

PART 1 - GENERAL INFORMATION

1.1 Summary

Public Works and Government Services Canada (PWGSC) is issuing a Call for Proposals (CFP) on behalf of Defence Research and Development Canada (DRDC). The CFP is an invitation to the scientific, technical and innovation communities to submit pioneering science and technology proposals in support of Canada's defence, security and safety. The CFP covers a wide range of subjects and seeks solutions to address DRDC's scientific and technological needs/gaps/challenges within the research and development context.

More information on the requirement can be found in Annex B, *Science and Technology (S&T) Challenges*.

1.2 Call for Proposals Procurement Approach

This Call for Proposals (CFP) process involves a three-stage procurement process:

Stage 1: Synopsis Proposal - Submission and evaluation

Stage 2: Full Proposal – Submission and evaluation

Stage 3: Contracting

The information provided in Stage 1 and Stage 2 will be used to establish a Pool of Pre-Qualified Proposals. The establishment of the Pool will not constitute a guarantee on the part of Canada that a contract will be awarded.

1.3 Trade Agreements

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

The *Agreement on Internal Trade (AIT)* applies to this procurement. The CFP process is organized in a manner consistent with the principles of the *Agreement on Internal Trade (AIT)* in terms of equal access, fairness, and transparency and is open to all Bidders and Government Departments who are Canadian practitioners of S&T (public and private sectors).

1.4 Canadian Content

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

OR

The requirement is subject to a preference for Canadian goods and/or services.

1.5 Security

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

1.6 Controlled Goods

Any resulting procurement may be subject to the Controlled Goods Program.

1.7 Federal Contractors Program (FCP) for Employment Equity

The Federal Contractors Program (FCP) for employment equity may apply. See *Part 5 – Certifications*.

1.8 Conflict of Interest

The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Call for Proposals 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 proposal agree to be bound by the instructions, clauses and conditions of the Call for Proposals solicitation.

In this document, the term “bid” conveys “proposal.”

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposals, and are amended as follows:

(a) Section 04, Definition of a Bidder:

Delete: It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

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

Delete: The facsimile number and related instructions for bids transmitted by facsimile are provided in section 08;

(c) Section 05, Submission of Bids, subsection 4:

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

Insert: Bids will remain open for acceptance from the closing date of the bid solicitation for 12 months.

(d) **Delete** the following sections in their entirety:

- Section 08 Transmission by Facsimile
- Section 09 Customs Clearance

(e) Section 14, Price Justification:

Delete: In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

Insert: For all Pre-Qualified Proposals eligible for Contract award, the Bidder must provide, on Canada's request, one or more of the following price justification:

2.2 Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.3 Contracting Authority

The Contracting Authority for this Call for Proposals solicitation is:

Brooke Taylor
 Public Works and Government Services Canada
 Acquisitions Branch
 Life and Earth Sciences Division
 Telephone: 873-469-4792
 E-mail address: brooke.taylor@pwgsc.gc.ca

2.4 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.

2.5 Communications Notification

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

2.6 Maximum Funding

The maximum funding available for any project type is as follows:

Project Types	Studies	Concepts	Research & Development	Technology Demonstration	Technology Pilot
Funding Range per Project	≤ \$200K	≤ \$500K	≤ \$2.0M	≤ \$2.5	≤ \$3.0M

The maximum funding available for any contract resulting from this Call for Proposals is \$3M.

Applicable Taxes, shipping and travel and living expenses included, as applicable. Any cost in excess of the maximum funding will be the Contractor's commitment of additional co-investment funding to any resulting Contract. Details of the Bidder's co-investment funding is to be provided in the Financial Presentation Sheet. This disclosure does not commit Canada to pay the maximum funding available.

The estimated funding available for all contracts will not exceed \$100M, Applicable Taxes included.

PART 3 - PROPOSAL PREPARATION INSTRUCTIONS

3.1 Electronic Proposal Submission Form

- 3.1.1 Bidders are requested to submit their proposal using the electronic Proposal Submission Form at the following website: TBD. This website also provides instructions on how to use the electronic Proposal Submission Form. In order to complete and submit a proposal, Bidders must first register and obtain a username and password. Proposals must be submitted by the date and time on the first page of this CFP.
- 3.1.2 Should there be technical difficulties accessing or using the web-based system, Bidders must contact TBD. Technical Assistance support is restricted to issues associated with mechanics of the online system. Technical Assistance Support personnel are not associated with the solicitation and are not in a position to comment on or provide interpretation on the Call for Proposals document. All non-technical assistance for proposal submission is to be directed to the Contracting Authority.
- 3.1.3 If a large number of Bidders access the web-based system at the same time, electronic submission of proposals may be delayed. Bidders are solely responsible for ensuring their proposal is submitted properly by the CFP closing date and time.

3.2. Bid Receiving Unit

- 3.2.1 Bidders who are not able to submit their proposal using the web-based system may submit a hard copy of their completed Proposal Submission Form to:

*Bid Receiving Unit - PWGSC
11 Laurier, Street
Place du Portage, Phase III
Core 0B2
Gatineau, Québec K1A 0S5*

- 3.2.2 Proposals submitted through the PWGSC Bid Receiving Unit are bound by the same terms, conditions and limitations as the electronic Proposal Submission Form. Hardcopies of proposals must provide the same information requested in the electronic Proposal Submission Form and be presented in the same format and order. Hard copies of proposals that differ from the electronic Proposal Submission Form may not be evaluated. All text submitted through the PWGSC Bid Receiving Unit is subject to the same word count limitations as the electronic Proposal Submission Form.

Any text submitted above the limit specified in the electronic Proposal Submission Form will not be evaluated.

- 3.2.3 In the event that a proposal is submitted electronically and through Bid Receiving for the same Innovation, the electronic proposal will take precedence unless otherwise specified by the Bidder.

3.3. Classified Proposals

- 3.3.1 Bidders submitting a classified proposal must contact the Contracting Authority to arrange delivery of the proposal using procedures designed to protect the sensitivity of the content. The terms and conditions stated in section 3.2.2 above apply.

3.4. Technical Proposal

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- 3.4.1 The Bidder's responses to the series of questions presented in the electronic Proposal Submission Form will form the Bidder's Technical Proposal. Bidders should respond to each question in a thorough, concise and clear manner within the allotted character count for each question. The Bidder must provide Technical Proposal content that clearly addresses in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.
- 3.4.2 Bidders may submit proposals for one or more projects, but must submit a separate proposal for each project. Each proposal will be evaluated separately on its own merit.
- 3.4.3 Bidders must only submit 1 proposal per project. If more than one proposal is submitted for a project only the first proposal submission will be considered. The first proposal submission will be determined by the system time stamp, or PWGSC Bid Receiving stamp, as applicable.
- 3.4.4 The Bidder will only be awarded one contract per project.
- 3.4.5 To maintain the integrity of the evaluation, Evaluators will consider only information presented in the proposal. No information will be inferred and personal knowledge or beliefs will not be utilized in the assessment. Bidders should explicitly demonstrate, in sufficient detail, how all criteria are met.

