



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution
TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet R & D Test Analysis injury	
Solicitation No. - N° de l'invitation W7701-166078/A	Date 2016-08-17
Client Reference No. - N° de référence du client W7701-166078	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-028-16850	
File No. - N° de dossier QCL-6-39020 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-09-19	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Roy, Josée	Buyer Id - Id de l'acheteur qcl028
Telephone No. - N° de téléphone (418) 649-2932 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R ET D DEFENSE CANADA-VALCARTIER DRDC-DEFENCE R&D CANADA-VALCARTIER 2459 ROUTE DE LA BRAVOURE BATISSE 53 QUEBEC Québec G3J 1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**TITLE: TEST, ANALYSIS AND DEVELOPMENT SERVICES IN THE FIELDS OF INJURY
BIOMECHANICS, SMALL ARMS EFFECTS AND PERSONNEL PROTECTION**

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Buyer ID – id de l'acheteur
qcl028

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Contractor Disclosure of Foreground Information
Annex D	Security Requirements Check List
Annex E	DND 626, Task Authorization Form

The Attachments include:

Attachment 1	Evaluation of Price
Attachment 2	Mandatory and Point Rated Technical Criteria
Attachment 3	Federal Contractors Program for employment equity - certification
Attachment 4	Financial Bid Presentation Sheet

2. Summary

2.1 Objectives:

The purpose of the Work is to provide DND and DRDC research centers, with specialized test, analysis and development services in the fields of injury biomechanics, fragment and small arms effects, blunt impact, blast injuries, and personnel protection. The services will be performed on an “as-and-when-requested” basis.

Throughout the duration of the TA portion of the Contract, the frequency of occurrence of each Task is expected to be as follows:

Tasks	Description	Frequency
1	Testing of materials used for personal protection, personal protective equipment and small caliber ammunition	30%
2	Specification, selection, acquisition, evaluation, maintenance and optimization of COTS test apparatus and sensors	10%
3	Development of specialized test apparatus	10%
4	Development of test methodologies and metrics for injury risk evaluation as well as for the assessment of small arms effects and the performance of protective materials and equipment.	20%
5	Processing, validation and interpretation of sensor and imagery data from dynamic events	10%
6	Numerical modeling and analysis of protective materials and biological systems response under dynamic loading.	5%
7	Expert advice in injury biomechanics, small arms effects and, performance/design of personal protective equipment	15%
		100%

2.2 Additional information

- i. The organization for which the services are to be rendered is Defence Research and Development Canada – DRDC Valcartier Research Centre.
- ii. The period for the Contract is from the date of Contract to five years after Contract award.
- iii. The estimated amount of available funding for the Work is \$3 820 000.00 Applicable Taxes extra.
- iv. All of the work will be performed on an "as and when requested basis", using a Task Authorization (TA).

A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

- v. Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- vi. The Work to be completed within TAs under this Contract will be executed at the Contractor's facilities. However, the Contractor may be asked to participate in experimental trials carried at external laboratories (academic partners, other government facilities) or at one of DRDC's

facility, in which case the travel expenses will be paid in accordance with National Joint Council Travel Directive.

- vii. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.
- viii. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- ix. The requirement is limited to Canadian goods and/or services.
- x. This procurement is subject to the Controlled Goods Program.
- xi. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations **prior to contract** award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO/FOREIGN information/assets.

3. **Debriefings**

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

4. **Communications**

As a courtesy and in order to coordinate any public announcements pertaining to this contract, the Government of Canada requests that successful Bidders notify the Contracting Authority 5 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.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred eighty (180) days

1.1 SACC Manual Clauses

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

1.2 Special consideration

The Contractor will be executing specialized testing, analysis and development services in the fields of injury biomechanics, fragment and small arms effects, blunt impact, blast injuries and personnel protection gear, all of which are part of personal armour systems, vehicle and vehicle protection systems. As such, in order to avoid conflicts of interests, the Bidder must not be a manufacturer, salesman or retailer of personal armour systems, vehicle and vehicle protection systems and must not to be in joint venture with those companies.

If so, Canada will declare a bid non-responsive, or will declare a contractor in default, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

2. Submission of Bids

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

Bid Receiving - PWGSC
1550, D'Estimauville Avenue
Quebec, Quebec
G1J 0C7

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

3. Former Public Servant – Competitive bid

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Communications - Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at josee.roy@tpsgc-pwgsc.gc.ca, **no later than eight calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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.

6. Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada on the following grounds:

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Buyer ID – id de l'acheteur
qcl028

The Treasury Board, granted Defence Research and Development Canada exemption from the Treasury Board Policy on "Title to Intellectual Property Arising Under Crown Procurement Contracts".

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

- | | |
|--------------|--------------------------------------|
| Section I: | Technical Bid (5 hard copies) |
| Section II: | Financial Bid (2 hard copies) |
| Section III: | Certifications (1 hard copy) |
| Section IV: | Additional Information (1 hard copy) |

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

1.1 Section I: Technical Bid

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

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

- b) The technical bid consists of the following:
 - (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in **Attachment 2**.
 - (ii) Each criterion should be addressed separately.
 - (iii) In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory and rated), the Bidder must clearly indicate the name of the

- proposed resources and the categories for which they are being proposed in the following categories: Senior Engineer, Intermediate Engineer, Senior Technician, Intermediate Technician, Junior Technician, Project Manager. Each proposed resource must be proposed for at least one of these categories.
- (iv) The technical bid must demonstrate that each proposed resources meets the qualification requirements described in Attachment 2 - Mandatory and Point Rated Technical Criteria.
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor.
- (B) For educational requirements for a particular degree, Canada will only consider educational programs that were successfully completed by the resource by the time of bid closing.
- (C) For any requirements that specify a particular time period (for example, 2 months) of work experience, Canada will disregard any information about experience if the experience claimed does not include the relevant dates (i.e., the start date and end date).
- (D) For work experience to be considered by Canada, the Bidder must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

1.2 Section II: Financial Bid

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

- a. **Pricing:** Bidders must submit their financial bid in accordance with the **Financial Bid Presentation Sheet in Attachment 4**. The total amount of applicable taxes must be shown separately. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the Financial Bid Presentation Sheet.
- i. For each period of the contract, an hourly rate must be proposed by category of resource or an hourly rate must be proposed by resource.
- ii. Each proposed resource for a category must be indicated in section 1. Labour.
- b. **Variation in Professional Services Resource Rates:**
- i. If a different rate is proposed for the same category of resource, the difference between the lowest hourly rate and the highest hourly rate for the same category and for the same period must be equal to or less than 10%. **If the difference is more than 10%, the bid will be declared non-responsive.**

Example to calculate the difference between the rates of a given category:

Mr. X rate: 65\$/hour
Mr. Y rate: 70\$/hour

$$(70\$ - 65\$) / 65\$ = \text{Difference of } 7.69\%$$

-
- ii. For the same period, the proposed hourly rate for the Intermediate Engineer category or the proposed hourly rates for the resources for the Intermediate Engineer category must be inferior to the hourly rate(s) for the Senior Engineer category. **If this is not the case, the bid will be declared non-responsive.**
 - iii. For the same period, the proposed hourly rate for the Junior Technician category or the proposed hourly rates for the resources for the Junior Technician category must be inferior to the hourly rate(s) for the Intermediate Technician category. **If this is not the case, the bid will be declared non-responsive.**
 - iv. For the same period, the proposed hourly rate for the Senior Technician category or the proposed hourly rates for the resources for the Senior Technician category must be inferior to the hourly rate(s) for the Intermediate Engineer category. **If this is not the case, the bid will be declared non-responsive.**
 - v. The rate bid for a Category of resource or for a resource must not increase by more than 3% from one time period to the next. **If the increase is more than 3%, the bid will be declared non-responsive.**

1.2.1 SACC Manual Clauses

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

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5 and must provide the Federal Contractors Program for Employment Equity – Certification in Attachment 3.

