager	\$	1800	
1e	Stocktaking Supervisor	\$	1800	
1f	Inventory Management Investigator	\$	3600	
1g	Counter / Scriber	\$	7200	
	Total Initial Period:			
	Optional Period Year 1 - April 1, 2020 to March 31, 2021			
2a	Project Team Leader	\$	220	
2b	Life Cycle Management Specialist (LCMS)	\$	100	
2c	Material Management Specialist (MMS)	\$	100	
2d	Site Manager	\$	600	
2e	Stocktaking Supervisor	\$	600	
2f	Inventory Management Investigator	\$	1200	
2g	Counter / Scriber	\$	2400	
	Total Optional Period Year 1:			
	Optional Period Year 2 - April 1, 2021 to March 31, 2022			
3a	Project Team Leader	\$	220	
3b	Life Cycle Management Specialist (LCMS)	\$	100	
3c	Material Management Specialist (MMS)	\$	100	
3d	Site Manager	\$	600	
3e	Stocktaking Supervisor	\$	600	
3f	Inventory Management Investigator	\$	1200	
3g	Counter / Scriber	\$	2400	
	Total Optional Period Year 2:			
4	TOTAL EVALUATED PRICE (GST/HST excluded) (in Can\$): (Total Initial Period + Total Option Period Year 1 + Total Optional Period Year 2)			\$

**NOTE:** The shaded area is reserved for the Contracting Authority.

---

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.



that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

#### **4.1.1.3 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

### **4.1.2 Financial Evaluation**

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.1.2.2 Mandatory Financial Criteria**

Refer to Attachment 1 to Part 4.

### **4.2 Basis of selection**

#### **4.2.1. Basis of Selection - Highest Combined Rating of Technical Merit [60%] and Price [40%]**

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 40$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 60$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest

overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

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

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 120/135	OS2: 98/135	OS3: 82/135
<b>Bid Evaluated Price</b>	P1: C\$60,000	P2: C\$55,000	<b>LP</b> and P3: C\$50,000
<b>Calculations</b>	<b>Technical Merit Score (OS<sub>i</sub> x 60)</b>	<b>Pricing Score (LP/P<sub>i</sub> x 40)</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
<b>Bidder 2</b>	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
<b>Bidder 3</b>	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

Based on the above table, Bidder 1 would be recommended for Contract award.

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### 1.0 MANDATORY TECHNICAL CRITERIA (MT)

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Bidder is requested to identify in the tables below the section(s) or page(s) of its proposal in which evidence is provided to clearly demonstrate that each of the Mandatory Technical Criterion has been met.

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>1. CORPORATE REQUIREMENTS</b>			
<b>MT1.1</b>	<p>The Bidder must demonstrate corporate experience in managing and delivering multiple services within supply chain management* (see Annex A, section 2.2 for definition).</p> <p>This must be demonstrated by providing description and references of 2 projects they managed.</p> <p>Project is defined as:</p> <ul style="list-style-type: none"> <li>• was completed in the 10-year period prior to the closing date of this bid solicitation;</li> <li>• involved a minimum of 10 resources;</li> <li>• involved a minimum of 4 different categories of personnel</li> </ul>		
<b>MT1.2</b>	<p>The Bidder must demonstrate that they have at least 1 office in at least 2 of the following Canadian regions:</p> <ul style="list-style-type: none"> <li>• British Columbia;</li> <li>• Alberta, Saskatchewan, Manitoba and the Northwest Territories;</li> <li>• Ontario;</li> <li>• Quebec; and</li> <li>• Atlantic Provinces</li> </ul>		
<b>MT1.3</b>	<p>For each proposed resource, the Bidder must provide the following information, at a minimum:</p> <ol style="list-style-type: none"> <li>a. The name of the proposed resource.</li> <li>b. The title of the proposed resource.</li> <li>c. A description and chronology of relevant professional experience including details as to where, when and how the stated experience was obtained.</li> </ol>		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>1. CORPORATE REQUIREMENTS</b>			
<b>MT1.4</b>	<p>The Bidder must demonstrate that they have the capacity to provide a Life Cycle Management Specialist and a Material Management Specialist within 30 days of written request by the Contracting Authority.</p> <p>The Bidder must provide a Staffing Plan that includes the following information at a minimum:</p> <ul style="list-style-type: none"> <li>a. Recruiting of personnel.</li> <li>b. Replacement of personnel (focusing on how the resource replacement limit of 30 days will be met).</li> <li>c. HR management.</li> <li>d. Retention of staff.</li> </ul>		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>2. PROJECT TEAM LEADER</b>			
<b>MT2.1</b>	The Bidder must demonstrate that the proposed resource possesses a minimum of 4 years of experience within the 10-year period prior to the closing date of this bid solicitation in a Project Team Lead role in inventory management and stocktaking activities.		
<b>MT2.2</b>	The Bidder must demonstrate that the proposed resource has a minimum of 24 months of hands-on experience within the 5-year period prior to the closing date of this bid solicitation managing supply chain related transactions for Inventory Management activities within SAP.		
<b>MT2.3</b>	The Bidder must demonstrate that the proposed resource has a minimum of 4 years of experience in concurrently supervising a minimum of 10 people.		
<b>MT2.4</b>	The Bidder must demonstrate that the proposed resource has experience managing a project dealing with multiple resources in multiple geographical locations.		
<b>MT2.5</b>	The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience within the 5-year period prior to the closing date of this bid solicitation managing and collecting data for the purposes of reporting information.		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>3. SITE MANAGER</b>			
<b>MT3.1</b>	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the 10-year period prior to the closing date of this bid solicitation supervising a minimum of 5 people in the Supply and Material Management field.		
<b>MT3.2</b>	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of working experience within the 10-year period prior to the closing date of this bid solicitation in public and/or private Supply Chain Management.		
<b>MT3.3</b>	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience within the 10-year period prior to the closing date of this bid solicitation of working knowledge in SAP Material Management functions/modules.		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>4. INVENTORY MANAGEMENT INVESTIGATOR</b>			
<b>MT4.1</b>	The Bidder must demonstrate that the proposed resource has at least 5 years of working experience within the 10-year period prior to the closing date of this bid solicitation in public and/or private Supply Chain Management.		
<b>MT4.2</b>	The Bidder must demonstrate that the proposed resource possesses a minimum of 24 months of working experience within the 5-year period prior to the closing date of this bid solicitation performing investigations of inventory management adjustments using an Enterprise Resource Planning System (ERP) using SAP Material Management functions/modules.		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>5. LIFE CYCLE MANAGEMENT SPECIALIST</b>			
<b>MT5.1</b>	The Bidder must demonstrate that the proposed resource possesses a minimum of 5 years of experience within the 10-year period prior to the closing date of this bid solicitation working in the Public Sector as a Life Cycle Management Specialist.		
<b>MT5.2</b>	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the 10-year period prior to the closing date of this bid solicitation of working knowledge in government policies relating to Materiel Management.		

