



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

Title - Sujet Investigation of optical signals	
Solicitation No. - N° de l'invitation W7701-176189/A	Date 2016-09-23
Client Reference No. - N° de référence du client W7701-176189	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-038-16878	
File No. - N° de dossier QCL-6-39059 (038)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-18	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: Fournier, Annie	Buyer Id - Id de l'acheteur qcl038
Telephone No. - N° de téléphone (418) 649-2775 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE RDDC-R et Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier Bâtisse 63 2459, route de la Bravoure Québec (Québec) G3J 1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée See Herein	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

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TITLE : Investigation of optical signal related to biological and chemical materials

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 the Statement of Work, the Basis of Payment, the Contractor Disclosure of Foreground Information, the Security Requirements Check List, Form DND 626 – Task Authorization Form, and the Request for Visit Form. The Attachments include the Financial Bid Presentation Sheet, the Evaluation of Price and the Mandatory and Point Rated Technical Criteria.

2. Summary

(a) **Title**

Investigation of optical signal related to biological and chemical materials

(b) **Description of Work**

Study the phenomenology of the optical and infrared signals from chemical and biological material; process and analyze these signals from acquired data set during either field trial, including aerial, or laboratory data acquisition campaign. To accomplish this objective, it will be necessary to: develop and/or modify mechanical equipment or components for interfacing or integrating to other systems, develop and modify software tools and provide support to airborne operations.

Context/Background

Biological material emits fluorescence once excited by Ultra-violet (UV) light following the presence of fluorophore. In particular, when using a laser source, biological samples generate visible light and this technique is called laser induced fluorescence (LIF). A team at Defence Research and Development (R&D) Canada - Valcartier has developed a strong expertise in biological threat detection using this type of technique.

Stand-off Integrated Bioaerosol Active Hyperspectral Detection (SINBAHD), a staring Light Detection and Ranging (LIDAR) based bioaerosol sensor has been developed in 1999-2002 and it demonstrated the capability of using spectrometric UV LIF coupled with intensified range-gated camera to detect and characterize bioaerosols from a standoff position. SINBAHD is no longer in operation.

The BioSense project, which began in 2005, intended to merge SINBAHD technology with a geo-referenced near-infrared (NIR) lidar cloud mapper. The objective of Biosense is to demonstrate that this technology can be used to map, track, and classify bioaerosol threats from multi-kilometre distances with detection and false alarm rates compatible with CF operational requirements. The classification algorithms rely on the availability of a signature database: a library. This library includes spectral UV- LIF signature previously collected by either the same sensor during well-controlled measurement or a different sensor combined with a proper calibration procedure. BioSense is owned by Defence R&D Canada – Valcartier and still in operation.

A laboratory Benchtop Bioaerosol Chamber version 2 (BBC2) has been developed to characterize fluorescent aerosols under controlled environmental conditions. The chamber objectives are to confirm the results obtained with the field LIDAR systems and to collect signatures of various fluorescing aerosols to populate the library at reduced logistic load and costs. The BBC2 is owned by Defence R&D Canada – Valcartier and still in operation.

SR-Biospectra, a compact short-range spectrometric LIDAR system based on UV-LIF was developed (2007-2009) and demonstrated the capability of efficiently detecting and classifying various type of biological agent simulant. DND has one SR-Biospectra unit but the IP is owned by INO, a private industry. Work related to SR-BioSpectra will be limited to data processing.

Various other systems could also be used to collect optical signal from biological materials such as the multiple-field-of-view (MFOV) lidar, the Laser Cloud Mapper (LCM), or a surface biological detection sensor (BioSweeper) to name a few, all currently owned by Defence R&D Canada – Valcartier.

Chemical samples in the form of gas or solids can absorb visible and infrared radiation when illuminated by an energetic source (for example: sun, laser) or they can emit energy passively due to their temperature. Chemical samples absorb and emit at characteristic wavelengths that may be detected using laboratory, ground-based and airborne spectral and hyperspectral sensors in the laboratory or field. These sensors cover the region from 0.4 to 15 microns of the electromagnetic spectrum. A team at Defence R&D Canada – Valcartier has developed a strong expertise in chemical detection and identification using these types of sensors and exploitation algorithms. For laboratory and ground-based measurements, data processing is needed to extract a calibrated signature from a raw signal acquired with a given sensor. Such calibrated signals can be used in data exploitation algorithms to detect and identify chemical substances from airborne imagery.

(c) **Client Department**

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).

(d) **Period of the Contract**

The period of the Contract is from the date of contract award to March 31, 2022.

(e) **Important Information**

-
- i. Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
 - ii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
 - iii. For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
 - iv. The requirement is limited to Canadian goods and/or services.
 - v. The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
 - vi. 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.
 - vii. This procurement is subject to the Controlled Goods Program.
 - viii. The work will be carried out entirely on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for this Contract is \$850,000.00, Applicable Taxes extra.

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.

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.

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 twenty (180) days

1.1 SACC Manual Clauses

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

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

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

Definitions

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

-
- (i) an individual;
 - (ii) an individual who has incorporated;
 - (iii) a partnership made of former public servants; or
 - (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ()

No ()

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

- (i) name of former public servant;
- (ii) 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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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 annie.fournier@tpsgc-pwgsc.gc.ca, **no later than eight (8) 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:

Exemption 4.4.3: Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is: To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

7. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is **\$850,000.00** (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I : Technical Bid (5 hard copies and 2 soft copies on CD, DVD)

Section II : Financial Bid (1 hard copy)

Section III : Certifications (1 hard copy)

Section IV : Additional Information (1 hard copy)

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

Prices must appear in the financial bid only. No prices 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 and describe their approach in a thorough, concise and clear manner for carrying out the Work.