1.4 Section IV: Additional Information

1.4.1 Additional Information Precedent to Contract Award

- i. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- ii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- iii. Security Information, if applicable :
 - a. Name of the individual as it appears on security clearance application form
 - b. Security Screening Certificate form file number
- iv. Canada requests that bidders provide the following information:

Administrative representative :

Name :
Telephone :
Facsimile :
Email :

Technical representative :

Name :
Telephone :
Facsimile :
Email :

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of 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). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.2 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to sections 1.1.3 and 1.1.4 below, the Contracting Authority may, but is not obligated to, request it thereafter in writing to the Bidder, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three (3) business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

1.1.3 Mandatory Technical Criteria

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.
- (ii) The mandatory requirements are described in :
Attachment 2, Mandatory and Point Rated Technical Criteria.

1.1.4 Point Rated Technical Criteria

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in :
Attachment 2, Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bidders must submit their financial bid in accordance with section **1.2 “Section II: Financial Bid”** of the Part 3 – Bid preparation instructions.

1.2.2 Evaluation of Price

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

The financial evaluation will be conducted by calculating the “Total Bid Price” using Attachment 4 —Financial Bid Presentation Sheet, completed by the bidders.

The financial evaluation process is described in Attachment 1, Evaluation of Price.

2. Basis of Selection

Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of points for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 301 points.

2. Bids not meeting (choose "(a) or (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

In the event that two or more responsive bids have the same combined rating, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 301 and the lowest evaluated price is \$3 750 712,47.

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File No. – N° du dossier
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Buyer ID – id de l'acheteur
qcl028

		Bidder A	Bidder B	Bidder C
Overall Technical Score		295 / 301	280 / 301	230 / 301
Total Bid Price		\$3 895 843,75	\$3 750 712,47	\$3 813 686,52
Calculations	Technical Merit Score	$295 / 301 \times 60 = 58.80$	$280 / 301 \times 60 = 55.81$	$230 / 301 \times 60 = 45.85$
	Pricing Score	$\$3\,750\,712.47 / \$3\,895\,843.75 \times 40 = 38.51$	$\$3\,750\,712.47 / \$3\,750\,712.47 \times 40 = 40$	$\$3\,750\,712.47 / \$3\,813\,686.52 \times 40 =$
Combined Rating		97.31	95.81	85.85
Overall Rating		1 ^{er}	2 ^e	3 ^e

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

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 (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.

The Bidder must provide the Contracting Authority with a completed [Federal Contractors Program for Employment Equity - Certification](#) found at Attachment 3, 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.

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition

2.2 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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.

2.3 Education and Experience

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

2.4 Language Capability

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

2.5 Access to or has in-house the following equipment and facilities

The Bidder certifies that it has access to or has in-house the following equipment and facilities to perform the Work.

Equipment and facilities	For each items, the Bidder should indicate if it has access to or has in-house the equipment and facilities
<ol style="list-style-type: none"> 1. Equipment and facilities to perform fragment simulating projectile and small caliber ballistic testing of material coupons, personal protective equipment and physical models. <ol style="list-style-type: none"> a. Powder guns of common calibers (5.56 mm, 7.62 mm, 9 mm, 0.38, ...) b. Gas guns with barrels of different diameters up to 40 mm c. Gun barrels of different diameters (0.223, 0.308, 0.50, 9 mm, ...) and length that can be used with a universal receiver d. Universal receiver e. Gun and barrel mount/support f. Various target support structures for soft, hard and transparent armour material coupons and for full "as used" armours g. Conditioning chamber for ammunition, test material and body simulant materials (ballistic plasticine, ballistic gelatin, ...) h. Equipment of handle, set-up and calibrate ballistic plasticine and ballistic gelatine i. Cartridge reloading equipment and facilities approved to execute that task. j. Facilities, equipment and authorization to store controlled weapons and ammunitions k. Ballistic range approved to fire up to 0.5 cal. AP projectiles 	

<p>2. Equipment and facilities to perform low velocity impact testing of material coupons, personal protective equipment. and physical models.</p> <ul style="list-style-type: none"> a. Instrumented drop tower b. Instrumented pendulum c. Different size of headforms as per different standards (e.g. ISO, NIJ, SAE, ...) d. Different shape of anvils 	
<p>3. Equipment for acquiring, storing and processing transient signals from sensors used for analyzing dynamic loading events</p> <ul style="list-style-type: none"> a. Piezo-electric and piezo-resistive signal conditioner b. Data acquisition system for at least 7 channels at a sampling frequency of 100KHz or more c. Digital signal processing software 	
<p>4. Equipment and facilities for acquiring and processing high-speed images during dynamic loading event.</p> <ul style="list-style-type: none"> a. High speed cameras capable of recording 10 000 frames per second or more at 1024 pixels x1024 pixels b. High speed imagery analysis software c. Lenses for the high-speed cameras d. Lighting system that enables the use of high-speed cameras to 10000 frame per second or more 	

<p>5. Workstations and CAD (Computer Aided Design) software for designing/developing relevant test equipment</p> <ul style="list-style-type: none">a. Two or more workstations with sufficient capacity to execute CAD softwareb. CAD software user licenses	
<p>6. Workstations and Finite Element modelling (FEM) software for performing numerical modelling of dynamic events</p> <ul style="list-style-type: none">a. One or more workstation with sufficient capacity to execute FEM softwareb. Licenses of meshing, finite element simulation and post-processing softwares	

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

Before the award of a Contract, the Bidder must meet the following minimum security requirements:

- a) At least 1 resource for the category Project Manager hold a valid personnel security screening at the level of reliability status;
- b) At least 1 resource for the category Senior Engineer hold a valid personnel security screening at the level of reliability status;
- c) At least 1 resource for the category Intermediate Engineer hold a valid personnel security screening at the level of reliability status;
- d) At least 1 resource for the category Senior Technician hold a valid personnel security screening at the level of reliability status;
- e) At least 1 resource for the category Intermediate Technician hold a valid personnel security screening at the level of reliability status;
- f) At least 1 resource for the category Junior Technician hold a valid personnel security screening at the level of reliability status;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Financial Capability

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

Solicitation No – N° de l'invitation
W7701-166078/A
Client Ref No. – N° de réf. du client
W7701-166078

Amd. No. – N° de la modif.
File No. – N° du dossier
QCL-6-39020

Buyer ID – id de l'acheteur
qcl028

3. Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

TITLE: Test, analysis and development services in the fields of injury biomechanics, small arms effects and personnel protection

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____, as and when requested by Canada during the period of the Contract. **(to be completed by Canada at contract award)**

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

The description of TA tasks will include information on activities to be performed, a description of the deliverables and a schedule indicating completion dates for the major activities or submission dates for the deliverables. It will also include the applicable bases and methods of payment as specified in the Contract.

More specifically, the description of TA tasks will include the following information:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);
- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) the level of security clearance required of the Contractor's personnel;

Where applicable, the description of TA tasks must also include the following:

- (a) a description of any travel requirements including the content and format of any required travel report;
- (b) the language profile required of the Contractor's personnel;
- (c) categories of resources;
- (d) any other constraints that might affect task completion.

1.1.1.2 Contractor's TA proposal

Within ten business days of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within ten business days of the request by Canada.

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

1.1.1.3 Approval of the Task Authorization

The Contractor must not begin the work until the approved TA has been received by Canada. The Contractor acknowledges that any work performed before the TA has been received will be done at the Contractor's own risk.

The work will be approved or confirmed by Canada through a Task Authorization Form – DND 626 (see Annex E).

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125 000.00**, applicable taxes Tax included, inclusive of any revisions.

Any TA to be issued with a value in excess of these limits must be authorized by the Contracting Authority before issuance.

1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10% of the Maximum Contract Value.

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

1.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by **the Procurement and Payment group at Defence Research and Development Canada - Valcartier, represented by the DND Procurement Authority**. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

1.2 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Contractor Disclosure of Foreground Information attached as Annex C stating that all applicable disclosures were submitted.

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 SACC Manual Clauses

K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information
K3305C (2008-05-12), License to Intellectual Property Rights in Foreground Information

3. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **NATO SECRET**, with approved Document Safeguarding and Production Capabilities at the level of **NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, granted or approved by the CISD, PWGSC.
3. The Contractor personnel requiring access to Canadian or Foreign CLASSIFIED information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, New-Zealand, United Kingdom or United States** and must EACH hold a valid personnel security screening at the level of **CONFIDENTIAL or SECRET** as required, granted or approved by the CISD, PWGSC.
4. The Contractor personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
5. The Contractor personnel requiring access to NATO RESTRICTED information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and EACH hold a valid **RELIABILITY STATUS** or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
6. The Contractor personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO CONFIDENTIAL or NATO SECRET** as required, granted or approved by the appropriate delegated NATO Security Authority.
7. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **NATO SECRET**.
8. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO/FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

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

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

9. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
10. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
11. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Visit Clearance Requests for Employees

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

Suppliers must submit a request for visit to ISS using the form attached at Annex D. A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier Research Centre facilities, leaving the supplier liable for delays in delivery.

Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwpsc-tpsgc.gc.ca/msi-ism/index-eng.html> , chapter 6.

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from the date of Contract to five years after Contract award.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Josée Roy
Public Works and Government Services Canada
601-1550 D'Estimauville
Québec, QC.
G1J 0C7

Telephone: 418-649-2932
Facsimile: 418-649-2209
E-mail address: Josee.Roy@tpsgc.pwpsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not

perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority *(to be completed at Contract award)*

The Technical Authority for the Contract is:

Name : _____
Organization: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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 Contractor's Representative *(to be completed at Contract award)*

Administrative representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

Technical representative :

Name : _____
Telephone : _____
Facsimile : _____
Email : _____

5.4 DND Procurement Authority *(to be completed at Contract award)*

The DND Procurement Authority for the Contract is:

Name : _____
Organization: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DND Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Task Authorizations. The Contractor may discuss administrative matters identified in Task Authorizations with the DND Procurement Authority however the DND 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.

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

One of the following bases of payment will apply to the Task Authorization (TA). The price of the task must be established according to the Annex B- Basis of Payment.

(i) Professional Services provided under a Task Authorization subject to a Firm Price:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

(ii) Professional Services provided under a Task Authorization subject to a Ceiling Price:

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. 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.

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.

Ceiling price: A ceiling price is the maximum amount of money that may be paid to a contractor. By establishing a ceiling price, the contractor must fulfill all of its contractual obligations relative to the work to which this basis of payment applies without additional payment whether or not the actual costs incurred exceed the ceiling price.

(iii) Professional Services provided under a Task Authorization subject to a Limitation of Expenditure:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(iv) Travel and Living Expenses:

Travel and living expenses will be paid in accordance with the terms and conditions established under Travel and Living Expenses of Annex B.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$3 820 000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment

7.3.1 Payments will be made not more frequently than once a month.

7.3.2 Depending on the basis of payment specified in the applicable TA, one of the following methods of payment clauses will apply.

7.3.2.1 Single Payment (For a TA subject to a Firm Price, a Ceiling Price or a Limitation of Expenditure)

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

7.3.2.2 Milestone Payments (For a TA subject to a Firm Price)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, 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.

7.3.2.3 Progress Payments (For a TA subject to a Ceiling Price or a Limitation of Expenditure)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, 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;
 - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
 - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

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

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission

7.5 Discretionary Audit

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

8. Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number, as applicable;
 - (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Ceiling Price or a Limitation of Expenditure, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA if applicable;
 - (b) a copy of time sheets to support the time claimed; the time sheet must also be signed by both the resource and the Contractor's project manager responsible for the work performed.
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
 3. 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.
 4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

ATTN: _____ (to be completed at Contract award)
Public Works and Government Services Canada
601-1550 D'Estimauville
Québec, QC.
G1J 0C7

The Contracting Authority will then forward the original and two (2) copies of the claim 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.

5. The Contractor must not submit claims until all work identified in the 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 term of the Contract. 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 SACC Manual Clauses

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*The province or territory will be specified 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 general conditions 2040 (2016-04-04), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Disclosure of Foreground Information;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____ (*to be inserted at contract award*).

12. Defence Contract

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

13. Foreign Nationals (Canadian Contractor)

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

14. Insurance

SACC Manual clause G1005C (2016-01-28), Insurance – No Specific Requirement

15. Controlled Goods Program

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

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

16. Progress Reports

1. The Contractor must submit monthly reports, on the first business day of each month, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.

2. The progress report must contain two parts:

(a) PART 1: The Contractor must answer the following three questions:

- (i) Is the project on schedule?
- (ii) Is the project within budget?
- (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

(b) PART 2: A narrative report, brief, yet sufficiently detailed to enable both the Technical Authority and the Contracting Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.

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File No. – N° du dossier
QCL-6-39020

Buyer ID – id de l'acheteur
qcl028

17. 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.

18. Identification Badge

SACC Manual clause A9065C (2006-06-16), Identification Badge

ANNEX A

STATEMENT OF WORK

TEST, ANALYSIS AND DEVELOPMENT SERVICES IN THE FIELDS OF INJURY BIOMECHANICS, SMALL ARMS EFFECTS AND PERSONNEL PROTECTION

1.0 **General**

1.1 Objective

The purpose of this Statement of Work is to provide DND and DRDC research centers, with specialized test, analysis and development services in the fields of injury biomechanics, fragment and small arms effects, blunt impact, blast injuries, and personnel protection. The services will be performed on an "as-and-when-requested" basis.

1.2 Background

For the past 15 years, DRDC has planned, executed and delivered S&T programs as well as provided direct support to CAF equipment acquisition programs in the fields of small arms and soldier systems effectiveness. These activities will continue for at least the next five years under the Army S&T Portfolio with S&T projects such as the Soldier Systems Effectiveness and Future Small Arms Research. The success of these projects hinges upon the availability of and/or timely access to expertise and services in biomechanics, small arms effects and personal protection. Due to the limited laboratory resources at DRDC, as well as limited expertise in specific areas of biomechanics, it is necessary for DND and DRDC to contract out complete or portions of tasks pertaining to the planning, execution and analysis of experiments in the fields of injury biomechanics, small arms effects and personnel protection. Contracts with similar scope and objectives was awarded to Biokinetics and Associates in 2008 (W7701-061933). In order to guarantee the quality of the work that will be outsourced, knowledge, experience and expertise in very specific areas are necessary. These areas include:

- High and low velocity non-penetrating and penetrating impact biomechanics.
- Penetrating and non-penetrating impact injury assessment.
- Physical model and human surrogate development and exploitation.
- Specialized instrumentation development and exploitation.
- Numerical simulation of dynamic events.
- Impact and ballistic test methodologies and standards.
- Personal armor systems design, evaluation and performance.

1.3 Acronyms

ASTM	American Society for Testing and Materials
CAD	Computer Aided Design
CD	Compact Disc
CAF	Canadian Armed Forces
COTS	Commercial Off The Shelf
CSA	Canadian Standard Association
DND	Department of National Defence
DRDC	Defence R&D Canada
DVD	Digital Video Disk

GFE	Government Furnished Equipment
GSM	Government Supplied Materials
ISO	International Standard Organisation
MIL-S	Military Specification
MIL-STD	Military Standard
NATO	North Atlantic Treaty Organisation
NIJ	National Institute of Justice
PPE	Personal Protective Equipment
R&D	Research and Development
SAE	Society of Automotive Engineers
SOW	statement of work
SRCL	Security Requirements Check List
S&T	Science and technology
STANAG	Standardization Agreement
TTCP	The Technical Cooperation Program

2.0 APPLICABLE DOCUMENTS

No documents are referenced in this SOW.

3.0 SCOPE OF THE WORK FOR TASK AUTHORIZATION

3.1 General.

The Tasks described below provide general details on the type of services that DND or DRDC (DND/DRDC) expects from the Contractor. A detailed TA description will be provided for each TA requested under the Contract by a DND/DRDC Technical Authority. Individual TA cost estimates will be submitted to and approved by the Technical Authority prior to the initiation of any Work. The TA description will also provide details on the deliverables and timelines for the execution of the Work. A total of 7 types of tasks are described in the following paragraphs. Any given TA may refer to more than one type of tasks.

3.2 Task 1: Testing of protective materials used for personal protection, personal protective equipment and small caliber ammunition

The services related to this Task pertain to low-velocity impact testing using a drop tower, an impact pendulum or an impact sled as well as fragment simulating projectile and small caliber ballistic testing using a powder or gas gun with standard and non-standard projectiles (e.g. according to NIJ 0101.06 or STANAG 2920).