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>5. LIFE CYCLE MANAGEMENT SPECIALIST</b>			
<b>MT5.3</b>	<p>The Bidder must demonstrate that the proposed resource possesses a certificate or a diploma in any technical studies/program field offered by a provincially recognized post-secondary relevant technical institution (or international equivalency)*, or teaching at an educational institution in any technical program.</p> <p>*In case where studies were completed in an institution outside of Canada, only an equivalences from an accredited institution recognizing the credentials as Canadian equivalences will be accepted. These institutions include the credential assessment services of the federal and provincial governments and the International Credential Assessment Service of Canada, as well as others recognized as credential assessment services for comparing degrees and diplomas to Canadian standards and identified on the Canadian Information Centre for International Credential Web site at the following address:  <a href="http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada">http://www.cicic.ca/413/assessment-of-credentials-for-employment-in-canada.canada</a></p>		

ITEM #	MANDATORY TECHNICAL CRITERION (MT)	Met / Not Met	Section / Page #
<b>6. MATERIEL MANAGEMENT SPECIALIST</b>			
<b>MT6.1</b>	The Bidder must demonstrate that the proposed resource possesses a minimum of 24 months of working experience within the 5-year period prior to the closing date of this bid solicitation performing investigations in materiel management in SAP Material Management (MM) and Financial Module (FM).		
<b>MT6.2</b>	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of working experience within the 10-year period prior to the closing date of this bid solicitation in government policies relating to Materiel Management.		

## 2.0 POINT-RATED TECHNICAL CRITERIA (PRT)

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below.

In order to qualify for the rating process, proposals must respond to the following point-rated technical criteria.

Bids must receive a minimum technical pass mark of **305 out of 450** on the point-rated technical criteria in order to be evaluated on the basis of their Financial Proposal.

Bids who fail to achieve the technical pass mark will be declared non-responsive and given no further consideration.

All project references and personal references may be checked for accuracy and applicability.

The Bidder may use cross-referencing where applicable.

Scores assigned for the point-rated technical criteria will be rounded to the nearest hundredth.

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	Points / Score	Section / Page #
<b>1. CORPORATE REQUIREMENTS</b>			
<b>PRT 1.1</b>	<p>Pursuant to Mandatory Criterion MT1.1 the Bidder's organizational structure should have the following positions on staff:</p> <p>The criterion will be evaluated on the following scale:</p> <ul style="list-style-type: none"> <li>• 1 (one) office admin staff - 30 points</li> <li>• 1 (one) comptroller or 1 (one) financial manager - 30 points</li> <li>• 1 (one) payroll clerk - 30 points</li> </ul>	/ 90	

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	Points / Score	Section / Page #
<b>2. PROJECT TEAM LEADER</b>			
<b>PRT 2.1</b>	<p>Pursuant to Mandatory Criterion MT2.2 the Bidder should demonstrate that the proposed resource has hands-on experience in the 5-year period prior to the closing date of this bid solicitation performing supply chain related transactions for Inventory Management activities within - SAP DRMIS Material Management (MM) Module, and must include a list of tasks they completed.</p> <p>The criterion will be evaluated on the following scale:</p> <p>≥6 month and ≤12 months: — 25 points          ≥13 months and ≤24 months: — 45 points          ≥25 months and over: — 65 points</p>	/ 65	

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	Points / Score	Section / Page #
<b>3. SITE MANAGER</b>			
<b>PRT 3.1</b>	<p>Pursuant to Mandatory Criterion MT3.3 the Bidder should demonstrate that the proposed resource has experience in the 10-year period prior to the closing date of this bid solicitation of working knowledge and is familiar in SAP – DRMIS Material Management (MM) Module.</p> <p>The criterion will be evaluated on the following scale:</p> <p>≥6 month and ≤12 months: — 35 points  ≥13 months and ≤24 months: — 45 points  ≥25 months and ≤36 months: — 55 points  ≥37 months and over: — 65 points</p>	/ 65	

ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	Points / Score	Section / Page #
<b>4. INVENTORY MANAGEMENT INVESTIGATOR</b>			
<b>PRT4.1</b>	<p>Pursuant to Mandatory Criterion MT4.2 the Bidder should demonstrate that the proposed resource possesses of working experience in the 5-year period prior to the closing date of this bid solicitation performing investigations of inventory management adjustments using an Enterprise Resource Planning System (ERP) using SAP - DRMIS Material Management (MM) Module, and must include the steps used to perform those investigations.</p> <p>The criterion will be evaluated on the following scale:</p> <p>≥6 month and ≤12 months: — 35 points  ≥13 months and ≤24 months: — 45 points  ≥25 months and ≤36 months: — 55 points  ≥37 months and over: — 65 points</p> <p><b>NOTE:</b> A maximum of 65 points are available for demonstrating the experience of each resource proposed for this criterion.</p> <p>In reference to Section 4.2 of the Statement of Work (SOW), for the Stocktaking Team, the Bidder must propose 2 resources for this category, therefore a total of 130 points are available for this criterion.</p>	/ 130	



ITEM #	POINT-RATED TECHNICAL CRITERION (PRT)	Points / Score	Section / Page #
<b>5. STOCKTAKING COUNTERS / SCRIBERS</b>			
<b>PRT 5.1</b>	<p>The Bidder should demonstrate that the proposed resource possesses a minimum of 6 months of work experience within the last 5-year period prior to the closing date of this bid solicitation counting inventory.</p> <p>The criterion will be evaluated on the following scale:</p> <p>≥6 months and ≤12 months : — 10 points            ≥13 months and ≤24 months: — 20 points            ≥25 months and over: — 25 points</p> <p><b>NOTE:</b> A maximum of 25 points are available for demonstrating the experience of each resource proposed for this criterion.</p> <p>In reference to Section 4.2 of the Statement of Work (SOW), for the Stocktaking Team, the Bidder must propose 4 resources for this category, therefore a total of 100 points are available for this criterion.</p>	/ 100	

#### Summary and Final Point-Rated Score

SUMMARY AND FINAL POINT-RATED SCORE	
Point-Rated Technical Criterion	Score
PRT1.1	/90
PRT2.1	/65
PRT3.1	/65
PRT4.1	/130
PRT5.1	/100
<b>Overall Score:</b>	/ 450
<b>Pass Mark:</b>	305 / 450
<b>Pass / Fail:</b>	

---

## 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. Unless specified otherwise, 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 and Additional Information Required with the Bid

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

### 5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&_ga=1.229006812.1158694905.1413548969#afed)).

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

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.

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 the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

### **5.2.3 Additional Certifications Required Precedent to Contract Award**

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award .

---

## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD.

### 1. 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: \_\_\_\_\_ Instructions to the Bidder: (YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: 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 certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- ☐ 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. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

or

- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting

---

Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **2. Status and Availability of Resources**

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

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

## **3. Education and Experience**

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

---

## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

6.1.1 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 sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6.1.2 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.

6.1.3 For additional information on security requirements, Bidders should refer to the the [Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

### 6.2 Financial Capability

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

### 6.3 Controlled Goods Requirement

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

---

## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 7.1.2 Task Authorization

**A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

**B.** With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D DND 626, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

**C.** TA Authority and Limit

The DND Technical Authority may authorize individual TAs inclusive of any revisions up to a limit of **\$200,000.00**, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

**D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Portion of the Work - Cumulative Total of all authorized TAs,) not being exceeded.

**E. TA Process**

For each task or revision of a previously authorized task, the DND Technical Authority will provide the Contractor with a request to perform a task prepared using Annex D DND 626, Task Authorization Form containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task.

**F.** Within 5 calendar days of its receipt of the request, the Contractor must provide the DND Technical Authority with a signed and dated response prepared and submitted using the TA form received from the DND Technical Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required:
  - a) the name of the proposed resource;
  - b) the resume of the proposed resource; and
  - c) a demonstration that the proposed resource meets the Contract security requirements.