3.5. Financial Proposal

- 3.5.1 Bidders must complete the Financial Proposal Cost Breakdown set out in the electronic Proposal Submission Form. Responses provided in the electronic Proposal Submission form will form the Bidder's Financial Proposal.
- 3.5.2 The Bidder's Financial Proposal must not exceed the amounts identified in Part 2, Section 6 *Maximum Funding*. Any dollar value exceeding the maximum funding amounts will be the Bidder's commitment of co-investment funding to a resulting contract. All Financial Proposals must be in Canadian Dollars.
- 3.5.3 The Financial Proposal submitted will be negotiated in accordance with the Statement of Work and must be in accordance with the PWGSC Contract Cost Principles 1031-2. More information can be found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6>
- 3.5.4 **Exchange Rate Fluctuation**
SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

3.6. Certifications

Certifications required with the Bidder's proposal are identified on the electronic Proposal Submission Form.

Certifications and additional information that may be required precedent to contract award are identified in Part 5.

PART 4 - EVALUATION PROCEDURES, BASIS OF SELECTION AND CONTRACTING PROCESS

4.1 Evaluation Procedures

- (a) Proposals will be assessed in accordance with the entire requirement of the CFP including all evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the proposals. If required, Canada may use an external Subject Matter Expert to evaluate any bid. External Subject Matter Experts will be required to confirm they are not in a conflict of interest, and sign a non-disclosure agreement.

4.2 Bidder Experience

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

- 4.2.1 The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
- 4.2.2 The Bidder's subcontractors, provided the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

4.3 Stage 1 – Synopsis Proposal

A Synopsis Proposal is an outline of the Work summarizing the objectives and key deliverables of the proposal. The Synopsis Proposal is intended to provide a brief summary for evaluators on the general proposed concept, the feasibility and potential benefit of the proposal and the estimate of the cost and schedule of the proposed project. The Synopsis Proposal stage is meant to act as a triage phase that is intended to reduce the burden on the Bidder.

Bidders should submit a clear and concise Synopsis proposal using the electronic template at the following site: TBD. Synopsis Proposals must be submitted by the due date and time indicated on page 1 of this CFP document in order to be considered.

Synopsis Proposals will be evaluated in accordance with the Mandatory Evaluation Criteria detailed in Attachment 1 to Part 4 - *Synopsis Evaluation Criteria*. Synopsis Proposals that do not meet all Mandatory Evaluation Criteria will be considered non-responsive and will not be given further consideration. Synopsis Proposals that meet all Mandatory Evaluation Criteria will be considered responsive and will proceed to Stage 2 – Full Proposal. All Bidders will receive their evaluation results.

4.4 Stage 2 – Full Proposal

Full Proposals build on the information presented in Stage 1 – Synopsis Proposal, and are intended to provide comprehensive detail of the proposed Work to be completed.

Bidders should submit a clear and concise Full Proposal using the electronic template at the following site: TBD. Full Proposals must be submitted by the due date and time indicated by the Contracting Authority in order to be considered.

Full Proposals will be evaluated in accordance with the Mandatory Evaluation Criteria detailed in Attachment 2 to Part 4. Full Proposals that do not meet all Mandatory Evaluation Criteria will be considered non-responsive and will not be given further consideration. Full Proposals that meet all Mandatory Evaluation Criteria will be evaluated in accordance with the point-rated evaluation criteria identified in Attachment 2 to Part 4. Full Proposals must obtain a minimum overall pass mark of TBD points out of TBD points. Full Proposals not meeting the minimum overall pass mark will be deemed non-compliant and given no further consideration.

4.5 Evaluation of Price

The price of the proposal will be evaluated in Canadian dollars; Applicable Taxes, travel and living costs and shipping included; Canadian customs duties and excise taxes included, if applicable.

For evaluation purposes only, the price of the proposal will be determined as detailed in Attachment 3 to Part 4, *Financial Proposal Presentation Sheet*.

4.6 Pool of Pre-Qualified Proposals

Proposals that meet all mandatory criteria and achieve the minimum point-rated evaluation score will be deemed responsive and placed in the Pool of Pre-Qualified Proposals. Placement into the pool does not guarantee that a proposal will be selected for funding or that a contract will be awarded.

4.7 Proposal Selection

All proposals in the pool will be considered for DRDC funding. The selection process is summarized as follows:

Proposal Selection Committee (PSC): The PSC is composed of representatives from DND/CAF, and as needed, other government department Subject Matter Experts. The PWGSC Contracting Authority will also participate in the PSC in an observational capacity. The PSC considers the evaluation results of the proposals and examines the distribution of investment across multiple parameters, such as:

- program priorities,
- number of investments across priorities,
- previous years' investments,
- the strength of individual proposals,
- changes to Government of Canada priorities,
- similar S&T initiatives being funded by DRDC's partners,
- emerging operational and policy issues,
- project types and technology readiness levels.

This results in the creation of a prioritized list of proposals to receive funding for consideration by the Steering Committee.

Steering Committee (SC) - The SC is chaired by ADM Science and Technology, DND and is composed of relevant Science and Technology executives and representatives as required. The SC will review and endorse the prioritized list of proposals recommended for funding by the PSC. The SC will consider the same factors as the PSC.

The decision to select or not select a proposal is at the sole discretion of the Steering Committee. Proposals which earn the highest Technical Evaluation Score may not be the proposals recommended for funding.

4.8 Debriefing

Upon receipt of the evaluation results, Bidders may request a debriefing of the results of their proposal. Bidders should make the request to the Contracting Authority within 15 working days of date of receipt of the debrief letter. The debriefing may be in writing or by telephone.

4.9 Contracting Process

Recommendation for contract award will be determined based on the available budget and the success in completing the following steps.

4.9.1 Statement of Work

In accordance with DRDC program objectives, situations may arise where the Bidder is requested to implement refinements or provide clarification to the proposal's scope, budget, schedule or work plan. The Statement of Work (SOW) that was submitted with the Bidders proposal may be adjusted to ensure DRDC's needs are met within the framework of the Program. The Technical Authority and the Bidder will work together to adjust the SOW. The Contracting Authority will review the SOW before it is finalized.

4.9.2 Financial Capability and Certifications

The Contracting Authority may undertake the following:

- (a) obtain financial information to verify the Bidder's capacity to undertake the Work; and
- (b) request certifications and other information required before contract award.

If a Bidder fails to demonstrate adequate financial resources to complete the Work, or fails to provide the certifications and additional information, the proposal will be considered non-compliant and given no further consideration.

4.9.3 Contract Negotiations

Upon completion of the SOW, the Contracting Authority will initiate the negotiations for the following:

- a) contract terms and conditions, as applicable;
- b) pricing and cost breakdown; and
- c) the provision by the Bidder of price support to substantiate the costs to Canada.

Failure to achieve consensus on any aspect of the negotiations will result in the proposal being set aside and not given any further consideration. If an agreement can't be reached between Canada and the Bidder within 4 months from the date of notification of acceptance into the Pool of Pre-Qualified Proposals, Canada reserves the right to stop negotiations with the Bidder and fund another proposal from the Pool.

4.9.4 Contract Award

Upon completion of contract negotiations, approval will be sought for contract award.