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

- (b) The technical bid consists of the following:

All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Sections 1.1.2 and 1.1.3, Part 4, of this document.

1.2 Section II : Financial Bid

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

- (a) Pricing: Bidders must submit a firm all-inclusive hourly rate for each resource proposed, for each year of the contract period. 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 30%. **If the difference is more than 30%, the bid will be declared non-responsive.**
- (b) **Variation in Professional Services Resource Rates:** 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**.
- (c) The information must be provided in accordance with the Financial Bid Presentation Sheet at Attachment 1.
- (d) No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.
- (e) Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

1.3 Section III : Certifications

Bidders must submit the certifications required under Part 5.

1.4 Section IV : Additional Information

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

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

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.

1.1.1 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to Request for Proposals (RFP), the Contracting Authority may request it thereafter in writing, 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.

1.1.2 Mandatory Technical Criteria

Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

1.1.3 Point Rated Technical Criteria

Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bidders must present their financial bid in accordance with article 1.2, Section II: **Financial Bid of Part 3** of the Request for Proposals.

1.2.2 Evaluation of Price

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

For evaluation purposes only, the price of the bid will be determined as detailed in **Attachment 2, Evaluation of Price**.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price Per Point

- 1. To be declared responsive, a bid must:

-
- (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria;
 - (c) obtain the required minimum points for each criterion and each group of criteria with a pass mark;
and
 - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, 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 three bids were deemed responsive and that the contractor's selection is determined by the lowest evaluated price per point.

	Evaluated Price	Point (total)	Calculations	\$/Points	Rank
A	\$873,221.45	177	\$873,221.45 / 117pts	4,933.45 / point	1 st
B	\$843,470.37	128	\$843,470.37 / 128 pts	6,589.61 / point	3 rd
C	\$833,326.31	156	\$833,326.31 / 156 pts	5,341.84 / point	2 nd

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

1.2 Additional Certifications Required with the Bid

1.2.1 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.

1.2.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

2. Certifications Precedent to Contract Award and Additional Information

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

2.1 Integrity Provisions – List of Names

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

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

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

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_eq/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_eq/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.

2.3 Status and Availability of Resources

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

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

2.4 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.

2.5 Language Capability

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

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;

At contract award, the bidder must meet the following minimum security requirements:

- Category « Project Manager » : at least one of the proposed resources has a current « Secret » security screening level;
 - Category « Analyst » : at least one of the proposed resources has a current « Secret » security screening level;
 - Category « Specialist » : at least one of the proposed resources has a current « Secret » security screening level;
 - Category « Technician » : at least two of the proposed resources have a current « Secret » security screening level;
 - Category « Software Developer » : at least one of the proposed resources have a current « Secret » security screening level;
 - Category « Mechanical Designer » : at least one of the proposed resources has a current « Secret » security screening level;
 - Category « Electronics Technologist » : at least one of the proposed resources has a current « Secret » security screening level;
- (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

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.

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 _____, on a as and when requested basis by the Canada during the contract period. **(to be completed at contract award)**

The obligation of all Work will take effect only when a Task Authorization (TA) has been approved and delivered in accordance with the clause titled "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) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) 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 key resources;
- (d) any other constraints that might affect task completion.

1.1.1.2 Contractor's TA proposal

Within **ten (10) 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 Appendix 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 (20) 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 five business days of the request by Canada.

For each proposed resource, the Contractor's TA proposal must include the following, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:

- A résumé for each of the proposed resources. The Contractor's proposal must demonstrate that each proposed resource meets the requirements set out in Appendix A – Statement of Work of the resource category for which it is proposed (including any educational requirements, work experience and professional designation or membership requirements. With respect to resumé and resources:
 - (a) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
 - (b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date the Contractor submits its TA quote.
 - (c) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution (where applicable).
 - (d) For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
 - (e) The résumé must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

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 in Appendix 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 included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance

1.1.3 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.

1.1.4 Canada's Obligation - Portion of 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 Contract value, including the Firm and Task Authorizations parts of the Work.

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.

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

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

4002 (2010-08-16), Software Development or Modification Services

2.3 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: PWGSC FILE N° W7701-176189

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. 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 (PWGSC)**.
3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by PWGSC.
4. The Contractor/Offeror **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror 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 F.

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 facilities, leaving the supplier liable for delays in delivery.

Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-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 award to March 31, 2022.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Annie Fournier
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
601-1550, avenue d'Estimauville
Québec (Québec) G1J 0C7
Telephone: 418-649-2775
Facsimile: 418-648-2209
E-mail address: annie.fournier@pwgsc-tpsgc.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 : _____
Title : _____
Organization : _____
Address : _____

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

Administrative representative :

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

Technical representative :

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

5.4 Procurement Authority (to be completed at contract award)

The Procurement Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____

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

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

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 Basis of payment will be part of the approved task authorization (TA). The price of the task will be established according to the Basis of Payment in Annex B.

(i) For the Work 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) For the Work 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) For the Work 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. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

(iv) Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.