**G. TA Authorization**

1. The TA Authority will authorize the TA based on:
  - a) the request submitted to the Contractor pursuant to paragraph E of this clause;
  - b) the Contractor's response received, submitted pursuant to paragraph F of this clause; and
  - c) the agreed total estimated cost for performing the task or, as applicable, revised task.
2. The TA Authority will authorize the TA provided each resource originally proposed (or, if applicable, substituted) by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 of this clause.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format). The original version will follow by mail.

**H. Minimum Work Guarantee - All the Work - Authorized TAs**



1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs,); and "Minimum Contract Value" means 5% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph H.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**I. Periodic Usage Reports - Contracts with TAs**

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and DND Technical Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and DND Technical Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs I.3 and I.4 of this clause is provided in Annex F.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the TA number appearing on the TA form;
  - the date the task was authorized appearing on the TA form;
  - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:

- the TA revision number;
- the date the revision to the task was authorized;
- the authorized increase or decrease (Applicable Taxes extra);
- the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

**J. Administration of the TA Process - Department of National Defence**

The administration of the TA process will be carried out by **DSCO2**. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.2.2 Inspection and Acceptance**

The DND Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

---

### 7.2.3 Non-Disclosure Agreement

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

### 7.3 Security Requirement

**7.3.1** The following security requirement (SRCL and related clauses provided by the Industrial Security Program (ISP) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS or SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
  - b. *Industrial Security Manual* (Latest Edition).

**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.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

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

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to (2) additional (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

---

Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.3 Option to Extend - Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 6 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: **Robert (Bob) Dubé**  
Title: **Supply Specialist**

Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate (PSPD)  
Place du Portage - Phase III, Floor 10C1- 42  
11 Laurier Street, Gatineau QC K1A 0S5

Telephone: **873-469-3936**  
Facsimile: **819-956-2675**  
E-mail address: **robert.dube@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 DND Technical Authority**

The DND Technical Authority for the Contract is:

**(To be completed at time of Contract award)**

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

In its absence, the DND Technical Authority is:

**(To be completed at time of Contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

The DND 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 DND Technical Authority; however, the DND 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 at time of Contract award)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

## **7.6 Payment**

### **7.6.1 Basis of Payment - Authorized TA**

#### **7.6.1.1 Firm Lot Price TA**

When the applicable basis of payment specified in a TA authorized and issued under the Contract is firm lot price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price stipulated in the authorized TA, as determined in accordance with the basis of payment cost elements in Annex B. Customs duties are included and Applicable Taxes are extra.

### 7.6.1.2 TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

### 7.6.2 Canada's Total Liability

#### 7.6.2.1 Authorized travel and living expenses

- A. Canada's total liability to the Contractor under the Contract for authorized travel and living expenses must not exceed \$ **(To be completed at time of Contract award)** Customs duties are included and the Applicable Taxes are extra.
- B. 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 for travel and living expenses 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:
  - 1. when it is 75 percent committed, or
  - 2. four (4) months before the Contract expiry date, or

3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- C. 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.

#### **7.6.2.2 Cumulative Total of all authorized TAs**

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ **(To be completed at time of Contract award)** Customs duties are included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
1. when it is 75 percent committed, or
  2. four (4) months before the Contract expiry date, or
  3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 7.6.1.2, TA subject to a Limitation of Expenditure],

whichever comes first.

- D. 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.

#### **7.6.3 Method of Payment**

One of the following methods of payment will form part of the authorized TA.

For the Work specified in an authorized firm lot price TA.

##### **7.6.3.1 Single Payment**

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

---

### 7.6.3.2 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

### 7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C2000C (2007-11-30), Taxes - Foreign-based Contractor  
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor  
C0305C (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price

### 7.6.5 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M).

### 7.6.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

## 7.7 Invoicing Instructions

### 7.7.1 H5001C (2008-12-12) Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;



d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.8 Certifications and Additional Information**

### **7.8.1 Compliance**

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.

### **7.8.2 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 available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&_ga=1.229006812.1158694905.1413548969#afed)). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **7.9 Applicable Laws**

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

## **7.10 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 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List (SRCL);
- f) the signed DND 626, Task Authorizations (including all of its annexes, if any);
- g) Annex E, Non-Disclosure Agreement;
- h) Annex F, Periodic Usage Reports - Contracts with TAs; and

- i) the Contractor's bid dated \_\_\_\_\_ (*Insert the date (year-month-day)* of the bid. if the bid was clarified or amended, at time of contract award, add, *as applicable*: “, as clarified on \_\_\_\_\_ (*year-month-day*)” “and” “, as amended on \_\_\_\_\_ (*year-month-day*).)

#### **7.11 Defence Contract**

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

#### **7.12 Foreign Nationals**

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

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

#### **7.13 Insurance**

SACC Manual clause G1005C (2016-01-28), Insurance

#### **7.14 Controlled Goods**

SACC Manual Clause A9131C (2014-11-27), Controlled Goods Program - Contract

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

#### **7.15 Proactive Disclosure of Contracts with Former Public Servants**

*(Following clause applicable if the selected Bidder provided in accordance with Part 2, article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension).*

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.

---

## ANNEX A, STATEMENT OF WORK

### National Physical Stocktaking and Inventory Management Program Support Services

---

#### 1. Objective

The Department of National Defence (DND) requires the services of a contractor to assist in the physical stocktaking, data validation and correction, directed independent asset inventory verification and other processes and procedures for inventory management of Canadian Armed Forces (CAF) warehouses across Canada in support of a robust Stocktaking and Inventory Management Program (SIMP).

#### 2. Background

The Government of Canada introduced the Federal Accountability Act in December 2006 delivering on its commitment to Canadians to make the Government more accountable. This legislation obligates departments to demonstrate that they are well positioned and managed to meet the changing needs and expectations of Canadians. The Department of National Defence inventory holdings are currently estimated to be in excess of seven billion dollars with over five million transactions conducted in the Defence Supply Chain that affect physical stock movement and levels. Accurate inventory records are crucial to the Canadian Armed Forces operational effectiveness. In response to this commitment, the Department of National Defence has implemented the Stocktaking and Inventory Management Program which will focus on developing and implementing a capability to assist in stocktaking, and other inventory management activities.

DND and CAF inventory is dispersed across Canada in over 740 Warehouses. The practice of ongoing inventory verification is necessary to ensure records are accurate and achieve proper asset visibility.

To support the Stocktaking and Inventory Management Program, a Management Team within Director of Supply Chain Operations (DSCO) was established to implement and provide central monitoring and oversight for the stocktaking and investigation activities as part of its supply chain operations.

##### 2.1 Reference Documents

The Contractor's resources must use and adhere to the following relevant DND information/documentation regarding policies, procedures, references, standards, methodologies, and approaches, as well as the various on-line tools and will be made available to the resources during the course of the Contract:

- a. Defence Production Act, Controlled Goods Regulations – SOR/2001-32 – latest edition <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-32/>;
- b. DND/CAF Supply Administration Manual (SAM), Chapter 3.4 Stocktaking - latest edition Appendix B);
- c. DND Life Cycle Material Management (LCMM) Activities Handbook – latest edition;
- d. DND Procurement Administration Manual (PAM) – latest edition;

- e. DND MAT KNet Supply Process Flow Charts and Reports; and
- f. Any other applicable documentation that may arise during the period of the Contract.