4.10 Intellectual Property

The default position of Canada is to allow contractors to retain the Intellectual Property (IP) rights. For studies and concepts, the IP rights could be negotiated with the bidders. Information on IP is available from the following sources:

- Definition of IP under PSPC's Standard Acquisition Clauses and Conditions Manual, found at: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions->

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[manual/3/2040/16](#)

- Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts, found at: <http://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html>
- Implementation Guide: Policy for Title to Intellectual Property Arising under Crown Procurement Contracts, found at: http://www.ic.gc.ca/eic/site/068.nsf/eng/h_00001.html

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract. These certifications will be requested from bidders before Stage 3: Contracting.

The certifications provided by Bidder are subject to verification by Canada at all times. Canada will declare a proposal 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 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 proposal non-responsive or constitute a default under the Contract.

5.1 Certifications Required Precedent to Contract Award

5.1.1 Integrity Provisions

As stated in the applicable 2040 General Conditions, Research and Development, Section 52, Integrity Provisions - Contract (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisitionclauses-and-conditions-manual/3/2040>), the Bidder must comply with the *Code of Conduct for Procurement* and comply with the terms in section 52.

The Bidder certifies that:

_____It understands, complies and respects the provisions under the General Conditions 2040, *Research and Development*, Section 52 *Code of Conduct and Certifications - Contract*.

Does the Bidder have a Board of Directors (BoD)?

_____Yes _____ No

If so, the Bidder must submit a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. **Canada may, at any time**, request that the Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Verification form – PWGSC-TPSGC 229), for any individuals named in the aforementioned list. (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>)

Name	Title

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

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(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

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

For requirements estimated at \$1,000,000 and above, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification found at Attachment "1" to Part 5, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Canadian Content Certification – Solely Limited

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

() a minimum of 50 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual. (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/3/6>)

OR

5.1.3 Canadian Content Certification – Conditionally Limited

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, and as amended herein, may be considered.

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

The Bidder certifies that:

() a minimum of 50 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

5.1.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition, as amended:

DELETE: 80 percent
INSERT: 50 percent

5.1.4 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. Failure to comply with the request may result in the bid being declared non-responsive.

5.1.5 Rate or Price Certification

The Bidder is requested to provide one (1) of the following certifications, as applicable, in its financial bid:

_____ The Bidder certifies that the price proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of _____.

-OR-

_____ The Bidder certifies that the price proposed

- (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
- (c) does not include any provision for discounts to selling agents.

-OR-

_____ The Bidder certifies that the price proposed is based on costs computed in accordance with [10.40](#) (a) to (i) of the *Supply Manual*, Public Works and Government Services Canada, on the pricing of research and development contracts with universities and colleges.

5.1.6 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.

5.1.7 Former Public Servant

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

5.1.8 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) prior to contract award in order to receive a PWGSC contract. Suppliers may register for a PBN online at Supplier Registration Information (<https://srisupplier.contractsCanada.gc.ca>). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

PBN: _____

5.1.9 Certification Acknowledgment

The Bidder certifies that the information submitted herein, and the information submitted in its bid, is accurate and complete.

The Bidder has read, understands and acknowledges the instructions and the clauses and conditions contained in all parts of this document, and the solicitation document.

That he or she is an authorized signing officer of the Bidder.

Print Name: _____

Signature: _____

Date: _____

ATTACHMENT 1 TO PART 5

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

Date: _____(YYYY/MM/DD)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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

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

OR

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

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Considerations

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

2. Financial Capability

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

3. Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

The instructions, clauses and conditions identified below, are provided as an example of the standard terms and conditions that could form part of any resulting Contract and do not represent a complete list. PWGSC may update, add or delete, as applicable, the standard terms and conditions contained herein.

1. Statement of Work

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

1.1 Work Authorization

Despite any other condition of the Contract, the Contractor is only authorized to perform the Work required to complete _____ of the Contract _____ at a cost not to exceed \$_____. Upon completion of _____, the Work will be reviewed before the Contractor is authorized to commence any Work for _____. Depending on the results of the review and evaluation of the Work, Canada will decide at its discretion whether to continue with the Work.

If Canada decides to continue with _____, the Contracting Authority will advise the Contractor in writing to commence work on _____. The Contractor must immediately comply with the notice.

If Canada decides not to proceed with _____, the Contracting Authority will advise the Contractor in writing of the decision and the Contract will be considered completed at no further costs to Canada. In no event will the Contractor be paid for any cost incurred for unauthorized work.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2040 (2016-04-04), General Conditions - Research & Development, apply to and form part of the Contract.

2.2 Supplemental General Conditions

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

4001 (2014-04-01), Hardware Purchase, Lease and Maintenance
4002 (2010-08-16), Software Development or Modification Services
4003 (2010-08-16), Licensed Software
4004 (2013-04-25), Maintenance and Support Services for Licensed Software
4008 (2008-12-12), Personal Information

3. Security Requirement

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

3.X Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

4. Term of Contract

The Work is to be performed during the period of To be Determined (TBD) to TBD .

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

TBD at each individual contract

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

5.2 Technical Authority

The Technical Authority for the Contract is:

TBD at each individual contract

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

5.3 Procurement Authority

The Procurement Authority for the Contract is:

TBD

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

5.4 Contractor's Representative

TBD at each individual contract

6. Proactive Disclosure of Contracts with Former Public Servants

SACC Manual Clause A3025C (2013-03-21)

7. Payment

7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex TBD for a cost of \$ TBD. Customs duties are included and Applicable Taxes are extra.

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

-OR-

7.1 Basis of Payment - Ceiling Price

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

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

7.2 Limitation of Price

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

7.3 Method of Payment

7.3.1 Progress Payments

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

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3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

-OR-

7.3 .1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex TBD and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2008-05-12), Cost Submission
C4005C (2014-06-26), Travel and Living Expenses - National Joint Council Travel Directive

7.5 Discretionary Audit

SACC Manual Clause C0101C (2010-01-11), Discretionary Audit - Non-commercial Goods and/or Services

-OR-

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

-OR-

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

7.6 Time Verification

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

8. Invoicing Instructions

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;

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- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses;
- (d) the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

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

9. Certifications

9.1 Compliance

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

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

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

9.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification
A9122C (2008-05-12), Protection and Security of Data Stored in Databases

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions _____;
- (c) the general conditions _____;
- (d) Annex __, Statement of Work;
- (e) Annex __, Basis of Payment;
- (f) Annex __, Security Requirements Check List;
- (g) Annex __, Federal Contractors Program for Employment Equity – Certification;
- (h) Annex __, Insurance – Specific Requirements;
- (i) the Contractor's proposal dated _____.

12. Foreign Nationals (Canadian Contractor)

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

13. Insurance

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

OR

13. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex _____. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

14. Controlled Goods Program

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

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

15. Canadian Forces Site Regulations

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

16. Joint Venture

- a. The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- b. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - i. _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - iii. all payments made by Canada to the representative member will act as a release by all the members.
- c. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- d. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- e. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- f. The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

**ATTACHMENT 1 TO PART 4
STAGE 1 - SYNOPSIS PROPOSAL EVALUATION CRITERIA**

Mandatory Criteria

1. Alignment with DRDC objectives:
 - 1.1 The Bidder must demonstrate that the proposal has reached an adequate level of maturity, development, testing or validation corresponding to the TRL required by the project type at time of proposal submission. Refer to Annex C for description of TRL levels; and
 - 1.2 The Bidder must demonstrate that the objectives and deliverables of the proposal are clear and relevant to at least one identified S&T Challenge Area. Refer to Annex B for description of S&T Challenges.