The services to be provided may include:

-
- detailed assessment and analysis of DRDC's requirements
 - evaluation of the performance of materials and/or personnel protection equipment subject to blunt impacts or ballistic impacts by fragment simulating projectile and small caliber projectiles
 - recommend further development/refinement of personnel protection equipment prototypes based on performance assessments conducted under this Task, using performance data available in the open literature, or using performance data provided by the technical authority
 - evaluation of small caliber ammunition performance
 - assessment of wound ballistics

Depending on the specific TA provided by DND/DRDC, the Contractor will be called upon to execute studies using a combination of physical model/human surrogate (e.g., anthropomorphic mannequins, thoracic rigs, etc.), human body simulants (e.g., ballistic gelatin, ballistic soap, ballistic clay), experimental human model systems, basic instrumentation packages and/or personal protection equipment. These tests must be done according to standard test methodologies (e.g. NIJ 0101.04), testing methodologies provided by DRDC, or test methodologies developed under a TA related to Section 3.2 below. If necessary, the Contractor must develop specialized equipment to execute the tests (under Task 3).

As these tests are frequently used by DRDC and the CAF to support acceptance testing and qualification of material and equipment (including personal protection systems, vehicles, vehicle protection systems and small arm projectiles) under DND acquisition projects, it is critical that the Contractor provide an independent and unbiased assessment. Hence the Contractor must not be involved in any way in the marketing and/or sale of such equipment.

3.3 Task 2: Specification, selection, acquisition, evaluation, maintenance and optimization of COTS test apparatus and sensors.

The services to be provided relate to the specification, selection, acquisition, evaluation maintenance and optimization of COTS (commercial off-the-shelf) test apparatus_(including physical models, human surrogates and sensors) based on DRDC experimental requirements. Physical models consist of hardware systems designed to replicate the response of the human body, or portion of the human body, under different rates of mechanical loading. An example of this is the Anthropomorphic Test Device (e.g. the Hybrid III mannequin) used in the automotive crash safety industry. The exact experimental requirements will be specified in the TA based on the R&D activities being undertaken by DRDC at the time.

The services to be provided may include:

- detailed assessment and analysis of DRDC's requirements
- generation of technical specifications for approval by DRDC
- research into and selection of appropriate devices through literature reviews, market surveys and requirement studies
- discussion and review of technical specifications with equipment providers
- acquisition of the devices and performance testing and verification to ensure the devices fulfill DRDC's requirements
- maintenance of test apparatus including inspection, repair and recommendations on its usage

-
- optimization of test apparatus and instrumentation packages
 - delivery of test apparatus and/or instrumentation packages

3.4 Task 3: Development of specialized test apparatus.

This task relates to the design, development, and manufacturing of custom-made test apparatus including physical models, human surrogates and other experimental equipment used for the study of injury biomechanics and the assessment of personnel protection equipment and small arms effects. The specific development goal and objectives for the specialized test apparatus will be defined in the Task Authorization based on the R&D activities being undertaken by DRDC at the time.

The services to be provided include:

- assessment and analysis of DRDC's requirements
- research into and selection of appropriate device concepts through literature reviews or development of novel concepts for surrogate device concepts to meet DRDC's requirements
- discussions with the DRDC Task Technical Authority for concept approval
- the design of human surrogate devices including material, component and sensor selection
- development and manufacturing of instrumented physical models, human surrogate and/or new test apparatus to support existing or new test methodologies
- validation of physical models, human surrogate and/or new test apparatus for future use
- generation of technical drawings and technical data packages of test apparatus developed

This task might also necessitate modifications to existing physical model and human surrogate devices such as Hybrid III anthropomorphic mannequins and surrogates previously developed by or for DRDC.

3.5 Task 4: Development of test methodologies and metrics for injury risk evaluation as well as for the assessment of small arms effects and the performance of protective materials and equipment.

This task consists of providing services related to the development of blast, blunt impact and ballistic loading test methodologies and metrics for injury risk, fragment and small arms effects and personal protective equipment performance assessments. Depending on the TA, the scope of the development can include one or more of the above-mentioned threats (blast, blunt impact, ballistic impact).

The services to be provided may include:

- assessment and analysis of DRDC's requirements
- carry out literature reviews of applicable test standards, metrics and/or test methodology(ies)
- comparative assessments of standards and methodologies and their applicability to the task request objectives
- selection of appropriate sets of tests from the applicable test standards and/or test methodologies

-
- development of innovative tests methods
 - generation of draft test standards and/or test methodologies
 - generation of data to support the development of metrics and/or injury criteria
 - development of approaches for computer-aided human vulnerability and trauma prediction
 - comprehensive validation of proposed test methodologies through
 - o design and execution of ballistic tests and analysis of the results
 - o design and execution of impact tests and analysis of the results
 - o design of blast tests and analysis of the results

Generally, standards and test methodologies of interest will include, but are not limited to the fields of blast, ballistic, low velocity impact and protective equipment performance assessment. The national or international standard bodies of interest include, but are not limited to the following: ASTM, CSA, ISO, MIL-P, MIL-S, MIL-STD, NIJ, SAE and NATO STANAG.

These test methodologies and test standards are frequently used by DRDC and the CAF to support acceptance testing and qualification of material and equipment (including but not limited to personal protection systems, vehicles, and vehicle protection systems) under DND acquisition projects. As a result, the Contractor must not be involved in the distribution and/or sale of such equipment in order to provide objective and independent input into the development of these test methodologies and standards.

3.6 Task 5: Processing, validation and interpretation of sensor and imagery data from dynamic events

This task consists of providing processing, validation and interpretation services for sensors and imagery data gathered during various dynamic experiments that may use physical models, human surrogates and specialized test apparatus. During experimental trials, large quantities of sensors and imagery data are typically collected. When measuring the response of a physical model for example, instrumentation is typically built within or mounted on the device and calibrated prior to the experiment. The type of sensor used in experiments may include linear and angular accelerometers, pressure gauges of different types, displacement transducers of different types, velocimeters, Doppler radars, temperature gauges, load cells, contact force transducers and strain gauges. High speed imagery data include independent video sequences as well as digital image correlation data. After the tests, the data may be interpreted through signal processing, signal analysis, the use of biomechanical models and comparison to injury criteria.

The services to be provided consist of processing sensor and imagery data after trials (post-processing) using standard techniques as well as signal processing techniques developed in-house or published in the open scientific literature. The services also include the development of specialized tools (software and algorithms) to perform signal processing. The raw data might either originate from DRDC, under the format described in the Government Supplied Material section, or be generated by the Contractor.

Post-processing services must include validation of the data based on knowledge of the event characteristics, the sensors used, the experimental set-up as well as the physical model limitations and accuracy. This type of assessment requires extensive experimental expertise and practical experience in

the field of impact biomechanics and high rate phenomena. The analysis of high speed imagery data for digital image correlation requires experience with such techniques and its associated software.

Interpretation of the data, particularly physical model data, must be performed in relation to the limitations and calibration data of the model used and may include the development of specialized tools (software, algorithms, analytical or empirical models) to perform injury risk analysis. The interpretation also includes critical assessments of the performance of the equipment tested as well as making recommendations for their improvement.

3.7 Task 6: Numerical modeling and analysis of protective materials and biological systems response under dynamic loading.

The services to be provided will support DRDC's biomechanical and protective material numerical modeling efforts and will also support tasks presented in Section 3.3, 3.4 and 3.5 above. Examples of the numerical modeling Work that could be required under this task may include (example):

- Modelling of the structural reaction of materials to air-blast and high velocity impact including modeling of delamination, perforation and other failure mechanisms.
- Modeling of small arms terminal effects on soft and hard targets including barriers.
- Modelling the effect of blast or high velocity impact on personnel protection equipment (material or components), based on FE models and appropriate material properties and constitutive laws found in the open literature.
- Modifications of existing FE targets (e.g. refinement of the mesh) to accommodate studies such as those listed above.
- Modelling of the interactions between fluid and relevant structures (protection systems, biological systems).

The parameters to be analyzed in the model will be defined in the TA. They could include, but are not limited to, injury risk assessment, reproduction of experimental tests to confirm human surrogate device response, improved understanding of injury mechanisms, support to the design of human surrogate or test devices and evaluation of specific physical parameters within a human- or animal model-based on experimental inputs.

3.8 Task 7: Expert advice in injury biomechanics, small arms effects and performance/design of personal protective equipment.