## **2.2 Acronyms and Definitions**

ADM (Mat) - Assistant Deputy Minister (Materiel)  
CAF- Canadian Armed Forces  
CF - Canadian Forces  
CFSS - Canadian Forces Supply System  
CGCS - Canadian Government Cataloguing System  
CSA - Canadian Standards Association  
CTAT - Controlled Technology Access and Transfer  
DND - Department of National Defence  
DSC - Defence Supply Chain  
DGMSSC - Director General Materiel Systems and Supply Chain  
DSCO - Director Supply Chain Operations  
DMC - Demilitarization Code  
DRMIS - Defence Resource Management Information System  
DWAN – Defence Wide Area Network  
EPM - Equipment Program Manager  
GSE - Government Supplied Equipment  
ITAR - International Traffic in Arms Regulations  
LCMM - Life Cycle Material Manager  
LCMS - Life Cycle Management Specialist  
MMS - Material Management Specialist  
MRP - Material Resource Planning  
OPI - Office of Primary Interest  
PAM - Procurement Administration Manual  
SAM - Supply Administration Manual  
SAP (MM) – System Applications Products (Materiel Management)  
SIMP – Stocktaking and Inventory Management Program  
SIG - Stocktaking Investigation Groups  
SOW - Statement of Work  
TA - Task Authorization

CF 152 Report - Report for material adjustment and write-off of material produced by DND

DND Project Authority – represents DSCO and is responsible for overall project management activities within the SIMP project

DND Technical Authority - is the primary point of contact for the Project Team Leader.

DND senior supply personnel – senior supply personnel of the unit/base/wing

EPM Technical Authority – The DND personnel that provide technical advice and perform life cycle management activities on materiel.

EPM Supply Manager – The DND personnel that provide procurement advice on materiel

**Stocktaking:** Stocktaking is defined as the procedure of counting and reconciling actual holdings against automated or manual records for stocking accounts (warehouses).

**Supply Chain Management:** The design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally.

### 3. Scope of Work

The Contractor must provide stocktaking and inventory management services on an “as-and-when-requested” basis to support the SIMP. The purpose of this SOW is to define the tasks, resources and deliverables. There is a requirement to support the SIMP in the areas of supply and inventory management, stocktaking, and investigation activities. The services must be provided upon receipt of a duly completed and approved DND 626 (Task Authorization) in accordance with the task authorization process detailed in the Contract.

It is anticipated that these services will be required for approximately 44 weeks in each year of the Contract. The DND Technical Authority will notify the Contractor of any changes in the Task Authorization no less than 2 weeks in advance.

The Contractor Team must support the Stocktaking and Inventory Management Program by providing independent physical stocktaking and inventory management services to the SIMP to augment current bases/wings/stations/depots' Stocktaking Investigation Groups (SIG) capabilities. A Stocktaking Team (4.2) will be required as needed at CAF units to count stock recording results manually in DRMIS SAP(MM) completing the physical inventory process. The stock will be a variety of commodities such as but not limited to clothing, capital assets, ammunition, weapons, controlled goods, and consumables.

To support the SIMP initiative, the Contractor Team is required to perform inventory management activities which includes, but not limited to, activities associated with the life cycle of assets located in CAF warehouses and facilities including investigation and reconciliation of discrepancies between physical counts and automated inventory records.

Based on the geographical disbursement of CAF warehouses/bases/wings/units, it is anticipated that there could be up to 3 stocktaking teams working concurrently performing stocktaking activities at varying geographic regions across Canada. The Contractor must provide sufficient

---

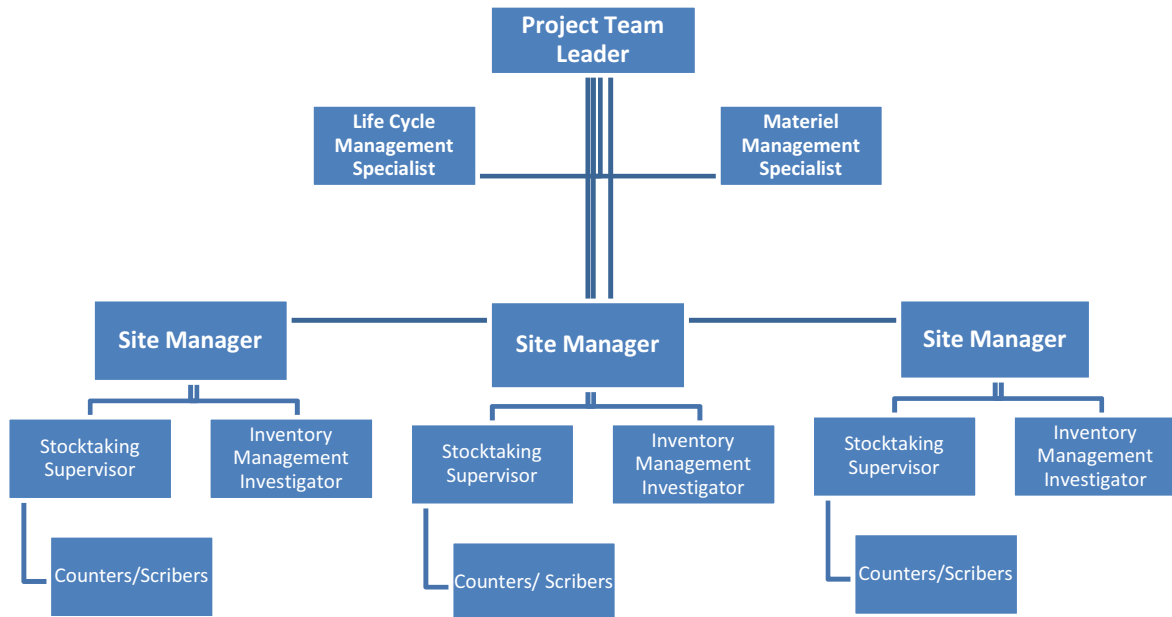
resources to support these activities on a National basis and as a minimum, provide 4 Stocktaking Counters / Scribes in each of the following regions in order to minimize travel expenses:

- i. British Columbia;
- ii. Alberta, Saskatchewan, Manitoba and the Northwest Territories;
- iii. Ontario;
- iv. Quebec; and
- v. Atlantic Provinces.

#### **4. Resource Categories Required**

- 4.1** It is anticipated that all resource categories will be required throughout the duration of the Contract on an "as and when requested" basis. Specific Work, locations, and time-periods will be specified in each DND 626, Task Authorizations.
- 4.2** Typically, stocktaking will be conducted on a team basis. A typical Stocktaking Team will consist of the following:
- One (1) Site Manager
  - One (1) Stocktaking Supervisor
  - Two (2) Inventory Management Investigators; and
  - Four (4) Stocktaking Counters / Scribes
- 4.3** The number of resources per Stocktaking Team may increase or decrease depending on the tasking. The composition of the Stocktaking Team may be re-evaluated at any time and the estimated workload may change.
- 4.4** The estimated stocktaking and inventory management services will be required for approximately 44 weeks per year conducting tasks at approximately 20 sites per year. The number of visits may be fluctuating at the request of the DND Project Authority. There may be the potential for conducting additional inventory management procedures in order to complete the stocktaking/verification program. Other non-forecasted visits may be required to improve inventory management as determined by the DND Project Authority. The Contractor may be tasked to provide additional resources, or an increased level of effort.