2. Advance on the State of the Art and Key Features and Benefits:
 - 2.1 The Bidder must demonstrate the proposal is an advance on the current state of the art in their respective field or industry; and
 - 2.2 The Bidder must demonstrate the proposal has key features and benefits that would have adoption potential for end users of the final product (not applicable to studies); and
 - 2.3 The Bidder must demonstrate the proposal has key features and benefits that exhibit advantages over the competition or current solutions/technologies available.

3. Feasibility of Proposed Innovation:
 - 3.1 The Bidder must demonstrate the proposed solution can be delivered, and can be realistically completed within the timeframe required for the project type; and
 - 3.2 The Bidder must demonstrate that it has adequately identified the remaining technical challenges to be addressed.

Acknowledgements

By submitting a proposal, the Bidder acknowledges that:

1. The Bidder has read, understands, and acknowledges the instructions and the clauses and conditions contained in all parts of the Call for Proposals solicitation;
2. The Bidder representative is an authorized signing officer of the Bidder and has authority to submit this Proposal on behalf of the Bidder and to act as the lead contact for purposes of this Proposal;
3. All the information given in this Proposal is true and complete;
4. The Bidder understands that a signature may be requested later during the Contracting Stage.

**ATTACHMENT 2 TO PART 4
STAGE 2 - FULL PROPOSAL EVALUATION CRITERIA**

Evaluation Procedures for Procurement Conditionally Limited to Canadian Content

Within each individual S&T Challenge, the evaluation team will determine first if there are two (2) or more proposals with a valid Canadian content certification. In that event, the evaluation process will be limited to the proposals with the certification; otherwise, all proposals will be evaluated. If some of the proposals with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive proposals with a valid certification remain, the evaluation will continue among those proposals with a valid certification. If all proposals with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other proposals received will be evaluated.

Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only proposals with a certification that the services offered are Canadian services, as defined in clause A3050T, and amended herein, may be considered.

Failure to provide this certification completed with the proposal will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

(___) the services offered are Canadian services as defined in paragraph 4 of clause A3050T, as amended herein.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

Certifications

By submitting this proposal to the Call for Proposals, the Bidder certifies the following:

- 1. The Bidder certifies that a minimum of 50% of the financial proposal costs are Canadian goods or Canadian services, as defined in the Canadian Content certification. Refer to Annex _____.
(Note: either this clause will be used OR the Conditionally Limited clause above).*
- 2. The Bidder must be the owner of the Intellectual Property (IP) for the proposed innovation, or have a license to the IP rights from a licensor for the proposed innovation and not be infringing on any IP rights.*

Mandatory Evaluation Criteria

- 1) The Bidder must provide the following completed documents as part of its proposal:
 - a) **Quad Chart:** This document provides a summary of the proposal. A template and example are provided in Annex G.
 - b) **Work Plan:** A detailed work breakdown structure must be provided as identified in Annex D.

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- c) **Gantt Chart:** A Gantt chart must be included with each proposal, with the exception of the Project Type “Studies”. The document should contain the appropriate file name extension (.doc/.docx, .ppt/.pptx, .xls, or .pdf).
 - d) **Project Risk and Mitigation Strategy Table:** A Risk and Mitigation Strategy Table must be provided as identified in Annex E.
 - e) **Detailed Budget:** All proposals must include a detailed budget table, which breaks down the proposal project costs, as identified in Attachment 3 to Part 4. Costs should be estimated with the assumption of a project start date in April 2017 (or later).
2. All Full Proposals must have a draft Statement of Work (SOW) attached. Refer to Annex H, Statement of Work Template.

Acknowledgements

By submitting a proposal, the Bidder acknowledges that:

1. The Bidder has read, understands, and acknowledges the instructions and the clauses and conditions contained in all parts of the Call for Proposals solicitation;
2. The Bidder representative is an authorized signing officer of the Bidder and has authority to submit this Proposal on behalf of the Bidder and to act as the lead contact for purposes of this Proposal;
3. All the information given in this Proposal is true and complete; and
4. The Bidder understands that a signature may be requested later during the Contracting Stage.

Point-Rated Evaluation Criteria

Evaluators will use following definitions to assign points for evaluation criteria:

- No or minimal demonstration – the response is inadequate, incomplete or silent with respect to a given criterion.
- Moderate demonstration – the response is adequate and complete to address the majority of elements of a given criterion.
- Significant demonstration – the response is clear, complete and addresses all the elements of a given criterion.
- Exceptional demonstration – as defined in each criterion.

Point Rated Criteria 1 – Scientific or Technical Merit – Maximum of 70 points (Mandatory minimum 70% score required)

All proposals should demonstrate the Bidder’s understanding of the S&T challenge being addressed by the proposal and the scientific or technical effort needed to address it. Drawings, diagrams, charts, and tables needed to explain the scientific or technical effort should be included (3 pages maximum).

The Bidder should demonstrate:

- a) how the proposal contributes to the relevant landscape and identified S&T Challenge (for example, how is this proposal a game changer?). (500 words maximum)

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Evaluation Schema	Points
No or minimal demonstration of novelty and contribution to the relevant landscape.	0 points
Moderate demonstration of novelty and contribution to the relevant landscape.	4 points
Significant demonstration of novelty and contribution to the relevant landscape.	7 points
Exceptional demonstration of novelty which includes, at a minimum, how the proposed solution contributes to the relevant landscape, is different from what has previously been seen and offers an increase in capability commensurate with the potential risks of the innovative approach.	10 points

- b) a clear understanding of the scope of the problem and the approach that will be taken to address the selected S&T Challenge, which includes identification of the current corresponding Technology Readiness Level (TRL) and expected TRL at project conclusion. TRL identification is optional for studies. (2X weight) (1000 words maximum).