Under this Task, the Contractor must provide expert advice to DND/DRDC in the areas of injury biomechanics, small arms terminal effects and personal protective equipment to DND/DRDC. The nature of this expert advice might take several forms including carrying out cursory and exhaustive literature reviews, developing R&D project proposals and experimental protocols, developing personal protective

equipment concepts, formulating medical opinions as well as recommendations (on methodologies, instrumentation, ways to implement an appropriate research design, data analysis, etc.) in the fields of blast, ballistic and blunt impact biomechanics.

This Task also includes participation in conference calls, national and/or international military and/or civilian conferences and symposiums as well as in TTCP, NATO or bilateral meetings where DND/DRDC needs expertise in the field of biomechanics. The Contractor's involvement will include writing S&T publications jointly with DND/DRDC personnel as well as preparing and presenting technical briefings at the conferences/meetings.

3.9 Relative frequency of each Task.

Throughout the duration of the TA portion of the Contract, the frequency of occurrence of each Task is expected to be as follows:

Tasks	Description	Frequency
1	Testing of materials used for personal protection, personal protective equipment and small caliber ammunition	30%
2	Specification, selection, acquisition, evaluation, maintenance and optimization of COTS test apparatus and sensors	10%
3	Development of specialized test apparatus	10%
4	Development of test methodologies and metrics for injury risk evaluation as well as for the assessment of small arms effects and the performance of protective materials and equipment.	20%
5	Processing, validation and interpretation of sensor and imagery data from dynamic events	10%
6	Numerical modeling and analysis of protective materials and biological systems response under dynamic loading.	5%
7	Expert advice in injury biomechanics, small arms effects and, performance/design of personal protective equipment	15%
		100%

4.0 REPORTS AND OTHER DELIVERABLES

4.1 General

Depending on the nature of the TA, the deliverable(s) could consist of a combination of any of the following: a technical report, experimental data, numerical models, technical data packages, technical drawings, and/or goods (e.g. human surrogate devices, instrumentation, test devices). The deliverables will be detailed in the specific Task Authorization and approved by the Technical Authority.

4.2 Technical report

For each TA requiring a technical report, the Contractor must prepare a document, in English, containing some or all of the following elements, as specified in the TA:

- The background to the TA
- The objectives of the TA
- A thorough, step by step description of the Work performed (including photographs, schematics, etc.)
- The results obtained, as detailed in the TA, which will include one or more of the following elements:
 - Details of any devices designed for or used in the completion of the task request along with calibration and validation of the device (e.g., text, schemas and/or photographs)
 - Details of the performance of protection systems including test set-up description and each shot data
 - Expert advice related to the TA request
 - Literature review
 - Numerical model details with discussions related to the goals of the task request
 - Description of the full test method methodology along with development and validation data
 - Post-processing, validation and interpretation of sensor data
- Conclusions and recommendations.
- Bibliographical references to other Work and/or publications used in the completion of the TA

Furthermore, the Contractor must:

-
- format the document as per their internal norms
 - provide by email, through a pre-established SharePoint or on a CD/DVD (as specified by the Scientific Authority) one electronic copy of the report in each of the following formats: MS Word 2010 and Adobe Acrobat PDF

4.3 Goods

For each TA where materials or equipment are part of the deliverable, the Contractor must provide them in the pre-defined specifications, quantities and timelines. The Contractor must also provide technical data packages and calibration curves where applicable (e.g. sensors, measurement device).

All material purchased or fabricated in the execution of a task and using funding provided in a TA under this Contract will be returned to DRDC Valcartier at the completion of the TA.

4.4 Raw or filtered experimental data

As specified in the TA, the Contractor must provide by email, through a pre-established SharePoint or on a CD/DVD the raw or filtered experimental data using the following electronic formats:

- Nicolet binary data file (.wft)
- ASCII files (.txt) with a header containing alpha-numeric information on the data followed by two numeric columns, one containing time, the other containing the sensor data (e.g. pressure, acceleration, ...). Columns must be separated by a tab
- For smaller volumes of data, raw or filtered data can be provided in an Excel spreadsheet

4.5 Drawings and solid models data format

As specified in the TA, the Contractor must provide by email, through a pre-established SharePoint or on a CD/DVD all drawings and solid models using the following electronic formats:

- .stp (STandard for the Exchange of Product file)
- .asm (Solid Edge Assembly file)
- .par (Solid Edge Part file)
- .X_T (Parasolid CAD File)

Initial Graphics Exchange Specification files (.iges) may also be acceptable in some cases.

4.6 Numerical models

Deliverables produced using MADYMO and LS-DYNA must be provided in an electronic format, i.e. on CD in any file format compatible with MADYMO or and LS-DYNA.

4.7 Publications

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

5.0 MEETINGS

The requirement to hold meetings will be specified in the TA. These meetings may be held in person at the Contractor's facilities, at a DRDC center or at a DND facility, or via teleconference or videoconference, depending on the Task and the subject of the meeting.

6.0 GOVERNMENT PROVIDED EQUIPMENT (equipment loaned by Canada)

6.1 General

Each TA will contain a detailed definition of government-provided equipment. The following paragraphs provide a non-exhaustive list of equipment that could be provided.

6.2 List of equipment

The equipment list is based on commercially unavailable equipment or equipment that is difficult to fabricate in a timely or cost effective manner to execute Tasks in response to urgent requirements of the CAF. The list includes:

- Restricted weapons systems (All Tasks)
- Equipment available only in the CAF inventory (All Tasks)
- Specialized equipment (e.g. Mann barrel of a specific caliber) (All Tasks)
- Equipment developed by DRDC (e.g. specialized target supports) (All Tasks)
- Drawings and solid models (All Tasks)

-
- High speed cameras

6.3 Drawings and solid models data format

All drawings and solid models provided by DRDC will be in Solid Edge ST6 native formats.

7.0 **GOVERNMENT SUPPLIED MATERIAL (material loaned by Canada)**

7.1 General

Each task request will contain detailed definitions of government-supplied material. The following paragraphs provide a non-exhaustive list of material that could be provided.

7.2 List of materials

The material list is based on commercially unavailable material or material that is difficult to fabricate in a timely or cost effective manner to execute tasks in response to urgent requirements of the CAF. The list includes:

- Restricted projectiles (e.g. Armour Piercing rounds) (All Tasks)
- Non-commercially available or restricted armour materials (All Tasks)
- Material available only in the Canadian Force inventory (All Tasks)
- Material developed by DRDC (All Tasks)
- Raw experimental data (Task 3.2)

7.3 Data format

This section details the format of the material supplied to the Contractor by DRDC.

7.3.1 Raw experimental data

Raw experimental data will be supplied in the following format:

- ASCII files (.txt) with a header containing alpha-numeric information on the data followed by two numeric columns, one containing time, the other containing the sensor data (e.g. pressure, acceleration, ...) with the columns separated by a tab.

8.0 **SPECIAL CONSIDERATIONS**

8.1 Material purchases

Non-consumable items purchased by the Contractor under a task remain the property of DND and will be delivered to DRDC at the end of the TA or Contract.

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File No. – N° du dossier
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Buyer ID – id de l’acheteur
qcl028

9.0 WORK LOCATION

The Work to be completed within TAs under this Contract will be executed at the Contractor's facilities. However, the Contractor may be asked to participate in experimental trials carried at external laboratories (academic partners, other government facilities) or at one of DRDC's facility, in which case the travel expenses will be paid in accordance with National Joint Council Travel Directive.

ANNEX B

BASIS OF PAYMENT

(to be completed at Contract award)

Note:

- i. If a different rate is proposed for the same category of resource, the difference between the lowest hourly rate and the highest hourly rate for the same category and for the same period must be equal to or less than 10%.
- ii. For the same period, the proposed hourly rate for the Intermediate Engineer category or the proposed hourly rates for the resources for the Intermediate Engineer category must be inferior to the hourly rate(s) for the Senior Engineer category.
- iii. For the same period, the proposed hourly rate for the Junior Technician category or the proposed hourly rates for the resources for the Junior Technician category must be inferior to the hourly rate(s) for the Intermediate Technician category.
- iv. For the same period, the proposed hourly rate for the Senior Technician category or the proposed hourly rates for the resources for the Senior Technician category must be inferior to the hourly rate(s) for the Intermediate Engineer category.
- v. The rate bid for a Category of resource or for a resource must not increase by more than 3% from one time period to the next.