For services rendered further than 50 kilometres from Defence Research and Development Canada - Valcartier, the Contractor will be paid its actual travel time in accordance with the hourly rates detailed in Annex B, Basis of Payment.

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 Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for all of the approved task authorizations must not exceed **\$850,000.00**. 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.
3. 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.
4. 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

Payments will be done no more than once a month.

7.3.2 Depending on the method of payment specified in the Task Authorizations (TA), one of the following method of payment clauses will apply.

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

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 Firm Price TA)

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 Limitation of Expenditure or a Ceiling Price)

- (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;
 - (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (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 entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

9.3 SACC Manual Clauses

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2016-04-04);
- (c) the general conditions 2040 (2015-09-03)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List;
- (h) Annex E, DND 626, Task Authorization Form
- (i) Annex F, Request for Visit Form;
- (j) the signed Task Authorizations (including all of its annexes, if any)

(k) the Contractor's bid dated _____ **(to be completed 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 Requirements

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, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three 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 the Technical 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.

-
- (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:
- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)
 - (ii) Progress of the Work against the Contract or Task Authorizations issued (ref.: Contractor's original Contract Plan). The form will provide the basis for planning and estimating the cost of work, and reporting actual progress and cost against the Contract or Task Authorizations during contract performance.

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

ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, FOB destination (for goods), in accordance with the following:

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions.

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

Resource Categories	Contract award to March 31 2017	From April 1 2017 to March 31 2018	From April 1 2018 to March 31 2019	From April 1 2019 to March 31 2020	From April 1 2020 to March 31 2021	From April 1 2020 to March 31 2022
a) Project Manager (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Analyst (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Specialist (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Technician (min. 2 resources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
e) Software Developer (min. 2 resources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Name :	_____ \$/hr					
Name :	_____ \$/hr					
f) Mechanical Designer (min. 1 resource)						
Name :	_____ \$/hr					
Name :	_____ \$/hr					
g) Electronics Technologist (min. 1 resource)						
Name :	_____ \$/hr					
Name :	_____ \$/hr					

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

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

2. TRAVEL & LIVING:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada - Valcartier); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Treasury Board Secretariat’s Special Travel Authorities, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp, also apply.
- (c) 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.

Solicitation No – N° de l'invitation
W7701-176189/A
Client Ref No. – N° de réf. du client
W7701-17-6189

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-6-39059

Buyer ID – id de l'acheteur
qcl 038

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

3. MATERIALS AND SUPPLIES: at laid down cost without markup.

Total limitation of expenditure for the contract (taxes extra): \$850,000.00

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

ATTACHMENT 2

EVALUATION OF PRICE

For evaluation purposes only, the price of the bid will be determined as follows:

1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B, Basis of Payment**.

2 - Calculation of bid price

The bid price will be calculated as follows:

Bid price = Cost of labour

The Total Bid Price will be calculated as set out in section 3 below

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

Project Manager	10%
Analyst	10%
Specialist	5%
Technician	30%
Software Developer	30%
Mechanical Designer	5%
Electronics Technologist	10%

3 - Cost of labour:

To establish labour costs, the effort available in terms of hours (see last column in Table 4.1, below) must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Approximate percentage use}]}{[\text{Average hourly rate for the resource category}^*]}$$

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

* If a proposed resource for a given category does not obtain the required minimum score for any of the criteria, this resource will not be considered for the Contract as well as for the calculations of the cost of labour for the given category.

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 = \$850,000.00
- Percentage of use for “PM” = 10%
- If the average hourly rate for bid A = \$90, that for bid B = \$75 and that for bid C = \$80, then the average hourly rate for the resource category = \$81.66.

Therefore,

- Effort available $\$850,000.00 \times 0.10 / \$81.66 = 1040.90$ hours

and

- Labour costs for PM, bid a
 $=1040.90 \text{ hours} \times \$90 = \$93,681.00$
- Labour costs for PM, bid b
 $=1040.90 \text{ hours} \times \$75 = \$78,067.50$
- Labour costs for PM, bid c
 $=1040.90 \text{ hours} \times \$80 = \$83,272.00$

4 - Sample calculations for the price of the three bids

Resource Categories	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Qty
Project Manager	10%	\$90.00	\$93,681.00	\$75.00	\$78,067.50	\$80.00	\$83,272.00	1040.90
Analyst	10%	\$85.00	\$85,000.00	\$80.00	\$80,000.00	\$90.00	\$90,000.00	1000.00
Specialist	5%	\$80.00	\$44,932.00	\$72.00	\$40,438.80	\$75.00	\$42,123.75	561.65
Technician	30%	\$65.00	\$247,656.10	\$68.00	\$269,547.92	\$60.00	\$237,836.40	3963.94
Software Developer	30%	\$70.00	\$267,736.70	\$65.00	\$248,612.65	\$65.00	\$248,612.65	3824.81
Mechanical Designer	5%	\$65.00	\$45,286.80	\$60.00	\$41,803.20	\$58.00	\$40,409.76	696.72
Electronics Technologist	10%	\$65.00	\$78,928.85	\$70.00	\$85,000.30	\$75.00	\$91,071.75	1214.29
TOTAL :			\$873,221.45		\$843,470.37		\$833,326.31	

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 3

MANDATORY AND POINT RATED TECHNICAL CRITERIA

Summary of Rated Criteria	Max (points)	Min (points)
1. CONTEXT/SCOPE/TASKS/OBJECTIVES	16	8
2. EVALUATION OF RESOURCES	124	58
3. RESOURCE MANAGEMENT SYSTEMS	30	12
4. BIDDER'S EXPERIENCE	30	10
TOTAL	200	88

Instructions:

At bid closing time, the Bidder must comply with the mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet one or several of the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

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 proposed for the following categories: Project Manager, Analyst, Specialist, Technician, Software Developer, Mechanical Designer and Electronics Technician.