Evaluation Schema	Points
No or minimal demonstration of the approach that will be taken to address the S&T challenge.	0 points
Moderate demonstration of the approach that will be taken to address the S&T challenge.	4 points
Significant demonstration of the approach that will be taken to address the S&T challenge.	7 points
Exceptional demonstration of the approach that will be taken to address the S&T challenge - which includes, at a minimum, a thorough analysis of the S&T challenge, the scope of the approach, the type of project, the scientific or technical effort needed for the approach with technical element completed in a logical sequence, and the identification of the TRL for all projects excluding studies.	10 points

- c) the scientific or technical feasibility of the approach. (2X weight) (1000 words maximum)

Evaluation Schema	Points
No or minimal demonstration of the scientific or technical feasibility of the approach.	0 points
Moderate demonstration of the scientific or technical feasibility of the approach.	4 points
Significant demonstration of the scientific or technical feasibility of the approach.	7 points
Exceptional demonstration of the scientific or technical feasibility of the approach - which is, at a minimum, based on accepted scientific principles, sound reasoning, and meaningful (for example, substantive and replicable) data (for example, statistically relevant).	10 points

- d) analysis of existing solutions and current state of the art and how the proposed approach integrates new knowledge, science and/or technology improvements. (750 words maximum) (2X weight)

Evaluation Schema	Points
No or minimal demonstration of how new knowledge, science and, or technology improvements are integrated into the approach.	0 points
Moderate demonstration of how new knowledge, science and, or technology improvements are integrated into the approach.	4 points
Significant demonstration of how new knowledge, science and, or technology improvements are integrated into the approach.	7 points
Exceptional demonstration of how new knowledge, science and, or technology improvements are integrated into the approach which includes, at a minimum, examples of enhanced capabilities and, or efficiencies of the improvements over the current state of the art.	10 points

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Point Rated Criteria 2 - Work Plan - Maximum of 40 points (Mandatory minimum 70% score required)

All proposals should have a Work Plan that outlines how the proposed solution will be delivered. Bidders should consider the following in their submissions:

- a. Tasks and deliverables are clear and well described;
- b. The schedule is reasonable and achievable, with a logical flow between tasks;
- c. It is possible to assess progress against each task (via a deliverable, for example);
- d. Project risks are completely and clearly defined with reasonable mitigation efforts planned against risks;
- e. The proposed costs are substantiated with the type and number of labour hours proposed per task as well as the types and kinds of supplies and materials;
- f. Issues with access to any required Background IP or use of Foreground IP are identified and planned for.

The Bidder should provide:

- a) a Work Plan, in the format provided in Annex D, which includes appropriate milestones and deliverables with adequate detail to measure progress.

Evaluation Schema	Points
No or minimal demonstration of the Work Plan incorporating appropriate milestones and deliverables which provide adequate detail to measure progress.	0 points
Moderate demonstration of the Work Plan incorporating appropriate milestones and deliverables which provide adequate detail to measure progress	4 points
Significant demonstration of the Work Plan incorporating appropriate milestones and deliverables which provide adequate detail to measure progress	7 points
Exceptional demonstration of the Work Plan incorporating appropriate milestones and deliverables with adequate detail to measure progress which includes, at a minimum, a Gantt chart (or equivalent information), identification of specific tasks, their duration.	10 points

- b) a Project Risk and Risk Mitigation Strategy Table, in the format provided in Annex E, which includes adequate detail to account for risk. The risk management plan should include a description of appropriate off-ramps (GO/NO-GO decision points to cancel or redirect the project, if applicable). (200 words maximum)

Evaluation Schema	Points
No or minimal demonstration of adequately accounting for risk.	0 points
Moderate demonstration of adequately accounting for risk.	4 points
Significant demonstration of adequately accounting for risk.	7 points
Exceptional demonstration of adequate accounting for risk which includes, at a minimum, the identification, description, probability and impacts of risks and their proposed mitigation strategies.	10 points

- c) a cost estimate that is commensurate with level of effort and deliverables for the proposal, in the format provided in Attachment 3 to Part 4.

Evaluation Schema	Points
No or minimal demonstration of how the cost estimate is prudent.	0 points
Moderate demonstration of how the cost estimate is prudent.	4 points
Significant demonstration of how the cost estimate is prudent.	7 points
Exceptional demonstration of how the cost estimate is prudent, which at a minimum, includes providing adequate detail to explain the necessity for "other" costs and any significant costs.	10 points

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Point Rated Criteria 3. Project Team (Manager and Key Team Members) - Maximum of 25 points:

This criteria rates the ability of the proposed project team to manage the proposed project and deliver the proposed solution. Proposals should include consideration of how the proposed team’s expertise and prior experience in similar efforts clearly demonstrates an ability to manage the cost and schedule of the project and to accomplish the proposed tasks; and how the roles and responsibilities of and time and effort allocated by team members meet the proposed or expected technical performance. Evidence of expertise through similar successful past projects completed or ongoing by the Manager or Key Team Members should be fully described including identification of other Government sponsors, if any. References and contact information should be provided.

The Bidder should demonstrate:

- a) that the identified Project Manager has experience managing projects that are commensurate with both the complexity and funding amount being requested by the proposal. (500 words maximum)

Evaluation Schema	Points
No or minimal demonstration that the identified Project Manager has experience managing projects of commensurate complexity and costs.	0 points
Moderate demonstration that the identified Project Manager has experience managing projects of commensurate complexity and costs.	4 points
Significant demonstration that the identified Project Manager has experience managing projects of commensurate complexity and costs.	7 points
Exceptional demonstration that the identified Project Manager has experience managing projects (minimum of three (3) examples required) of commensurate complexity and cost. Examples include enough detail to ascertain commensurability.	10 points

- b) the work intended to be done by project team members, including sub-contractors, is described in adequate detail and that key members of the proposed team, possess relevant experience and qualifications to undertake the scientific or technical elements required by the proposal. (1.5X weight) (700 words maximum)

Evaluation Schema	Points
No or minimal demonstration of who the key members of the proposed project team will be or minimal demonstration that their experience and qualifications are commensurate with scientific or technical demands of the proposal.	0 points
Moderate demonstration of who the key members of the proposed project team will be and that their experience and qualifications are commensurate with scientific or technical demands of the proposal.	4 points
Significant demonstration of who the key members of the proposed project team will be and that their experience and qualifications are commensurate with scientific or technical demands of the proposal.	7 points
Exceptional demonstration of who the key members of the proposed project team will be and their experience and qualifications are commensurate with the scientific or technical demands of the proposal. Examples should include enough detail to ascertain commensurability.	10 points

Point Rated Criteria 4. Potential for uptake and impact - Maximum of 25 points.

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The assessment of how the knowledge, science, or technology developed through the Bidder's proposal will be transitioned and/or positioned for uptake by end users is based on the evaluation elements and schema summarized below.

The Bidder should demonstrate:

- a) the benefit to the relevant stakeholders from the proposal's outcome. (500 words maximum)

Evaluation Schema	Points
No or minimal demonstration of the benefit to stakeholders from the proposal's outcome.	0 points
Moderate demonstration of the benefit to stakeholders from the proposal's outcome.	4 points
Significant demonstration of the benefit to stakeholders from the proposal's outcome.	7 points
Exceptional demonstration of how the proposal's outcome will benefit stakeholders which include, at a minimum, identification of stakeholders and the opportunities for information sharing and, or awareness, operational efficiencies and other benefits (such as shaping policy or regulatory decisions and increased operational capacity).	10 points

- b) the additional steps, beyond the scope of this proposal, that may be necessary for future sustainment, adoption and, or take-up of the proposal's outcome. (1.5X weight) (750 words maximum)

Evaluation Schema	Points
No or minimal demonstration of what additional steps may be necessary for future sustainment, adoption and take up of the proposal's outcome.	0 points
Moderate demonstration of what additional steps may be necessary for future sustainment, adoption and take up of the proposal's outcome.	4 points
Significant demonstration of what additional steps may be necessary for future sustainment, adoption and take up of the proposal's outcome.	7 points
Exceptional demonstration of what additional steps may be necessary for future sustainment, adoption and take up of the proposal's outcome (such as, user validation trials, regulatory approvals, ongoing maintenance and licensing renewal), Technology demonstrations and pilot projects describe the knowledge, technology and, or product dissemination plan.	10 points

Point Rated Criteria 5 - Co-Investment - Maximum of 20 points:

This section outlines how co-investment contributions (as defined in Annex F) identified in the Bidder's proposal will be assessed.