1. LABOUR: Firm all-inclusive rates, including profit, Overhead and General & administration (applicable taxes extra), as follows:

Ressources proposées	Firm hourly rates				
	First year of the Contract	Second year of the Contract	Third year of the Contract	Fourth year of the Contract	Fifth year of the Contract
Project Manager Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...
Senior Engineer Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...

Ressources proposées	Firm hourly rates				
	First year of the Contract	Second year of the Contract	Third year of the Contract	Fourth year of the Contract	Fifth year of the Contract
Intermediate Engineer Category 1- _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...
Senior Technician Category 1- _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...
Intermediate Technician Category 1- _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...
Junior Technician Category 1- _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...	\$ _____ ...

Note for Work performed in the field as part of trials only:

After a working period of 8 consecutive hours, the Contractor may claim 1.5 times the hourly rate indicated in the table above for the working time exceeding 8 hours. The Technical Authority must pre-authorize that this rate can be claimed.

2. TRAVEL AND LIVING EXPENSES:

- (a) The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *National Joint Council Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (b) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

- (c) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

For information only:

The amount budgeted per year for Travel and living expenses is approximately of \$45 000.00.

3. EQUIPMENT¹: at laid down cost without markup

The Equipment could include the following:

- a) Knife, spike, blunt impact, ballistic or blast protection material,
- b) Impact absorbing materials,
- c) Material specified in standards and specifications relative to personal and vehicle protection,
- d) Gages and sensors,
- e) Projectiles: instrumented or not,
- f) Weapons systems and equipment used to launch projectiles,
- g) Electronic or mechanical measurement devices,
- h) Biofidelic instrumented device either complete or in parts,
- i) Specialised software

Estimated Cost to a Limitation of Expenditure	\$3 820 000.00 (Applicable Taxes extra)
--	--

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

¹The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) **(prix de revient)**

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to **Article 1 - Interpretation of 2040 General Conditions** for the definition of Foreground Information to determine what information must be disclosed. <http://sacc.pwgsc.gc.ca/sacc/query-e.jsp>.

The Contractor must provide the following information:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

Signature

Date

Name

Title

(Internal DRDC Valcartier)

Signature

Date

Name

Title (Technical authority)

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ANNEX D

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL), which is enclosed, is to be inserted at this point and forms part of this document

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ANNEX E

DND 626, TASK AUTHORIZATION FORM

The DND 626, *Task Authorization Form*, which is enclosed, is to be inserted at this point and forms part of this document

ATTACHMENT 1

EVALUATION OF PRICE

For evaluation purposes only, the Total Bid Price will be determined as follows:

1 – Approximate percentage use

The Bid Price will be evaluated on the basis of the following estimated level of effort:

Project Manager Category	5%
Senior Engineer Category	8%
Intermediate Engineer Category	17%
Senior Technician Category	15%
Intermediate Technician Category	25%
Junior Technician Category	30%

2 - Cost of labour:

To establish labour costs, the effort available in terms of hours must be determined. The effort available for each resource category will be calculated as follows:

Effort available	=	[Total anticipated available funding] X [Approximate percentage use]
		[Average hourly rate for the resource category]

***The Firm hourly rate of a resource who does not meet all the minimum points for the rated technical criteria will not be considered in the average hourly rate for the resource category.**

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the hourly rate provided for the given category (for a given bid).

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid.

For example:

- Anticipated funding for the work = \$3 820 000.00
- Percentage of use for "PM" = 5%
- If the average hourly rate for bid A = \$100, that for bid B = \$75 and that for bid C = \$90, then the average hourly rate for the resource category = \$88.33.

Therefore,

-
- Effort available $\$3\,820\,000.00 \times 0.05 / \$88.33 = 2\,162.35$ hours

and

- Labour costs for PM, bid A
 $= 2\,162.35 \times \$100 = \$216\,235.00$

3 - Sample calculations for the price of the three bids

Resource category	Niveau est. d'effort (%)	Rate A (\$)	Price for A (\$)	Rate B (\$)	Price for B (\$)	Rate C (\$)	Price for C (\$)	Qty
Project Manager Category	5%	100,00 \$	216 235,00 \$	75,00 \$	162 176,25 \$	90,00 \$	194 611,50 \$	2 162,35 \$
Senior Engineer Category	8%	115,00 \$	311 008,30 \$	112,00 \$	302 895,04 \$	112,00 \$	302 895,04 \$	2 704,42 \$
Intermediate Engineer Category	17%	110,00 \$	653 380,20 \$	110,00 \$	653 380,20 \$	108,00 \$	641 500,56 \$	5 939,82 \$
Senior Technician Category	15%	95,00 \$	561 185,90 \$	98,00 \$	578 907,56 \$	98,00 \$	578 907,56 \$	5 907,22 \$
Intermediate Technician Category	25%	90,00 \$	965 730,60 \$	88,00 \$	944 269,92 \$	89,00 \$	955 000,26 \$	10 730,34 \$
Junior Technician Category	30%	75,00 \$	1 188 303,75 \$	70,00 \$	1 109 083,50 \$	72,00 \$	1 140 771,60 \$	15 844,05 \$
TOTAL :			3 895 843,75 \$		3 750 712,47 \$		3 750 712,47 \$	

The “percentages of use” listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

ATTACHMENT 2

MANDATORY AND POINT RATED TECHNICAL CRITERIA

For more information, see **1.1 Section I: Technical Bid of Part 3 – Bid preparation instructions.**

GENERAL INFORMATION

Resources

For each category of resource (Project Manager, Engineer and Technician), each allocated resource will be evaluated individually. The scores for each resource of the category will be added then divided by the number of resources proposed in order to obtain an average. The average will be the score awarded to the Bidder.

Resources that do not meet the minimum points for the rated technical criteria will not be part of the Contract, if applicable. The minimum resources required by category must be met by the Bidder. Failing this, the bid will be considered non responsive.

The education and experience of each resource will be evaluated based on a CV that contains information on his education, his expertise and his experience. The experience is described by a listing of projects the resource has been involved in.

The following information should be provided for each project*.

It will be used to demonstrate the experience of the resources proposed or of the Bidder:

Project title
Contract Number, if applicable
Description of the project and description of the tasks performed by the resources proposed, if applicable
Project duration (start and end dates) Duration of the involvement of the resource (for instance, from January 2015 to August 2015 (8 months))
Monetary value of the project, if required

*A project could consist of a contract or a Task Authorization. University projects will be considered.

The same project could be used to demonstrate the experience of the resources proposed or of the Bidder.

MANDATORY TECHNICAL CRITERIA**Number of resources proposed by the Bidder**

The Bidder must propose at least 6 different resources:

- a) At least 1 resource for the category Project Manager but a maximum of 2;
- b) At least 2 resources for the category Engineer but a maximum of 3;
 - At least one (1) resource must be Senior
 - At least one (1) resource must be Intermediate
- c) At least 3 resources for the category Technicians but a maximum of 4
 - At least one (1) resource must be Senior
 - At least one (1) resource must be Intermediate
 - At least one (1) resource must be Junior

If the Bidder proposes more than the maximum of resources for a category, the evaluation team will evaluate only the maximum number of resources selected alphabetically by surname.

For the following categories, at least one separate resource must be proposed for each of these categories:

- Senior Engineer
- Intermediate Engineer
- Senior Technician
- Intermediate Technician
- Junior Technician

A resource can therefore be proposed in one of the above categories as well as being proposed in the Project Manager category.