MANDATORY CRITERIA – NUMBER OF RESOURCES AND RELATED EDUCATION

1. minimum of one (1) resource must be proposed for each of the following labour categories and bidders must clearly indicate the name of the proposed resource(s):
 - a) Project Manager (10%)
 - b) Analyst (10%)
 - c) Specialist (5%)
 - d) Mechanical Designer (5%)
 - e) Electronics Technologist (10%)
2. A minimum of two (2) resources must be proposed for the following labour categories and bidders must clearly indicate the name of the proposed resources:
 - a) Technician (30%)
 - b) Software Developer (30%)
3. The Project Manager must have a Bachelor's degree or higher in physical science, engineering, project management or in business administration.
4. The Analyst must have a Bachelor's degree or higher in physical science or electrical engineering or engineering physics.
5. The Specialist must have a Bachelor's degree or higher in physical or biological or chemical science, or engineering or mathematics.
6. The Technicians must have a College degree or diploma in electronics, optics, photonics or physics.
7. The Mechanical Designer must have a college degree or diploma or higher in mechanical engineering technology.
8. The Electronics Technologist must have a college degree or diploma or higher in electrical or electronics engineering technology.
9. The Software Developer must have a Bachelor's degree or computer science or computer engineering.

Note: the same resource can be proposed for multiple categories.

To be acceptable to the evaluation team, the diploma or degree must come from a recognized* Canadian university, or the equivalent, as established by a recognized* Canadian academic credentials assessment service*, if obtained outside Canada.

* The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website: <http://www.cicic.ca/415/credential-assessment-services.canada>

RATED CRITERIA		
1. CONTEXT, SCOPE, TASKS AND OBJECTIVES	Max. points 16	Min. points 8
<p>1.1 Degree of understanding of context, scope, tasks and objectives</p> <p>Understanding of the context, scope, tasks and objectives should be demonstrated, and not limited to the description provided in the "Statement of work". The bidder should clearly demonstrate in its own words that they thoroughly understand the context, scope and objectives of the "Statement of work".</p> <p>The generic assessment table included at the end of this attachment will be used for the evaluation of this criterion.</p> <p>The rating obtained will then be weighted according to the rating scale of this criterion to determine the total score for this criterion.</p>	16	8
2. EVALUATION OF RESOURCES	Max. points 124	Min. points 58
<p>The experience gained during the study period may be accepted if its relevance to the criteria is sufficiently demonstrated.</p> <p>More than one resource can be proposed per category. In this case, each resource will be evaluated individually. The overall scores obtained by each resource in the category in question will be added and then divided by the number of resources available to obtain an average. <u>If a proposed resource for a given category does not obtain the required minimum score for any of the criteria, this resource will not be considered for the Contract as well as for the calculations of the cost of labour for the given category.</u></p> <p>The following are some examples of information that is sufficient for fully evaluating a resource's experience (varies according to the criterion):</p> <ul style="list-style-type: none"> -Subject of the project, experience or publication; -Nature of the project, experience or publication; -Exact dates during which the project or experience took place (month and year of start and end); -Exact dates of resource's involvement in the project (month and year of start and end); -Publication date and medium; and -Tasks executed by the resource in the course of the project or experience. <p>Note that for each of the proposed resources, concurrent experiences are not calculated. Concurrent experiences are experiences that were acquired during a same time period.</p> <p>Listing experience without providing any supporting information to describe where and how such experience was obtained will result in the experience not being included in the evaluation process.</p>		

2.1 PROJECT MANAGER	6	3
<p>2.1.1 Experience of the proposed resources in R&D project management involving physical sciences or engineering:</p> <p>A project is defined as being valued at \$50,000 or more and takes at least 3 months to complete. A Task Authorization of \$50,000 or more that takes at least 3 months to complete is considered a project.</p> <p>Only those projects that are completed at the date of solicitation closing submitted by the Bidder will be considered.</p> <p>6 pts: The proposed resource has more than 36 months of experience in this field; 3 pts: The proposed resource has between 18 to 36 months of experience in this field; 0 pts: The proposed resource has less than 18 months of experience in this field.</p>	6	3
2.2 ANALYST	23	10
<p>2.2.1 Resource's degree</p> <p>5 pts: PhD in physics, electrical engineering or physical engineering; 3 pts: Master's degree in physics, electrical engineering or physical engineering; 1 pts: Bachelor's degree in physics, electrical engineering or physical engineering; 0 pts: Any other form of training.</p>	5	1
<p>2.2.2 Experience of the proposed resource in processing and analysis of spectral optical or infrared signals:</p> <p>6 pts: The proposed resource has more than 36 months of experience in any of these fields; 3 pts: The proposed resource has between 24 to 36 months of experience in any of these fields; 0 pts: The proposed resource has less than 24 months of experience in any of these fields.</p>	6	3
<p>2.2.3 Experience of the proposed resource in processing and analysis of lidar data:</p> <p>6 pts: The proposed resource has more than 18 months of experience in any of these fields;</p>		