- a) The overall co-investment contribution (in-kind and cash) is calculated as a percentage of the DRDC funding requested and scored as per the table below.

Co-investment Contribution (in-kind + cash) to DRDC Funds Requested	Points
0 % - 24 %	0
25 % - 39 %	2
40 % - 59 %	4
60 % - 79 %	6
80 % - 99 %	8
100 % +	10

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b) The cash co-investment is calculated as a percentage of the DRDC funding requested in the proposal and scored as per the table below.

Percentage of Cash Co-Investment to DRDC Funds Requested	Points
0 % - 24 %	0
25 %- 39 %	2
40 % - 59 %	4
60 % - 79 %	6
80 % - 99 %	8
100 % +	10

**ATTACHMENT 3 TO PART 4
FINANCIAL PROPOSAL PRESENTATION SHEET**

Project Type: _____

Bidders are to provide a proposed cost breakdown, Applicable Taxes included, as follows:

LABOUR					
Labour Category	Firm Hourly Rate	Level of Effort (hours)	Estimated Cost	Canada's Share	Bidder's Share
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
Total Estimated Labour:			\$	\$	\$
MATERIALS AND SUPPLIES					
Item	Unit Cost	No. of Units	Estimated Cost	Canada's Share	Bidder's Share
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
Total Estimated Materials and Supplies:			\$	\$	\$
SUBCONTRACTS					
Subcontractors			Estimated Cost	Canada's Share	Bidder's Share
1.			\$	\$	\$
2.			\$	\$	\$
Total Estimated Subcontracts:			\$	\$	\$
TRAVEL AND LIVING					
	Description (location, duration, etc.)		Estimated Cost	Canada's Share	Bidder's Share
	Transportation		\$	\$	\$
	Accommodation		\$	\$	\$
	Meals		\$	\$	\$
Total Estimated Travel and Living:			\$	\$	\$
OTHER DIRECT CHARGES					
Description			Estimated Cost	Canada's Share	Bidder's Share
1.			\$	\$	\$
2.			\$	\$	\$
TOTAL COST:			\$	\$	\$

Costs per Year

	Canada's Share	Bidder's Share
Year 1		
Year 2		
Year 3		

The Bidder will be required to justify the elements identified in the Detailed Budget Table during the contract negotiation phase in accordance with PWGSC Contract Cost Principles 1031-2 (2012-07-16).

Annex A

Project Types

The types of projects that will be considered for contracts are:

- Studies;
- Concepts;
- Research and Development;
- Technology Demonstrations; and
- Technology Pilots.

Each project type covers a Technology Readiness Level (TRL) range. A TRL is a measure that evaluates the maturity of evolving technology – which include, for example, devices, materials and software (refer to Annex C).

Studies

Studies are evidence-based examinations or analyses that address known defence, public safety and security issues, define problems or propose options that require investigation. Studies can provide operational research tools and methods, including risk, capability and foresight analyses, or road-mapping to define operational needs and/or aid in prioritizing investment decisions. Studies can vary considerably in scale and complexity. Studies analyse key issues with rigour but the scope of the analysis is managed so as to be attainable with limited time-frames and resources (including funding). Examples include conducting scoping studies or developing emergency response scenarios that help define needs.

Concepts

Concepts provide a more in-depth analysis of the issues and solution options than studies. Typically, these include an analysis of problems as well as potential solutions taking into account technological, operational, environmental, policy, governance, and regulatory aspects where applicable. Concepts usually include a comprehensive environmental scan that covers the scientific, technological and operational landscapes to ensure the analysis is up-to-date. Often there is broad consultation with a variety of subject matter experts (SMEs).

Research and Development (R&D)

R&D projects involve applied research in scientific or technological fields that may generate new knowledge or awareness while addressing user-defined capability gaps in critical areas. R&D projects include analytical research, laboratory studies and experiments that mature earlier findings. R&D projects can also validate analytical predictions of existing S&T or enable “proof-of-concept” validation.

Technology Demonstrations

Technology demonstrations are projects that advance the maturity of a technology, applications or capability by embedding S&T in an operational context. These projects foster collaboration between operational and S&T communities. They integrate basic technological elements that can be tested in a “simulated” or realistic environment. Technology demonstrations test the applicability of a TRL solution to address a capability gap. This project type usually does not transition directly into implementation or operationalization as additional development may still be required.

Technology Pilots

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Technology pilots, which are sometimes referred to as feasibility studies or experimental trials, are projects that involve the implementation of a known solution on a small-scale to evaluate its full impact, strengths and weaknesses prior to full implementation. This project type allows for the collection of information to adequately learn how the solution might work in practice.

Project Parameters

Project Types	Studies	Concepts	Research & Development	Technology Demonstration	Technology Pilot
Project Duration from Initiation to Close-Out	≤ 12 months	≤ 24 months	≤ 36 months	≤ 36 months	≤ 36 months
Funding Range per Project	≤ \$200K	≤ \$500K	≤ \$2.0M	≤ \$2.5	≤ \$3.0M
TRL Range	NA	TRL 1-3	TRL 3-5	TRL 5-6	TRL 7-8

A proposal can span more than one project type over its project phases. Bidders must clearly demonstrate the funding breakdown between phases and identify the project type that each phase corresponds to. Go/No-go clauses will be included in any resulting contract that spans project types, and it will be Canada’s decision whether to proceed to the next phase.

Example:

Bidder ABC submits a proposal that consists of Work as follows:

Phase 1

Project Type: Concept
 DRDC Funding: \$300K
 Duration: 12 months

Phase 2

Project Type: R&D
 DRDC Funding: \$2M
 Duration: 24 months

Total DRDC Funding: \$2.3M

Total Duration: 36 months

The maximum funding for any proposal cannot exceed \$3.0M, Applicable Taxes included, and the duration cannot exceed 36 months.

It is the Bidders responsibility to ensure all required certifications, licences, and approvals have been obtained prior to performing the Work.

Annex B
Science and Technology (S & T) Challenges

Any resulting Call for Proposals may include, but is not limited to, the following S&T Challenges:

1. Air Surveillance

- 1.1 Identification and assessment of technologies for detection, identification, tracking and classification of airborne objects of interest including:
 - (a) Evaluation of radar technologies for long-range detection, tracking and cueing of air targets (with emphasis on the North)
 - (b) Identification and assessment of other future sensing technologies (e.g. combinations thereof surface radar, space-based electro-optical/infrared (EO/IR), over the horizon radar (OTHR), aerostat, forward deployed, reflective high power optics, passive radio frequency (RF), etc.) for detection, tracking and cueing of air targets
 - (c) Pattern of life monitoring of foreign infrastructure
 - (d) Missile launch detection
- 1.2 Understanding and mitigation of environmental effects on surveillance system performance including:
 - (a) Characterization and mitigation (e.g. RF clutter, cloud, aerosols, etc.) for improved sensor performance of existing and future sensing technologies
- 1.3 Assessment and mitigation of surveillance system vulnerabilities (e.g. jamming, cyber-attack, deception, capture, etc.)