## 5. Organization Chart – Contractor's Team



---

## 6. Tasks Listed by Resource Category

### 6.1 Project Team Leader

The Project Team Leader manages all Stocktaking Teams and specialists, as well as provides total oversight to DSCO. The Project Team Leader must, in consultation with the DND Technical Authority, perform the following tasks:

- a. Act as the point of contact for all work related communications on behalf of the Contractor;
- b. Plan, direct, control and coordinate the activities of the Contractor for all inventory management activities at asset storage locations;
- c. Coordinate and direct the inventory management schedule including a work plan based on individual locations for acceptance by the DND Project Authority;
- d. Assist in the SIMP's efforts to plan and coordinate inventory management activities;
- e. Co-ordinate and prepare documentation in response to scheduled inventory management activities;
- f. Investigate and initiate corrective action to resolve inaccurate processes and procedures identified by the Contractor;
- g. Prepare, maintain, and submit reports (see deliverables);
- h. Attend meetings with the DND Project Authority to review the status of work on current tasks and other issues as required Meeting can be called by the DND Project Authority in most economical way to be determined at the time of the meeting request;
- i. Travel to warehouses to develop the estimate for the inventory management DND 626, Task Authorization when requested by the DND Project Authority;
- j. Travel to warehouses provide additional oversight, as-and-when requested by the DND Project Authority; and
- k. Provide support in coordinating the training of all resources of the Contractor.

#### Project Team Leader Deliverables:

- Summary of Stocktaking Statistics Report – to be submitted bi-monthly
- End of Task Statistics Report – to be submitted at the end of a task
- Stocktaking Verification Discrepancy Report – as required
- See Appendix A for context

### 6.2 Life Cycle Management Specialist (LCMS)

The LCMS provides technical expertise to support the second level specialists and the on-site Stocktaking Team to solve complex problems related to materiel management. The LCMS must, in consultation with the DND Project Authority and approval by the Equipment Program Manager (EPM) Technical Authority, perform the following tasks:

- b. Make recommendations to EPM Technical Authority to catalogue new materiel;
- c. Record data in all DND information systems with respect to Materiel Master Record and Equipment Master Records;
- d. Verify equipment checklists and consult with EPM Technical Authority;
- e. Provide technical advice in determining equipment compliance with Canada's Controlled Technology Access and Transfer (CTAT) regulations and the United States International Traffic in Arms Regulations (ITAR) by:
  - i. Identifying items that are controlled goods;



- ii. Ensuring that the Demilitarization Code (DMC) assigned is valid and make recommendations when information is incorrect or missing;
  - iii. Ensuring that the controlled goods data is accurate and recorded in DND information systems (CGCS - Canadian Government Cataloguing System, DRMIS - Defence Resource Management Information System )
  - iv. Advise the EPM Technical Authority or EPM Supply Manager of any errors and discrepancies; and
  - v. Record data in all DND information systems when approved.
- f. Provide advice regarding the disposal of equipment in accordance with CTAT/ITAR regulations, Environment Canada and Disposal of Surplus Materiel Guidance by:
- i. Assessing the demilitarization requirements and producing a demilitarization strategy for approval by the EPM Technical Authority; and
  - ii. Liaise with the Repair and Disposal section, directly or via the on-site Contractor team to verify that demilitarization of equipment is properly performed.

#### **Life Cycle Materiel Specialist Deliverables**

- Task Report - must document; all activities performed in accordance with SOW; status of actions / decisions originating from the work; stakeholders involved as well as a list of outstanding activities and further recommendations. This will be maintained electronically as work in progress.

### **6.3 Materiel Management Specialist (MMS)**

The Materiel Management Specialist must, in consultation with the DND Project Authority and the EPM Technical Authority:

- a. Perform quality assurance oversight for stocktaking activities.
- b. Provide advice and perform material management activities in accordance with the Supply Administration Manual (SAM) and Procurement Administration Manual (PAM) for procurement, warehousing, shipping /receiving, materiel adjustments, and stocktaking investigations.
- c. Analyse, provide advice and upon approval correct management data in DRMIS for all DND owned inventory in accordance with the PAM and SAM.
- d. Proceed with material investigations and inventory adjustments by preparing auditable inventory adjustment documents for review by the EPM Technical Authority.
- e. Provide Task Report – see deliverables.
- f. Provide to Site Manager the Inventory Management Issue Report – see Materiel Management Specialist Deliverables.
- g. Perform investigation on supply processes, policies, and procedures related to full life cycle of material.

#### **Materiel Management Specialist Deliverables:**

Prepare 2 reports monthly of the work performed in an acceptable format to the DND Project Authority.

- Task Report - must document; all activities performed in accordance with the SOW; status of actions / decisions originating from the work; stakeholders involved as well

as a list of outstanding activities and further recommendations. This will be maintained electronically as work in progress.

- Inventory Management Issues Report - must document; problems that require policy changes; problems that require process changes; problems that require procedural changes; each issue should have a recommended solution.

#### **6.4 Site Manager**

The Site Manager is the on-site primary point of contact and must in consultation with the Project Team Leader perform the following tasks:

- a. Provide on-site supervision and direction to Contractor team;
- b. Provide advice to the Stocktaking Supervisor regarding the Counter / Scriber's work schedule;
- c. Liaise with local DND authorities to ensure that the on-site Contractor team is provided appropriate workstations and equipment to complete the tasks;
- d. Resolve any problems related to the activities of the Contractor team;
- e. Prepare and submit a weekly progress report on the status of work on active DND 626, Task Authorizations;
- f. Prepare and submit an end of task report on the status of work on the active DND 626, Task Authorization;
- g. Identify inventory, materiel, and warehouse management issues and escalate to the Project Team Leader for resolution;
- h. Receives work progress briefings from the Stocktaking Supervisor; and
- i. Provide final briefing to the Project Team Leader and the DND Project Authority or the DND senior supply personnel.

#### **Site Manager Deliverables:**

Prepare and deliver to the DND Project Authority the following 2 reports in accordance with the format stated in Section 11 – Format of Deliverables and Appendix A - Report Templates.

- Site Manager Progress Report - to be submitted weekly
- Site Manager End of Task Report - to be submitted at completion of task.

The Site Manager reports must provide the following; summarize work completed to date, planned work, and the identification of any problems, risks, or impediments that could impact a successful completion of the work and a description of the work performed.

#### **6.5 Inventory Management Investigators**

The Inventory Management Investigators provide subject matter expertise and assistance on stocktaking matters and investigates discrepancies. For security reasons, the Contractor's IT equipment cannot be connected and/or interfaced with DRMIS or any other DND IT equipment.

The Inventory Management Investigators must, in consultation with the Site Manager, perform the following tasks:

- a. Create count sheets for Stocktaking Counters / Scribes;
- b. Initiate stocktaking as per the stocktaking processes in DRMIS;
- c. Receive completed count sheets from counters and input into DRMIS;
- d. Investigate discrepancies through techniques including, but not limited to, recounts, investigating system transactions which require multiple steps and multiple scenarios;
- e. Report discrepancies to on-site DND primary contact and Site Manager;
- f. Compare the counts to the inventory management system of record;
- g. Direct segregation of discrepant inventory either through physical segregation for surpluses or through DRMIS system segregation for deficiencies to allow time for the investigative process;
- h. Request and initiate second, third, or fourth counts, if required;
- i. Initiate investigation activities, if discrepancies are found;
- j. Conduct remedial and corrective actions including, but not limited to, supply transactions such as receipts, issues, and transfers in the system of record to reconcile with physical counts, disposal process, cataloguing, re-identification, materiel and warehouse accuracy;
- k. Maintain a database with count results and action taken;
- l. Perform adjustments in the system of record based on the approval by senior supply resources of the unit/base/wing, as required;
- m. Initiate inventory management adjustments to reconcile discrepancies in the system of record based on the approval by DND senior supply personnel of the unit/base/wing;
- n. Initiate and complete all proper inventory management transactions in the appropriate system of record based on the approval by DND senior supply personnel of the unit/base/wing, produce all material adjustment reports; and
- o. Produce and print barcodes as required.