<p>3 pts: The proposed resource has between 13 to 18 months of experience in any of these fields;</p> <p>1 pts: The proposed resource has between 6 and 12 months of experience in any of these fields;</p> <p>0 pts: The proposed resource has less than 6 months of experience in any of these fields.</p>	6	1
<p>2.2.4 Experience of the proposed resource in processing and analysis of laser induced fluorescence data:</p> <p>6 pts: The proposed resource has more than 18 months of experience in any of these fields;</p> <p>3 pts: The proposed resource has between 12 to 18 months of experience any of these fields;</p> <p>0 pts: The proposed resource has less than 12 months of experience in any of these fields.</p>	6	-
<p>2.3 SPECIALIST</p>	29	13
<p>2.3.1 Resource's degree</p> <p>5 pts: PhD in physics or biology or chemistry or engineering or mathematics;</p> <p>3 pts: Master's degree in physics or biology or chemistry or engineering or mathematics;</p> <p>1 pts: Bachelor's degree in physics or biology or chemistry or engineering or mathematics;</p> <p>0 pts: Any other form of training.</p>	5	1
<p>2.3.2 Experience of the proposed resource in phenomenology of electromagnetic radiation emanating from illuminated biological aerosol/material, in particular Laser Induced Fluorescence (LIF):</p> <p>By phenomenology of optical signals from illuminated biological aerosol/material, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of optical signals from illuminated biological aerosol/material.</p> <p>8 pts: The proposed resource has more than 12 months of experience in this field;</p>	8	2

<p>4 pts: The proposed resource has between 7 to 12 months of experience in this field;</p> <p>2 pts: The proposed resource has between 3 to 6 months of experience in this field;</p> <p>0 pts: The proposed resource has less than 3 months of experience in this field.</p>		
<p>2.3.3 Experience of the proposed resource in phenomenology of electromagnetic radiation in the infrared region emanating from chemical samples and materials:</p> <p>By phenomenology of infrared signals, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of infrared signals from chemical samples and materials.</p> <p>8 pts: The proposed resource has more than 18 months of experience in this field;</p> <p>4 pts: The proposed resource has between 12 to 18 months of experience in this field;</p> <p>0 pts: The proposed resource has less than 12 months of experience in this field.</p>	8	-
<p>2.3.4 Experience of the proposed resource in phenomenology of Light Detection and Ranging (LIDAR) signals:</p> <p>By phenomenology of LIDAR signals, we mean a pure modeling project or a data processing project combined with an adequate analysis of the theoretical model in the field of LIDAR signal.</p> <p>8 pts: The proposed resource has more than 12 months of experience in this field;</p> <p>4 pts: The proposed resource has between 7 to 12 months of experience in this field;</p> <p>2 pts: The proposed resource has between 3 to 6 months of experience in this field;</p> <p>0 pts: The proposed resource has less than 3 months of experience in this field.</p>	8	2
<p>2.4 TECHNICIAN</p>	32	16
<p>2.4.1 Experience of the proposed resource in spectral measurements using field hyperspectral sensors during field trials related to: Visible and Near Infra-Red (VNIR) OR Short wave Infra-Red (SWIR) OR Long-Wave-Infra-Red (LWIR) OR Visible (VIS):</p> <p>8 pts: The proposed resource has performed VNIR/SWIR/LWIR/VIS spectral measurements using field hyperspectral sensors during more than 10 field trials;</p> <p>4 pts: The proposed resource has performed VNIR/SWIR/LWIR/VIS spectral measurements using field hyperspectral sensors during 5 to 10 field trials;</p>	8	2

<p>2 pts: The proposed resource has performed VNIR/SWIR/LWIR/VIS spectral measurements using field hyperspectral sensors during less 2 to 4 field trials.</p> <p>0 pts: The proposed resource has performed VNIR/SWIR/LWIR/VIS spectral measurements using field hyperspectral sensors during less than 2 field trials.</p>		
<p>2.4.2 Experience of the proposed resource in using differential GPS systems and portable weather stations to make measurements during field trials:</p> <p>8 pts: The proposed resource has used differential GPS systems and portable weather stations to make measurements during more than 10 field trials;</p> <p>6 pts: The proposed resource has used differential GPS systems and portable weather stations to make measurements during 7 to 10 field trials;</p> <p>4 pts: The proposed resource has used differential GPS systems and portable weather stations to make measurements during 5 or 6 field trials;</p> <p>0 pts: The proposed resource has used differential GPS systems and portable weather stations to make measurements during less than 5 field trials.</p>	8	-
<p>2.4.3 Experience of the proposed resource in field trials planning:</p> <p>8 pts: The proposed resource has planned more than 10 field trials;</p> <p>6 pts: The proposed resource has planned between 7 to 10 field trials;</p> <p>4 pts: The proposed resource has planned 5 or 6 field trials;</p> <p>0 pts: The proposed resource has planned less than 5 field trials.</p>	8	2
<p>2.4.4 Experience of the proposed resource in performing either Fourier-transform infrared measurements using bench-top spectrometers or LIF measurement using Laboratory Bioaerosol Chamber to measure samples :</p> <p>8 pts: The proposed resource has performed either Fourier-transform infrared measurements using bench-top spectrometers or LIF measurement using Laboratory Bioaerosol Chamber to measure more than 20 samples;</p> <p>4 pts: The proposed resource has performed Fourier-transform infrared measurements using bench-top spectrometers or LIF measurement using Laboratory Bioaerosol Chamber to measure 10 to 20 samples;</p> <p>0 pts: The proposed resources has performed Fourier-transform infrared measurements using bench-top spectrometers or LIF measurement using Laboratory Bioaerosol Chamber to measure less than 10 samples.</p>	8	-