2. Surface Surveillance

- 2.1 Identification and assessment of technologies for detection, discrimination, localization, classification and tracking of maritime surface objects of interest including:
 - (a) Detection and improved discrimination of surface threats from background sea ice, debris, clutter
 - (b) Improved timely delivery of space-based maritime surface surveillance product
 - (c) Integrated surface and subsurface systems for maritime surface surveillance
- 2.2 Understanding and mitigation of environmental effects on surveillance concepts performance including:
 - (a) Evaluation of methods for environmental data (hydrographic, bathymetric, etc.) collection and assimilation (e.g. autonomous survey)
- 2.3 Assessment and mitigation of surveillance concept vulnerabilities (e.g. jamming, cyber attack, deception, capture, etc.)

3. Sub-surface surveillance

- 3.1 Develop options for next generation surveillance of Canada's maritime approaches with emphasis on Northern approaches including:
 - (a) Studies and reviews of the state of the art of key challenges, current technologies, emerging technologies, stakeholders (federal, provincial, territorial and national

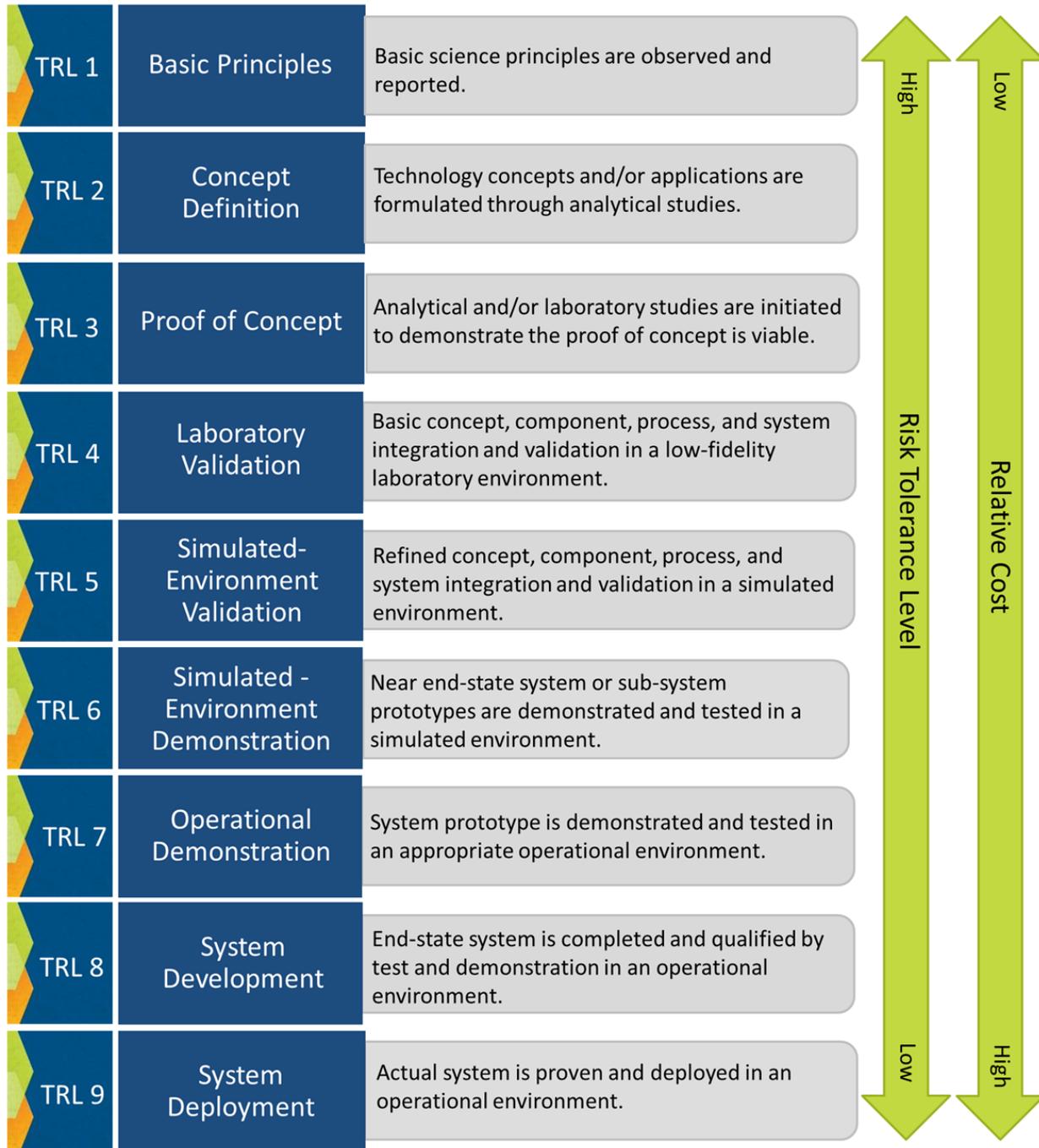
- organization, S&T innovators, end users, and their key priorities and activities) for surveillance of Canada's Northern approaches.
- (b) Long range autonomous underwater/under-ice vehicles (AUVs). Design concept and technologies that would allow increasing the endurance (months) and range (beyond 1000 km) of the AUVs, and have the capability to tow sensor arrays. Feasibility and options analysis.
 - (c) Surface and under-water/under-ice multi-functional service nodes. Design concepts, technologies and feasibility studies for nodes that could include sensor arrays, power (charging stations for AUVs), communications relay, data processing, and interoperability between sensor systems.
 - (d) Knowledge of physical ocean conditions along Canada's Northern littoral zone, including sound propagation underwater, seasonal and long term changes in water composition and temperature, underwater acoustic propagation and reverberation at various Northern sites.
 - (e) Feasibility study for a 100 km long underwater research range in the Barrow straight (or equivalent) in the Canadian archipelago that would allow testing of monitoring and surveillance technologies in a realistic yet controlled environment with a full range of instrumentation.
 - (f) Technical and feasibility studies for communications solutions that can bring broad band communications to the North to the test range identified in (e) above.

4. Sensor and Information mixes

- 4.1 Studies and assessments of complementarity and interactions between disparate sensors in order to provide the flexibility for decision-makers to create the right sensor mixes that contribute to effective, responsive, resilient and affordable surveillance of Canada's Arctic region. This requires analysis of the optimal use of individual sensors and sensor mixes of identified environments (air, maritime surface and maritime sub-surface) as well as the development of integrated advice and knowledge that support decision making based on the quality of various information sources. This should include consideration of:
- (a) Optimal sensor mixes and placements within each domain (air, maritime surface, maritime sub-surface);
 - (b) Optimal sensor mixes and placements across all of the identified domains; and
 - (c) Management and exchange of information of interest to DND/CAF across the identified domains to support strategic and operational decision making.