#### **Inventory Management Investigators Deliverables:**

Prepare and deliver to the DND Project Authority the following report in accordance with the format stated in Section 11 - Format of Deliverables:

- Stocktaking Performance Report - to be submitted at the end of each account's stocktaking.

#### **6.6 Stocktaking Supervisor**

The Stocktaking Supervisor must, in consultation with the Site Manager, perform the following tasks:

- a. Supervise the on-site team of Stocktaking Counters / Scribes by providing oversight and day to day direction;
- b. In collaboration with the Site Manager, create a work schedule for each Task Authorization based on site conditions for the Contractor team;
- c. Liaise with the local DND senior supply personnel to ensure that the Contractor team is provided accessibility to inventory being counted;
- d. Obtain all stocktaking count sheets from the Inventory Management Investigators;
- e. Ensure that the work place is returned to its original state;
- f. Provide the completed count sheet to the Inventory Management Investigators for further analysis;
- g. Apply best inventory management practices during the counting process;

- h. Ensure the Work is performed in accordance with local, provincial, and national work and safety regulations;
- i. Provide input for the final on-site briefing to the DND Project Authority and/or on-site primary contact ;
- j. Ensure all inventory management, verifications, and document production will follow regulations prescribed in the SAM as they relate to Chapter 3.4 Stocktaking;
- k. Prepare and produce work progress briefings on the progress of the inventory management activities;
- l. Travel as required to warehouses to develop the estimate for the inventory management DND 626, Task Authorization;
- m. Develop, document, and maintain individual inventory management plans and provide the most efficient solution to conduct independent counts for each asset storage location as directed by the SIMP; and
- n. Establish a smooth workflow and ensure Counters / Scribes are conducting work in a safe and efficient manner.

**Stocktaking Supervisor Deliverables:**

Prepare and deliver to the DND Project Authority the following report in accordance with the format stated in Section 11 – Format of Deliverables:

- Stocktaking Progress Report – to be submitted at the end of each account's stocktaking.

**6.7 Stocktaking Counters / Scribes**

Provide stocktaking activities by participating in counting and reconciling actual holdings against the system of record. For security reasons, the Contractor's IT equipment cannot be connected and/or interfaced with DRMS or any other DND IT equipment.

The Stocktaking Counters / Scribes must, in consultation with the Stocktaking Supervisor, perform the following tasks:

- a. Use proper equipment to perform their task in the most efficient and safe manner including, but not limited to, ladders, and any required safety equipment;
- b. Count and record quantity and batch lot of inventory on count sheets;
- c. Relocate inventory that is misplaced;
- d. Perform counts and recounts on inventory or asset numbers and complete comparisons until there are two identical physical counts for each inventory or asset number as directed by an Inventory Management Investigator;
- e. Verify that the inventory shelf life has not expired; the CF 942 – Materiel Condition Tags or CF 942A – Materiel Condition Labels are present and completed (as required); the Certificate of Conformance is present; the Material Safety Data Sheets (MSDS) are available; and verify the condition of the materiel and/or packaging appears to be undamaged;
- f. Report possible damaged assets and/or packaging;
- g. Return asset items to their original container and location;
- h. Complete stocktaking count sheets, which must include the counter signature and date on each sheet certifying that the count of the stock numbers or part numbers was completed;
- i. Affix barcodes to assets or storage containers as directed;

- j. Verify serial numbers for serialized items and record on count sheet as required; and
- k. Record all material identification criteria in the appropriate systems as required.

## **7. Scheduling**

- 7.1 The Contractor will be provided with a tentative annual schedule and will be given notice of a proposed task authorization at least 60 days in advance of the Work start date. Task authorizations should be issued to the Contractor at least 30 days in advance.
- 7.2 In the event of additional stocktaking and verification tasks requiring additional visits, the DND Project Authority will endeavour to notify the Contractor no less than 4 weeks to allow the Contractor sufficient time to organize the requirement for increased resources or level of effort.

## **8. Limitations and Constraints**

- 8.1 The Investigators, Stocktaking Supervisor, and Stocktaking Counters/Scribers must be able to lift and move equipment weighing up to 25 kg.
- 8.2 The Contractor's resources will be required to stand or sit for extended periods of time, work in confined spaces, work at heights up to 15 meters above the ground, and climb ladders.
- 8.3 The Contractor's resources will from time to time be required to work outdoors in all weather conditions.
- 8.4 Some units have an existing workforce to conduct inventory management activities and may work in conjunction with the Contractor's resources.
- 8.5 While working at CAF locations, the Contractor's resources must provide these services at the identified sites/facilities within the core business hours of 07:00 to 17:00, local time, Monday through Friday, exclusive of statutory holidays observed by Canada at such site.
- 8.6 To meet the time, schedule, and training requirements, the Contractor's resources may be required to work more than 7.5 hour days and could result with working outside of the core hours. The scheduling of the on-site work performed by the Contractor's resources will be the responsibility of the Contractor upon SIMP's approval.
- 8.7 The Contractor's resources will be required to travel up to 4 weeks at a time.

## **9. Contractor Responsibilities**

- 9.1 The Contractor is responsible to supply its resources' with all required personal safety equipment. As a minimum, this includes the resources wearing Canadian Standards Association (CSA) approved Protective Footwear and Industrial Protective Headwear.
- 9.2 Ensure the Contractor's resources performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees.
- 9.3 The Contractor is responsible for obtaining required security clearances and visitor clearance requests.

- 9.4** The Contractor is responsible for making necessary travel arrangements for the Contractor's personnel, in order to satisfy the DND 626 Task Authorization.

## **10. Acceptance of Deliverables**

All reports, deliverables, documentation, and services rendered by the Contractor will be subject to review and acceptance by the DND Project Authority. The DND Project Authority will review receipt of deliverables within 5 business days. Should any report, deliverable, document or service not be in accordance with the requirements of the SOW, the Contractor's resource must complete all corrective actions requested by the DND Project Authority within 5 business days. Acceptance is at the sole discretion of the DND Project Authority.

## **11. Format of Deliverables**

Unless otherwise specified, the Contractor must provide any required deliverables in electronic format compliant with current DND Office Automation application standards: Adobe, MS-Word, Excel, Access, PowerPoint, and Project – version 2007 or later.

## **12. Communication Requirements**

The DND Technical Authority for this requirement will be the primary point of contact for the Project Team Leader.

- 12.1** The Project Team Leader must liaise regularly with, as well as immediately notify the DND Technical Authority of any issues, problems, or areas of concern in relation to any work, as they arise.
- 12.2** The Project Team Leader must attend and participate on a regular basis in status updates and progress review meetings with the DND Technical Authority, prepare meeting minutes and forward them to the DND Project Authority for validation within 5 working days of the meeting. The number of "face-to-face" meetings may be reduced by e-mail and telephone conversations (teleconferences).
- 12.3** In addition to the timely submission of all deliverables and the fulfillment of obligations specified within the Contract, the Contractor must facilitate and maintain regular communication with the DND Project Authority.

Communication is defined as all reasonable efforts to inform the DND Project Authority of plans, decisions, proposed approaches, implementation, progress and results of work, to ensure that the work is progressing in accordance with Canada's expectations. Communications may include: phone calls, electronic mail, and meetings at the discretion of the DND Project Authority.

## **13. Language Requirements**

The Contractor must provide services to DND in both official languages of Canada, English and French, as defined in the individual DND 626, Task Authorizations.