2.5 SOFTWARE DEVELOPER	19	9
2.5.1 Resource's degree 5 pts: Master's degree in computer engineering or computer science; 3 pts: Bachelor's degree in computer engineering or computer science; 0 pts: Any other form of training.	5	3
2.5.2 Experience of the proposed resource in at least one project with a minimum duration of 12 months requiring the use of either of the following software tools: Matlab, ENVI/IDL, C++ in a Windows environment or C++ in a Linux environment: 7 pts: The proposed resource has worked on 4 projects or more; 5 pts: The proposed resource has worked on 2 or 3 projects; 3 pts: The proposed resource has worked on 1 project; 0 pts: The proposed resource has worked on less than 1 project.	7	-
2.5.3 Experience of the proposed resource in software development: 7 pts: The proposed resource has more than 36 months of experience in this field; 5 pts: The proposed resource has between 24 to 36 months of experience in this field; 3 pts: The proposed resource has between 18 to 23 months of experience in this field; 0 pts: The proposed resource has less than 18 months of experience in this field.	7	-
2.6 MECHANICAL DESIGNER	10	4
2.6.1 Experience of the proposed resource in the design and manufacture of mechanical components: 5 pts: The proposed resource has more than 24 months of experience in this field; 3 pts: The proposed resource has between 18 to 24 months of experience in this field; 0 pts: The proposed resource has less than 18 months of experience in this field.	5	-
2.6.2 Experience of the resource in mechanical design using Solid Edge: 5 pts: The proposed resource has more than 36 months of experience in this field;	5	-

<p>3 pts: The proposed resource has between 24 to 36 months of experience in this field;</p> <p>1 pts: The proposed resource has between 18 to 23 months of experience in this field;</p> <p>0 pts: The proposed resource has less than 18 months of experience in this field.</p>		
2.7 ELECTRONICS TECHNICIAN	5	3
<p>2.7.1 Experience of the proposed resource in the design and manufacture of electronic components:</p> <p>5 pts: The proposed resource has more than 24 months of experience in this field;</p> <p>3 pts: The proposed resource has between 18 to 24 months of experience in this field;</p> <p>0 pts: The proposed resource has less than 18 months of experience in this field.</p>	5	3
3. RESOURCE MANAGEMENT SYSTEMS	Max. points 30	Min. points 12
<p>The bidder should describe how it proposes to monitor the project management and present the tools used to achieve this. The generic assessment table included at the end of this attachment will be used for the evaluation of this criteria.</p> <p>The bidder must address the following aspects:</p> <p>(a) Method of monitoring each separated task authorization (billing, monitoring the progress of work, etc.)</p>	10	-
<p>(b) Management approach with regard to the unpredictability of a task authorization contract (ex: How do you plan to manage the core resources (proposed resources) versus the unpredictable resources (developer, mechanical designer, Electrical electronic engineer)?)</p>	10	-
<p>(c) Contingency plan for the replacement of resources (ex: what happens if a proposed resource is no longer available?)</p>	10	-
4. BIDDERS' EXPERIENCE	Max. points 30	Min. points 10
Instructions		

<p>The bidder will be evaluated based on past accomplishments that demonstrate their skills and experience. To determine whether the experience is acceptable, the bidder should provide a description of the project in which the proposed resources were involved.</p> <p>A project is defined as being valued at \$50,000 or more and takes at least 3 months to complete. A Task Authorization of \$50,000 or more that takes at least 3 months to complete is considered a project.</p> <p>Only those projects that are completed at the date of solicitation closing submitted by the Bidder will be considered.</p> <p>The following information should be provided for each project:</p> <ol style="list-style-type: none"> 1. the topic 2. the objectives: <ul style="list-style-type: none"> • the scope • the tools involved (if applicable) 3. the project periods (month and year of the beginning and of the end) <p>Listing experience without providing any supporting information to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.</p>		
<p>4.1 Software development</p> <p>The bidder should present projects within the last 10 years that include the development and/or modification of software tools for (1) data acquisition (2) data visualisation, (3) data processing and analysis (4) correlation assessments, and (5) data calibration.</p> <p>Bidders will get 2 points for presenting 2 projects and more for each of the category (possibility of 10 points total), 1 point for presenting 1 project in a category and 0 point for any category for which no projects have been presented.</p> <ol style="list-style-type: none"> (1) The bidder has completed at least 2 projects in data acquisition: 2 pts (2) The bidder has completed at least 2 projects in data visualization: 2 pts (3) The bidder has completed at least 2 projects in data processing, analysis and exploitation: 2 pts (4) The bidder has completed at least 2 projects in correlation assessments: 2 pts (5) The bidder has completed at least 2 projects in data calibration: 2 pts 	10	4
<p>4.2 Software Experience</p> <p>The bidder should present projects within the last 10 years that include the use of (1) C++ (Windows and/or Linux environment), (2) MATLAB, (3) ENVI/IDL, and (4) C-sharp.</p> <p>Bidders will get 2 points for presenting 2 projects and more for each of the category (possibility of 8 points total), 1 point for presenting 1 project in a category and 0 point for any category for which no projects have been presented.</p>	8	-