**Annex C
Technology Readiness Levels**

The DRDC Call for Proposals uses a scale of Technology Readiness Levels (TRL) to help determine whether the proposed innovation meets a minimum level of development to qualify for the project type and funding envelope requested.



Annex D- Work Plan

Work Plan					
Phase and Task Description	Deliverable(s)	Performed/ delivered by	Total Estimated (Budget/Cost)	Start Date	End Date

Annex E- Project Risks

Risk and Risk Mitigation Strategy Table					
Identified Risk	Probability (H/M/L)	Impact (H/M/L)	Risk Type	Trigger/Indicator	Mitigation Strategy

*Add rows as needed

(H/M/L) = high, medium or low

Examples of "Risk Type" include: financial, schedule, scope, technical

Annex F – Co-Investment Information

There are two types of co-investment contributions:

- 1) **Cash Contributions:** Bidders are strongly encouraged to demonstrate their direct support for the project defined in a proposal with cash contributions. Cash contributions are project expenses paid for directly by a Bidder or subcontractor for goods or services acquired solely for activities related to the project. Two examples include:
 - a) funds that will be used to purchase new equipment or software that the Bidder did not have at the time of project initiation; and
 - b) services of a resource that will work on the project that was not engaged by the Bidder or subcontractor prior to the initiation of the project.
- 2) **In-Kind Contributions:** In-kind contributions are direct costs to the project that are considered essential to project execution. They are most often in the form of cash equivalent goods or services that are pre-existing within the Bidder or subcontractor's inventory at the initiation of the project. For example, the salary of a full time employee, use of equipment, licences and/or laboratory space all qualify as in-kind contributions to the project.

Bidder's may solicit financial support from other federal programs as a contribution to the project. Such contributions must respect any limitations imposed by the organizations (for example, stacking provisions associated with some federal programs) and must be clearly articulated in the proposal.

If a proposal is selected, co-investment contribution information must be supported by detailed calculations, explaining all proposed inputs and valuations in the project implementation phase.

Table F-1: In-Kind Contributions

In-Kind	Acceptable	Non acceptable
Category Access to Databases	-Incremental costs of access	-Cost of developing a database and collecting data
Analytical and Other Services	-Internal rates or incremental cost of providing service	-Commercial rates
Equipment	-Donated (used) -fair-market value -company book value -price for internal transfers -Donated (new) -selling price to most favoured customer (if stock item) -cost of manufacture (if one of a kind) -Loaned -rental equivalent based on depreciation -rental equivalent to highest-volume rate	-List price or discounted list price -Rental equivalents exceeding accepted values had the equipment been donated or sold -Development costs
Faculty Remuneration	-Payment to the university/college for release time from teaching duties	-Payments as consulting fees or honoraria (additional to normal salary)
Materials	-Unit cost of production for commercial products -Selling price to most favoured customer -Price for internal transfers -Cost of production of prototypes and samples	-Development costs
Patents and Licences	-Licences acquired from third parties for use by the project	- Fees related to applying for and maintaining patents - Licensing fees
Salaries	-Actual salary cost (including benefits)	-External charge-out or consultant rates -Salary and costs of administrative support staff -Salary and costs of management activities not directly related to scientific and technical contributions to the project
Software	-Cost of training and support for software required -Most-favoured-customer cost for one licence per software package -Cost of equivalent commercial product (where donated software is not commercially available)	-Development costs
Travel	-Travel costs to meet with project stakeholders	-Conference travel
Use of Facilities	-Internal rates for logistical support, food, and lodging for project personnel working on stakeholder premises or on field work -Internal rates for use of specialized equipment by project personnel or use of process or production lines -Internal rates for value of lost production resulting from downtime	-Space for stakeholder activities outside the scope of the specific proposal -Equivalent commercial rates

**Annex G
Quad Chart Template**

Below is the template for a Quad Chart.

DRDC 2016 CFP (insert challenge number) – (insert submission number)	
Title of Project (in red font) Header	
<p><u>Project Summary:</u></p> <ul style="list-style-type: none"> · The project seeks to · Organization represented by the Lead Bidder and name of Lead Bidder <ul style="list-style-type: none"> · Include telephone and email address · Lead Gov't Dep't, if different from lead Bidder <ul style="list-style-type: none"> · Include name, telephone and email address of contact · List of partner(s) 	<p><u>Cost and Schedule:</u></p> <ul style="list-style-type: none"> · Total project cost · Total DRDC funds · Total In-Kind contribution · Total cash contribution · Project duration: <ul style="list-style-type: none"> · Identify project phases and associated costs · Deliverables: <ul style="list-style-type: none"> · Identify the deliverables of the project
<p><u>Scientific or Technical Approach:</u></p> <ul style="list-style-type: none"> · Science or technology involved <ul style="list-style-type: none"> · Identify the science or technology being used in the project and how it is applied · Briefly describe the tasks performed at each project phase 	<p><u>Impact:</u></p> <ul style="list-style-type: none"> · Operational impact is · Performance impact is · SA&T contribution: <ul style="list-style-type: none"> · Briefly describe the contribution the solution has on the DRDC S&T challenge being addressed
	

The Quad Chart should adhere to the following format:

- a) **Header - Project Title and Proposal Number:** The header should include the Project title, proposal number, and S&T challenge(s) being addressed. The proposal number is generated when first registering on the online tool. For classified proposals, the Contracting Authority will assign a number.
- b) **Top left quadrant - Project Summary:** The project summary should outline the goals of the project. Information, including contact information, is included for the organization being represented by the Bidder. Also, all partners (sub-contractors) need to be identified.
- c) **Top right quadrant - Cost and Schedule:** The budget summary and schedule, including total funds requested, in-kind and cash co-investment contributions, and the total length of the project (time to complete) should be listed. The schedule should be proposed by phase and include the cost and length for each phase. Deliverables should include, by phase, a list of all reports, planned communications, and tangible goods (for example, prototypes, software, etc.).
- d) **Bottom left quadrant- Scientific or Technical Approach:** The proposed technical approach should be provided. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bullet list is acceptable.
- e) **Bottom right quadrant- Impact Summary:** The operational and performance impact summary should be provided. Describe any basic, new or enhanced capabilities the system will provide to meet the S&T challenge (refer to Annex B). In bullet form, list key aspects of performance, capability, operational or policy use, relevant software/hardware/technology specifications, and planned interface and/or compatibility.

ANNEX H
Statement of Work Template

1. Title

Insert Title

2. Background

Insert background if applicable.

3. Objective

Insert objective of the Work.

4. Tasks

4.1 Insert description of the task.

4.2 Insert description of the task.

4.3 Insert description of the task.

.....

5. Deliverables

Deliverable No.	Task Reference	Description of the Deliverable	Delivery Date
5.1			
5.2			
5.3			
.....			

6. Location of the Work

Example:

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

Example:

The work will be performed at DRDC:

Defence Research and Development Canada – XXXX Research Centre

Address

7. Travel

*Example when travel **is not** required:*

The Contractor is not required to travel.

*Example when travel **is** required:*

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

Task: *Insert task number*

Location: *Insert location name*

Duration: *Insert number of days*

All travel must have prior approval of the Technical Authority.