- 13.1** Fluent means that the resources must be able to communicate orally and in writing without any assistance and with minimal errors.
- 13.2** Project Team Leader must be fluent in English and French.

**13.3** All resource categories must be fluent in English.

**13.4** Site Managers and Stocktaking Supervisors tasked in the province of Quebec must be fluent in English and French.

#### **14. DND on-site Support to the Contractor**

To aid the Contractor in delivering the required services: the DND, when it deems appropriate, will provide information, assistance and the following to aid the Contractor:

- a. Access to DND/CAF facilities, computers and printers
- b. Access to Defence Wide Area Network (DWAN)
- c. Access to DRMIS (SAP MM)
- d. Access to DND/CAF personnel; and
- e. Provide relevant background materials.
- f. Provide standard cubical space, general purpose office furniture.

#### **15. Training**

**15.1** The specialized nature of this work will require that the Contractor's resources have an understanding of the unique DND environment, have an awareness of DND inventory management policies and procedures, and be proficient in DRMIS inventory management functions as well as functions outside of the system of record including materiel identification, material handling, warehousing, cataloguing, and disposal. After Contract award, DND will provide an initial 5 day "training program for up to 11 Contractor resources on-site at DND, located in the National Capital Region (NCR). Upon completion of DND training 2 resources will be qualified to be Trainers. The Contractor will then be responsible for ensuring that all the Contractor's resources are suitably trained by the designated trainers on DND process and DRMIS procedures. Completion of the training outlined below is mandatory prior to the Contractor's resources beginning work.

Resource Category	Qty.	Estimated Training Days
Project Team Leader	1	Up to 3
Life Cycle Management Specialist	1	Up to 2
Materiel Management Specialist	1	Up to 5
Site Manager	2	Up to 5
Stocktaking Supervisor	2	Up to 1
Inventory Management Investigator	4	Up to 5

**15.1.1** Upon completion of DND training DRMIS access to DRMIS SAP (MM) will be provided.

**15.2** In addition to the training provided in section 15.1, Canada will provide other special training, if necessary, to the Contractor's resource for DND specific inventory and security requirements

- i. The CTAT training will be offered via a 3 hour online module.
- ii. Additional DRMIS training may be offered via class or online.

- iii. Canada will not pay per diems to the Contractor or its resources for time spent while the Contractor's resource is being trained; however travel and living expenses will be reimbursed in accordance with the Contract.
- iv. Upon completion of the special training provided by Canada to the Contractor's resources, in the event that the trained resources leave or need to be replaced during the period of the Contract, the Contractor will have to pay all related expenses to train the replacement resources.

## **16. Location of Work**

The Contractor must perform work at various CAF locations (including base, stations, wings, etc.) within and occasionally outside Canada as indicated in the Task Authorization issued by the DND Project Authority or Contracting Authority. Access to the facilities will be co-ordinated by the DND Project Authority and on-site primary contact.

## **17. Meetings**

The Contractor's representative(s) and the Project Team Leader must be available to attend meetings, as determined by the DND Project Authority, at DND facilities located in the National Capital Region.

Unless otherwise indicated in this Statement of Work or in a Task Authorization issued by the DND Project Authority or Contract Authority, or otherwise agreed to by the DND Project Authority, meetings will be convened in the National Capital Region between Canada and the Contractor at a time mutually agreed upon by both parties. Canada will determine the location of the meetings. Meetings will be chaired by Canada. Canada will provide the facilities, materiel and services reasonably required to facilitate the meetings.

The Contractor must ensure that personnel responsible for work under discussion, or a suitable representative authorized to conduct the work under the Contract, attend the meetings.

In order to reduce travel and work flow interruptions, Canada and the Contractor, by mutual agreement, can convene video or telephone conferences in lieu of face-to-face meetings.

## **18. Travel**

Travel within Canada and occasionally within United States of America (USA) will be required for all Contractor resources with the exception of Material Management Specialist and Life Cycle Management Specialist resources.

All travel costs necessary to conduct tasks will be specified in each DND 626 Task Authorization.



Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## Appendix A: Report Templates

### Summary of Stocktaking Statistics Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel worksheet and the Contractor is to include a separate row for each physical location (account or warehouse) and includes the following columns:

- FY
- Base
- Line Counted
- Value Counted
- Line item discrepancy after 1<sup>st</sup> Count
- Surplus Value after 1<sup>st</sup> Count
- Deficient Value after 1<sup>st</sup> Count
- Line Item surpluses
- Line item minuses
- Total Surplus
- Total Deficient

### End of Task Statistics Report by MRP Area

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel worksheet and the Contractor is to include a separate row for each physical location (building or warehouse) and includes the following columns:

- TA#
- Date start
- Location
- Plant
- MRP
- MRP Text
- WHSE Full Value
- WHSE Holdings
- SLOC
- SLOC Name
- Line Item Counted
- Line Surpluses
- Adj Transmitted MI07/LX17
- % Discrepant Items
- Surplus\$
- Deficient\$
- % Discrepant Value
- Total Value counted
- Whse Type (IM or WM)

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

### Stock Verification Discrepancy Report

An electronic report template will be provided to the Contractor. This report is a Microsoft Excel or Microsoft Access worksheet and the Contractor is to include a separate row for each physical location (building of warehouse) and includes the following columns:

- Plant
- MRP
- Method Sheet to Floor Y/N
- SLOC
- Material Number Counted
- Description
- SOH
- SOH Counted
- Line Item Difference after 1st Count
- Deficient Value after 1<sup>st</sup> Count
- Surplus Value after 1<sup>st</sup> count
- Discrepancy Resolved
- How was it resolved
- Total Difference
- CFSS UOI Price
- Adjustment Quantity
- Mvt type 711/712
- Comments
- Value of Surplus
- Value of Deficiencies
- Value Counted
- Count1
- Count2
- Count3
- WHSE Total Value
- WHSE Total Line Items
- Observations
- Action Required

## ANNEX B, BASIS OF PAYMENT

**NOTE:** This Annex will be revised and completed at time of contract award.

### A- Contract Period (From date of Contract to March 31, 2020 inclusive)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

**TABLE 1 – FIXED DAILY RATE FOR RESOURCE CATEGORIES**

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
1a	Project Team Leader	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1b	Life Cycle Management Specialist (LCMS)	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1c	Material Management Specialist (MMS)	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1d	Site Manager	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1e	Stocktaking Supervisor	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1f	Inventory Management Investigator	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)
1g	Counter / Scriber	\$(To be completed at time of Contract award)	(To be completed at time of Contract award)

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$(To be completed at time of Contract award)**

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and 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 \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

(Hours of Travel X 50% of firm all-inclusive per diem rate) / 7.5 hours.

- All travel and living expenses must have the prior authorization of the DND Technical Authority.
- The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)**

## 2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

### Allowable Categories

### Estimated Cost

**\$(To be completed at time of Contract award)**

**\$(To be completed at time of Contract award)**

Total Estimated Cost of Other Direct Expenses: **\$(To be completed at time of Contract award)**

Total Estimated Cost- Cost Reimbursable Expenses: **\$(To be completed at time of Contract award)**

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

### **3.0 Total Estimated Cost- Initial Contract Period: \$(To be completed at time of Contract award)**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.2.2 Cumulative Total of all Authorized TAs of the Contract.