<p>(1) The bidder has completed at least 2 projects using C++ (in a Windows and/or Linux environment): 2 pts (2) The bidder has completed at least 2 projects using MATLAB: 2 pts (3) The bidder has completed at least 2 projects using ENVI/IDL: 2 pts (4) The bidder has completed at least 2 projects using C-sharp: 2 pts</p>		
<p>4.3 Development and/or modification of mechanical components</p> <p>The bidder should present projects within the last 10 years that include the development and/or modification of components for integrating with other systems.</p> <p>6 pts: The bidder has completed at least 3 projects in this field; 3 pts: The bidder has completed 2 projects in this field; 1 pts: The bidder has completed 1 projects in this field; 0 pts: The bidder has completed 0 projects in this field.</p>	6	-
<p>4.4 Sensor support</p> <p>The bidder should present projects within the last 5 years that include the modification, and testing and validation of imaging sensors or electronic equipment.</p> <p>6 pts: The bidder has completed at least 3 projects in this field; 3 pts: The bidder has completed 2 projects in this field; 1 pts: The bidder has completed 1 projects in this field; 0 pts: The bidder has completed 0 projects in this field.</p>	6	1
TOTAL	200	88

GENERIC ASSESSMENT TABLE

INADEQUATE OR WEAK	ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 point	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated or inadequate information submitted. or Does not understand or show a lack of understanding of requirement.	Has some understanding of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates expert understanding of the requirements.
Weaknesses that cannot be corrected or weaknesses that are unlikely to be corrected.	Generally, there is a good chance that weaknesses can be easily corrected.	Weaknesses can be easily corrected.	No significant weaknesses.	No apparent weaknesses.
Poor; insufficient to meet performance requirements or little capability to meet performance requirements.	Minimum acceptable capability, should meet minimum performance.	Satisfactory capability, should ensure effective results.	Very satisfactory capability, should ensure very effective results.	Superior capability, should ensure superior results.

ANNEX A

STATEMENT OF WORK

1. TITLE

Investigation of optical signal related to biological and chemical materials.

2. OBJECTIVE - VALIDATION OF SCOPE OF CONTRACT

Study the phenomenology of the optical and infrared signals from chemical and biological material; process and analyze these signals from acquired data set during either field trial, including aerial, or laboratory data acquisition campaign. To accomplish this objective, it will be necessary to: develop and/or modify mechanical equipment or components for interfacing or integrating to other systems, develop and modify software tools and provide support to airborne operations.

3. BACKGROUND

3.1 Biological Samples

Biological material emits fluorescence once excited by Ultra-violet (UV) light following the presence of fluorophore. In particular, when using a UV laser source, biological samples generate visible light and this technique is called laser induced fluorescence (LIF). A team at Defence Research and Development (R&D) Canada - Valcartier has developed a strong expertise in biological threat detection using this type of technique.

A staring Light Detection and Ranging (LIDAR) based bioaerosol sensor named SINBAHD (Standoff Integrated Bioaerosol Active Hyperspectral Detection) has been developed in 1999-2002 and it demonstrated the capability of using spectrometric UV LIF coupled with intensified range-gated camera to detect and characterize bioaerosols from a standoff position. SINBAHD is no longer in operation.

The BioSense project, which began in 2005, intended to merge SINBAHD technology with a geo-referenced near-infrared (NIR) lidar cloud mapper. The objective of BioSense was to demonstrate that this technology can be used to map, track, and classify bioaerosol threats from multi-kilometre distances with detection and false alarm rates compatible with CF operational requirements. The classification algorithms rely on the availability of a signature database: a library. This library includes spectral UV- LIF signature previously collected by either the same sensor during well-controlled measurement or a different sensor combined with a proper calibration procedure. BioSense is owned by Defence R&D Canada – Valcartier and still in operation.

A laboratory Benchtop Bioaerosol Chamber version 2 (BBC2) has been developed to characterize fluorescent aerosols under controlled environmental conditions. The chamber objectives are to confirm the results obtained with the field LIDAR systems and to collect signatures of various fluorescing aerosols to populate the library at reduced logistic load and costs. The BBC2 is owned by Defence R&D Canada – Valcartier and still in operation.

SR-Biospectra, a compact short-range spectrometric LIDAR system based on UV-LIF phenomenology was developed (2007-2009) and demonstrated the capability of efficiently detecting and classifying various type of biological agent simulant. DND has one SR-Biospectra unit but the IP is owned by INO, a private industry. Work related to SR-BioSpectra will be limited to data processing.

Various other systems could also be use to collect optical signal from biological materials such as the multiple-field-of-view (MFOV) lidar, the Laser Cloud Mapper (LCM), or a surface biological detection sensor (BioSweeper) to name a few, all currently owned by Defence R&D Canada – Valcartier.

3.2 Chemical Samples

Chemical samples in the form of gas or solids can absorb visible and infrared radiation when illuminated by an energetic source (for example: sun, laser) or they can emit energy passively due to their temperature. Chemical samples absorb and emit at characteristic wavelengths that may be detected using laboratory, ground-based and airborne spectral and hyperspectral sensors in the laboratory or field. These sensors cover the region from 0.4 to 15 microns of the electromagnetic spectrum. A team at Defence R&D Canada – Valcartier has developed a strong expertise in chemical detection and identification using these types of sensors and exploitation algorithms. For laboratory and ground-based measurements, data processing is needed to extract a calibrated signature from a raw signal acquired with a given sensor. Such calibrated signals can be used in data exploitation algorithms to detect and identify chemical substances from airborne imagery.