POINT RATED TECHNICAL CRITERIA

EVALUATION CRITERIA	MIN	MAX
1 – PRINCIPLES / METHODOLOGY	20	40
2- MANAGEMENT PROPOSAL	10	30
3– QUALIFICATIONS OF TECHNICAL RESOURCES <u>3.1.– EDUCATION / PRACTICAL EXPERIENCE OF THE TEAM MEMBERS – ENGINEERS</u> Senior Engineer (min 36; max 50) Intermediate Engineer (min 18; max 50) <u>3.2.– EXPERIENCE OF THE TEAM MEMBERS – TECHNICIANS</u> SeniorTechnician (min 28; max 35) Intermediate Technician (min 15; max 27) JuniorTechnician (min 7; max 14)	104	176
4 – QUALITIFICATIONS OF THE BIDDER <u>4.1 EXPERIENCE OF THE BIDDER IN DELIVERING COMPLEX PROJECTS</u> (min 10; max 20) <u>4.2 EXPERIENCE OF THE BIDDER IN DELIVERING PROJECTS IN THE RELEVANT FIELDS</u> (min 16;max 35)	26	55
TOTAL	160	301

Table 1 – Generic Scorecard

Non responsive	Extremely Weak	Very weak	Weak	Acceptable	Average	Above Average	Exceptional
0 points	1-2 points	3 points	4 points	5 points	6-7 points	8-9 points	10 points
Did not submit information that could be evaluated	Shows minor weaknesses that cannot be corrected	In general, shows weaknesses that can unlikely be corrected	Shows minor weaknesses that can be corrected	Shows weaknesses that can easily be corrected	No significant weakness	No apparent weaknesses	No weaknesses
	Unacceptable	Very weak, impossible to meet the performance requirements	Weak Ability to meet the performance requirements	Minimum acceptable ability, should meet the minimum performance requirements	Average ability, results should be capable of delivering effective results	Superior ability, should ensure delivery of effective results	Exceptional ability, should ensure delivery of extremely effective results

Table 2 – Engineer Education Scorecard

0 points	1 point	2 points	3 points	4 points	5 points
Any other situation	Diploma in another field of engineering or science	Bachelor degree (or higher) in another field of engineering or science; OR Diploma in mechanical engineering	Bachelors degree in mechanical engineering, or biomechanical engineering, or biomedical engineering or materials engineering	Masters in mechanical engineering, or biomechanical engineering, or biomedical engineering, or materials engineering, or another engineering discipline with a thesis on a relevant topic	Ph.D. in mechanical engineering, or biomechanical engineering, or biomedical engineering, or materials engineering, or another engineering discipline with a thesis on a relevant topic;

Table 3 – Engineer and Technician Practical Experience Scorecard

0 points	1 point	2 points	3 points	4 points	5 points
Less than 12 months of practical experience related to the evaluated qualification	12 months to less than 24 months of practical experience related to the evaluated qualification	24 months to less than 48 months of practical experience related to the evaluated qualification	48 months to less than 72 months of practical experience related to the evaluated qualification	72 months to less than 96 months of practical experience related to the evaluated qualification	96 months or more of practical experience related to the evaluated qualification

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
TOTAL FOR ALL CRITERIA	160	301	
DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
1 – PRINCIPLES / METHODOLOGY	20	40	
1.1 - Understanding of the tasks and methodology The Bidder should demonstrate that he understands well the tasks. The Bidder should clearly describe the tasks to be completed and should propose realistic but innovative technical approaches to achieving those tasks.	5	10	Table 1 – Generic Scorecard will be used to assess the criteria.

<p>1.2 – Identification of risks.</p> <p>The Bidder should clearly describe the elements of the tasks within the Work that he/she judges to be risky. A realistic and pertinent risk mitigation plan should be included that clearly explains the Bidder approach to overcoming this risks in order to successfully complete tasks.</p>	5	10	<p><i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.</p>
<p>1.3 – Quality of the proposed methods.</p> <p>The Bidder should propose realistic and cost effective approaches to completing each of the tasks described under the contract.</p>	5	10	<p><i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.</p>
<p>1.4 – Allocation of resources.</p> <p>The Bidder should clearly present how he will allocate the necessary resources to each task presented in the SOW and should identify the role of each resource for each task. The allocation of resources should be realistic, pertinent, and appropriate.</p>	5	10	<p><i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.</p>

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
2- MANAGEMENT PROPOSAL	10	30	
2.1 – Experience of the project manager in supervision of projects involving testing, analysis and development work in the field of injury biomechanics	2	10	<p>10 points: The project manager has 120 months or more of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics;</p> <p>8 points: The project manager has 96 months to less than 120 months of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics</p> <p>6 points: The project manager has 72 months to less than 96 months of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics;</p> <p>4 points: The project manager has 48 months to less than 72 months of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics;</p> <p>2 points: The project manager has 24 months to less than 48 months of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics;</p> <p>0 point: The project manager has less than 24 months of experience in supervision of projects involving testing, analysis and development work in the field of injury biomechanics;</p>

<p>2.2 – Experience of the project manager in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects.</p>	<p>1</p>	<p>5</p>	<p>5 points: The project manager has 120 months or more of experience of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p> <p>4 points: The project manager has 96 months to less than 120 months of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p> <p>3 points: The project manager has 72 months to less than 96 months of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p> <p>2 points: The project manager has 48 months to less than 72 months of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p> <p>1 points: The project manager has 24 months to less than 48 months of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p> <p>0 point: The project manager has less than 24 months of experience in supervision of projects involving testing, analysis and development work in the field of small arms terminal effects;</p>
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<p>2.3 – Experience of the project manager in supervision of projects involving testing, analysis and development work in the field of personal protective equipment.</p>	<p>1</p>	<p>5</p>	<p>5 points: The project manager has 120 months or more of experience of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p> <p>4 points: The project manager has 96 months to less than 120 months of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p> <p>3 points: The project manager has 72 months to less than 96 months of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p> <p>2 points: The project manager has 48 months to less than 72 months of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p> <p>1 points: The project manager has 24 months to less than 48 months of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p> <p>0 point: The project manager has less than 24 months of experience in supervision of projects involving testing, analysis and development work in the field personal protective equipment;</p>
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<p>2.4 – Project management tools/methods.</p> <p>The bidder should clearly explain the project management methodology and tools he will use to plan, track, and deliver the tasks.</p> <p>The Bidder should at least address the following aspects:</p> <p>(a) Method of monitoring each separated task authorization (billing, monitoring the progress of work)</p> <p>(b) Management approach with regard to the unpredictability of a task authorization contract</p> <p>(c) Application of an effective resource management system and supports with examples. If there are plans to use business partners, the agreements with these partners must be submitted for consideration.</p>	6	10	<p><i>Table 1 – Generic Scorecard</i> will be used to assess the criteria.</p>
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3– QUALIFICATIONS OF TECHNICAL RESOURCES	104	176	
3.1.– EDUCATION / PRACTICAL EXPERIENCE OF THE TEAM MEMBERS – ENGINEERS			
<p>An engineer team member with relevant education / practical experience must be assigned as a lead for each of the qualification listed in 3.1a through 3.1j. Each of these team members will be evaluated as a function of the Scorecards for <i>Engineer Education</i> (Table 2) and <i>Engineer and Technician Practical Experience</i> (Table 3) above for the specific qualification they have been allocated to and will receive a score from each Scorecard accordingly.</p> <p>Sub-categories for engineers are the following:</p> <ul style="list-style-type: none"> To be included in the Intermediate Engineer category, a resource must earn a minimum score of 18 To be included in the Senior Engineer category, a resource must earn a minimum score of 36 			
DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
3.1	54	100	
<i>Subtotal Intermediate Engineer</i>	18	50	
<i>Subtotal Senior Engineer</i>	36	50	
3.1 a Education	2	5	Table 2 – <i>Engineer Education</i> will be used to assess the criteria.
3.1.b Experience in impact and ballistic testing of protective materials.	0	5	Table 3 – <i>Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.c Experience in the selection, use, maintenance and evaluation of impact equipment, ballistic test equipment and sensors.	0	5	Table 3 – <i>Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.d Experience in the development of test methodologies and criteria relevant to the evaluation of physical injury, protective equipment and small arms terminal effects.	0	5	Table 3 – <i>Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.e Experience in the development of impact and ballistic test apparatus, including human surrogates and physical models.	0	5	Table 3 – <i>Engineer and Technician Practical Experience</i> will be used to assess the criteria.

3.1.f Experience in the processing and interpretation of sensor and high speed imagery data from transient event.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.g Experience in experimental injury biomechanics.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.h Experience in the study of wound ballistics.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.i Experience in the field of personal protective equipment	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.1.j Experience in the numerical modelling of the biomechanical response of a human/human representation under dynamic loading.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.

3.2.– EXPERIENCE OF THE TEAM MEMBERS – TECHNICIANS

A lead technician with relevant practical experience must be assigned as a lead for each of the qualification listed in 3.1a through 3.1g. Each of lead technicians will be evaluated as a function of the Scorecards for *Engineer and Technician Practical Experience* (Table 3) above for the specific qualification they have been allocated to and will receive a score from each Scorecard accordingly.