---

## B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

### B-1 Extended Contract Period Year 1 (From April 1, 2020 to March 31, 2021 inclusive)

#### 1.0 Professional Fees

TABLE 2 – FIXED DAILY RATE FOR RESOURCE CATEGORIES

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
2a	Project Team Leader	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2b	Life Cycle Management Specialist (LCMS)	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2c	Material Management Specialist (MMS)	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2d	Site Manager	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2e	Stocktaking Supervisor	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2f	Inventory Management Investigator	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>
2g	Counter / Scriber	<u>\$(To be completed at time of Contract award)</u>	<u>/(To be completed at time of Contract award)</u>

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$(To be completed at time of Contract award)**

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and

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 \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$$

- All travel and living expenses must have the prior authorization of the DND Technical Authority.
- The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)**

## 2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

### Allowable Categories

### Estimated Cost

**\$(To be completed at time of Contract award)**

**\$(To be completed at time of Contract award)**

Total Estimated Cost of Other Direct Expenses: **\$(To be completed at time of Contract award)**

Total Estimated Cost- Cost Reimbursable Expenses: **\$(To be completed at time of Contract award)**

**3.0 Total Estimated Cost- Initial Contract Period: \$(To be completed at time of Contract award)**

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.2.2 Cumulative Total of all Authorized TAs of the Contract.

---



## B-2 Extended Contract Period Year 2 (From April 1, 2021 to March 31, 2022 inclusive)

### 1.0 Professional Fees

**TABLE 3 – FIXED DAILY RATE FOR RESOURCE CATEGORIES**

ITEM #	RESOURCE CATEGORIES	ALL-INCLUSIVE FIXED DAILY RATE (in Can\$)	ESTIMATED NUMBER OF DAYS PER YEAR
3a	Project Team Leader	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3b	Life Cycle Management Specialist (LCMS)	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3c	Material Management Specialist (MMS)	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3d	Site Manager	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3e	Stocktaking Supervisor	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3f	Inventory Management Investigator	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>
3g	Counter / Scriber	<u>\$(To be completed at time of Contract award)</u>	<u>(To be completed at time of Contract award)</u>

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$(To be completed at time of Contract award)**

### 2.0 Cost Reimbursable Expenses

#### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and 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 \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor must designate a central location in each region for the purpose of calculating travel for the stocktaking team. Travel for the stocktaking team will be reimbursed based on the following:

- The Contractor will be responsible for costs incurred for local travel. Local travel is defined as any travel within a 50 km radius of the designated central location or the Contractor's resources residence to the assigned work place whichever is the shortest distance.
- Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.
- Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 50 kilometres from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$(\text{Hours of Travel} \times 50\% \text{ of firm all-inclusive per diem rate}) / 7.5 \text{ hours.}$$

- All travel and living expenses must have the prior authorization of the DND Technical Authority.
- The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**Total Estimated Cost of Authorized Travel and Living Expenses: \$(To be completed at time of Contract award)**

## 2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

### Allowable Categories

### Estimated Cost

**\$(To be completed at time of Contract award)**

**\$(To be completed at time of Contract award)**

Total Estimated Cost of Other Direct Expenses: **\$(To be completed at time of Contract award)**

Total Estimated Cost- Cost Reimbursable Expenses: **\$(To be completed at time of Contract award)**

## 3.0 Total Estimated Cost- Initial Contract Period: **\$(To be completed at time of Contract award)**

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex 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 DND Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.2.2 Cumulative Total of all Authorized TAs of the Contract.

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST (SRCL)**

***SEE ATTACHED DOCUMENT***

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
Department of National Defence		ADM(Mat) / DGMSSC / DSCO
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A	N/A	
4. Brief Description of Work / Brève description du travail		
To assist in the physical stocktaking, data validation and correction, directed independent asset inventory verification, and other processes and procedures for inventory management of CAF warehouses across Canada in support of a robust National Stocktaking Program.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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 checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input 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"/>



**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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).



## APPENDIX A TO ANNEX C, SRCL SUPPLEMENTAL SECURITY GUIDE

<b>Part B - Multiple Levels of Personnel Screening: Security Classification Guide</b> <b>To be completed in addition to SRCL question 10. a) when multiple levels of personnel screening are therein identified.</b> <b>Indicate which personnel screening levels are required for which portions of the Work/access involved in the Contract.</b>			
Level of Personnel Clearance	Position/Description/Task	Access to sites and/or information. Levels of information to be accessed.	Citizenship Restriction
Secret	Project Team Leader	Protected B	[TBC]
Reliability	Life Cycle Management Specialist	Protected B	[TBC]
Reliability	Materiel Management Specialist	Protected B	[TBC]
Reliability	Site Manager	Protected B	[TBC]
Secret	Site Manager	Secret	[TBC]
Reliability	Stocktaking Supervisor	Protected A	[TBC]
Secret	Stocktaking Supervisor	Secret	[TBC]
Reliability	Stocktaking Counters / Scribes	Protected A	[TBC]
Reliability	Inventory Management Investigator	Protected B	[TBC]
Secret	Inventory Management Investigator	Secret	[TBC]

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX D, DND 626 (TASK AUTHORIZATION FORM)**

***SEE ATTACHED DOCUMENT***





**TASK AUTHORIZATION  
AUTORISATION DE TÂCHES**

RFP W6369-16X003/B  
ANNEX D / ANNEXE D

ALL INVOICES/PROGRESS CLAIMS MUST SHOW THE REFERENCE CONTRACT AND TASK NUMBERS TOUTES LES FACTURES DOIVENT INDIQUER LES NUMÉROS DU CONTRAT ET DE LA TÂCHE		Contract no. - N° du contrat	
		Task no. - N° de la tâche	
Amendment no. - N° de la modification	Increase/ <b>Decrease</b> – Augmentation/ <b>Réduction</b>		Previous Value – Valeur précédente
Financial Coding : CC: Fund: GL: PO:	Expenditure Limit Services: \$ HST: \$	<b>TO THE CONTRACTOR:</b>  You are requested to supply the following materiel/services in accordance with the terms of the above referenced contract. Each delivery shall be accompanied by a packing note or delivery slip.  Please advise the undersigned if the delivery date cannot be met. Invoices shall be prepared in accordance with the instructions set out in the contract.	
<b>Total including HST: \$</b>			
<b>TO – À</b>		<b>À L'ENTREPRENEUR:</b>  Vous êtes prié de fournir le matériel ou les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls le matériel ou les services mentionnés dans le contrat doivent être fournis l'appui de cette demande.  Chaque livraison doit être accompagnée d'un bordereau d'emballage ou de livraison. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
<b>DELIVER TO - EXPÉDIEZ À</b>			
<b>DELIVERY DATE - DATE DE LIVRAISON</b>			
		Date	For the Department of National Defence Pour le ministère de la Défense nationale
Contract Item No N° d'article du contrat	Services		Cost Prix
<b>GST/HST</b>			
<b>Total</b>			

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

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

**Delivery/Completion date**  
Completion date for the task.

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

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

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

**GST/HST**  
The GST/HST cost as appropriate.

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

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

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

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

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

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

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

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

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

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

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

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

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

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

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

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

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## ANNEX E, NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_.

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

Solicitation No. - N° de l'invitation  
W6369-16X003/B  
Client Ref. No. - N° de réf. du client  
W6369-16X003

Amd. No. - N° de la modif.  
File No. - N° du dossier  
421zg.W6369-16X003

Buyer ID - Id de l'acheteur  
421zg  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX F, SAMPLE OF PERIODIC USAGE REPORTS - CONTRACTS WITH TAs**

***SEE ATTACHED DOCUMENT***

22/06/2016