Sub-categories for technicians are the following:

- To be included in the Senior Technician category, a resource must earn a minimum score of 28
- To be included in the Intermediate Technician category, a resource must earn a minimum score of 15. The resource(s) will be evaluated on 35 points but the maximum to earn is 27.
- To be included in the Junior Technician category, a resource must earn a minimum score of 7. The resource(s) will be evaluated on 35 points but the maximum to earn is 14.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
3.2	50	76	
Subtotal JuniorTechnician	7	14	
Subtotal Intermediate Technician	15	27	
Subtotal SeniorTechnician	28	35	
3.2.a Experience in impact and ballistic testing of ammunition and protective materials.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.2.b Experience in the use, maintenance and evaluation of impact and ballistic test equipment and sensors.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.2.c Experience in the use of standard and non-standard test methodologies and criteria relevant to the evaluation of physical injury, protective equipment and small arms terminal effects.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.

3.2.d Experience in the operation of impact and ballistic test apparatus, including human surrogates and physical models.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.2.e Experience in the acquisition of sensor and in the processing and interpretation of sensor and high speed imagery data from transient event.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.2.f Experience in testing for the study of wound ballistics.	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.
3.2.g Experience with testing and handling of personal protective equipment	0	5	<i>Table 3 – Engineer and Technician Practical Experience</i> will be used to assess the criteria.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
4 – QUALIFICATIONS OF THE BIDDER	26	55	
4.1 EXPERIENCE OF THE BIDDER IN DELIVERING COMPLEX PROJECTS			
<p>Complex Projects are projects involving at least two aspects of injury biomechanics, fragment and small arms terminal effects, blast effects, blunt impact injuries and personnel protection.</p> <p>Such aspects may include:</p> <ul style="list-style-type: none"> • Impact or ballistic testing of materials, protective equipment and small caliber ammunition; • Selection, maintenance and evaluation of impact or ballistic test equipment and sensors; • Development of test methodologies or criteria relevant to the evaluation of physical injury, protective equipment or small arms effects; • Development of impact or ballistic test apparatus, which may include human surrogates and physical models; • Processing and interpretation of sensor and high speed imagery data; • Provision of expert advice in the field of biomechanics, small arms effects or protective equipment; • Numerical modelling of the biomechanical response of a human/human representation under dynamic loading <p>NOTE :</p> <p>Only complex projects that were completed in the last 120 months preceding the closing date of the Request for Proposals will be considered.</p>			
DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
4.1 – Bidder's experience in delivering Complex Projects	10	20	The Bidder will receive 2 points per project completed (up to a maximum of 20 points)

4.2 EXPERIENCE OF THE BIDDER IN DELIVERING PROJECTS IN THE RELEVANT FIELDS

NOTE:

- Only projects that were completed in the last 60 months preceding the closing date of the Request for Proposals will be considered.
- A project involving multiple material technologies can count towards more than one criteria

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS	EVALUATION CRITERIA
	16	35	
4.2.a – Bidder’s experience in the delivery of projects involving impact or ballistic testing of protective materials, personal protective equipment or small caliber ammunition.	0	5	The bidder will receive 1 point per project completed (up to a maximum of 5 points) that involves the specified areas defined under 4.2.(4.2a through 4.2g)
4.2.b – Bidder’s experience in completing projects involving the selection, maintenance or evaluation of impact or ballistic test equipment and sensors.	0	5	
4.2.c – Bidder’s experience in the delivery of projects involving the development of test methodologies or criteria relevant to the evaluation of physical injury, protective equipment or small arms effects	0	5	
4.2.d Bidder’s experience in completing projects involving the development of impact or ballistic test apparatus, which may include human surrogates and physical models.	0	5	

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4.2.e Bidder's experience in the delivery of projects involving the processing and interpretation of sensor or high speed imagery data from transient event.	0	5	
4.2.f Bidder's experience in completing projects involving the provision of expert advice in the field of biomechanics, small arms effects or protective equipment.	0	5	
4.2.g Bidder's experience in completing projects involving numerical modelling of the biomechanical response of a human/human representation under dynamic loading.	0	5	

ATTACHMENT 3

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 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)

Attachment 4 Financial Bid Presentation Sheet

NOTE: Bidders must submit their financial bid in accordance with section 1.2 “Section II: Financial Bid” of the Part 3 – Bid preparation instructions.

1. **LABOUR:** Firm all-inclusive rates, including profit, Overhead and General & administration (applicable taxes extra), as follows:

If the resource is working under sub-contract, the Bidder should indicate the name of the Subcontractor.

Ressources proposées	Firm hourly rates				
	First year of the Contract	Second year of the Contract	Third year of the Contract	Fourth year of the Contract	Fifth year of the Contract
Project Manager Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...
Senior Engineer Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...
Intermediate Engineer Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...
Senior Technician Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...

Ressources proposées	Firm hourly rates				
	First year of the Contract	Second year of the Contract	Third year of the Contract	Fourth year of the Contract	Fifth year of the Contract
Intermediate Technician Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...
Junior Technician Category					
1- _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
...

Note for Work performed in the field as part of trials only:

After a working period of 8 consecutive hours, the Contractor may claim 1.5 times the hourly rate indicated in the table above for the working time exceeding 8 hours. The Technical Authority must pre-authorize that this rate can be claimed.

2. TRAVEL AND LIVING EXPENSES:

- (a) The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *National Joint Council Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (b) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (c) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

For information only:

The amount budgeted per year for Travel and living expenses is approximately of \$45 000.00.

3. EQUIPMENT²: at laid down cost without markup

²The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) **(prix de revient)**

The Equipment could include the following:

- a) Knife, spike, blunt impact, ballistic or blast protection material,
- b) Impact absorbing materials,
- c) Material specified in standards and specifications relative to personal and vehicle protection,
- d) Gages and sensors,
- e) Projectiles: instrumented or not,
- f) Weapons systems and equipment used to launch projectiles,
- g) Electronic or mechanical measurement devices,
- h) Biofidelic instrumented device either complete or in parts,
- i) Specialised software

Estimated Cost to a Limitation of Expenditure	\$3 820 000.00 (Applicable Taxes extra)
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With the exception of the firm rates, the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W7701-166078

Security Classification / Classification de sécurité
N/C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
MDN		RDDC Centre de Recherche Valcartier
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Test, Analysis and Development Services in the Fields of Injury Biomechanics, Small Arms Effects and Personnel Protection		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input checked="" type="checkbox"/>
Restricted to / Limité à : <input checked="" type="checkbox"/>	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
AS CAN UK US NZ and permanent residents of Canada		AS CAN UK US NZ and permanent residents of Canada
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input checked="" type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input checked="" type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
N/C

Canada



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Security Classification / Classification de sécurité
N/C

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

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

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

Document Number / Numéro du document:

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ
☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT
☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☒ CONFIDENTIAL
CONFIDENTIEL
☒ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☒ SECRET
SECRET
☒ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET
☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux:

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

N/C

Canada



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N/C

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: AS CA NZ UK US				X	X		
Permanent Residents Included*				X	X		
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries	X		X	X	X		
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Restricted to: AS CA NZ UK US				X	X		
Permanent Residents Included*				X	X		
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction							
SECRET clearance with CEO applies							

*When release restrictions are indicated, specify if permanent residents are allowed to be included.

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Security Requirement Checklist (SRCL) Supplemental Security Guide

Part B – Multiple Levels of Personnel Screening: Security Classification Guide To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
ENHANCED RELIABILITY CONFIDENTIAL NATO CONFIDENTIAL SECRET NATO SECRET	ENGINEER	SECRET/NATO SECRET	AS-CAN-UK-US-NZ and permanent residents of Canada
ENHANCED RELIABILITY CONFIDENTIAL NATO CONFIDENTIAL SECRET NATO SECRET	TECHNICIAN/SHOP FLOOR STAFF	SECRET/NATO SECRET	AS-CAN-UK-US-NZ and permanent residents of Canada
ENHANCED RELIABILITY CONFIDENTIAL NATO CONFIDENTIAL SECRET NATO SECRET	PROJECT MANAGER	SECRET/NATO SECRET	AS-CAN-UK-US-NZ and permanent residents of Canada

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INSTRUCTIONS

Insert instructions

DND 626 (01-05)

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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