4. ACRONYMS

BBC2:	Benchtop Bio aerosol Chamber version 2
DRDC:	Defence Research and Development Canada
LIDAR	Light detection and ranging
LIF	Laser Induced Fluorescence
SINBAHD:	Stand-off Integrated Bio aerosol Active Hyperspectral Detection
UV:	Ultra-violet
CAF:	Canadian Armed Forces
MFOV:	Multiple fields of view
LCM:	Laser Cloud Mapper

5. APPLICABLE DOCUMENTS & REFERENCES

When it will be required, the other applicable documents will be identified in the task authorization.

6. TASKS TO BE PERFORMED

Each task authorization will include different types of work that are grouped into five (5) tasks. Each one can be activated more than once either by its own or concurrently with other tasks. The nature and extent of the work to be carried out for each task are described below.

6.1 Task 1: Support for software development

- a) Develop applications using suitable environment;
- b) Develop software tools for data acquisition, data management, visualisation, data processing and analysis, correlation assessment, calibration process with either of the following programming language: Matlab, C++, C-sharp, Labview, Python and IDL. (the programming language will be specified in the task authorization);
- c) Modify software tools (Only for DRDC owned IP) already in use to make them compatible with new sensor format.

6.2 Task 2: Process and analyse signals from biological and chemical materials

Extended specific data processing is needed to extract a calibrated signature from a raw optical signal acquired with a given sensor. Analysis of the collected optical signal and extracted signatures will allow identifying parameters influencing the optical properties of irradiated material. The better understanding of the emitted optical signal from material will allow the optimization of the threat detection/classification algorithms.

- a) Elaborate a data processing plan to extract valuable information, spectral and hyperspectral : calibrated signature, statistical analysis, data correlation;
- b) Process signal data based on the previously identified data processing plan in terms of spectral signature extraction, calibration, spectral and spatial non-uniformities (e.g., striping, smile, keystone effects), atmospheric correction, geo-rectification);
- c) Analyse previously collected data (raw data provided);
- d) Analyse results representation;
- e) Identify parameters influencing the signature;
- f) Identify parameters that could impact the classification process.

6.3 Task 3: Study the phenomenology of optical signal from biological and chemical materials

- a) Create/modify models for measuring the optical signal generated by biological and chemical materials either intrinsic or induced by incident irradiation;
- b) Compare processed optical signals with the models.

6.4 Task 4: Execute field and/or laboratory measurements

Execution of field and laboratory measurements will need to be carried out, primarily at Defence R&D Canada – Valcartier, with an array of state-of-the-art sensors including sophisticated laboratory spectrometers, contact-probe spectrometers, high-resolution cameras, airborne hyperspectral cameras, laser systems and weather stations.

- a) Prepare logistics for field trials: environmental evaluation, NAV Canada protocols, shipping protocols, Range Control access protocols and other relevant documents;
- b) Prepare, repair, install and manipulate field trial/laboratory equipment and sensors (only for DRDC owned IP) for data collection campaigns;
- c) Prepare and manipulate material samples for field/laboratory measurements;
- d) Repair laboratory and field trial equipments;

- e) Perform field trial coordination and flight planning, if needed;
- f) Perform data collection during field trials that involves using ground-based and/or airborne sensors with their associated platforms and/or laboratory measurements;
- g) Perform quality control / quality assessment of collected data;
- h) Execute data backup during a data collection process;
- i) Prepare inventory and associated documentation of all chemical/biological materials used in field trials and laboratory work; Archive collected data on Defence R&D Canada – Valcartier classified network, when needed.

6.5 Task 5 : Support of laboratory work, field trails or flight trials

- a) Perform function tests and validate the function of sensors or components to be integrated into the existing equipment;
- b) Develop/modify mechanical components for integrating with other systems;
- c) Modify the components to be integrated to ensure that they function properly with the existing equipment;
- d) Assembly and disassembly of imaging/electronic equipment and related hardware (functional components) for laboratory, field trial and airborne use. Include installation and testing of equipment in rented aircraft;
- e) Modification of equipment and hardware to ensure compatibility at the functional level (ie. electrical connectors, mounting plates, interfaces);
- f) Development and modification of data acquisition software and interfaces;
- g) Document all tests and modifications.

7. DELIVERABLES

7.1 General information

The deliverables will be explicitly specified in the task authorisation. Deliverables will consist of one or many of the following depending on the task authorisation.

7.1.1 Programming language

The Contractor will be required to produce softwares using Matlab, C++, C-sharp, Labview, Python and IDL.

7.1.2 Final task authorisation report

For each task authorisation, a final report describing in detail all work accomplished during this task authorisation must be produced. Each final task authorisation report must include, as applicable, the following information:

- a) The objectives of the tasks authorisation;
- b) Methodology used in order to performed the work and meet the objectives (explicit list of the activities conducted);
- c) Issues and problems related to the work performed in the task authorisation;
- d) Performance assessment of all the activities realized;
- e) List of all softwares and/or mechanical modifications made to systems including

- their description and an analysis of their limitation;
- f) Quantitative and / or qualitative analysis of the results;
- g) All source codes (documented, commented, and debugged) and executables realized during the course of the task authorization;
- h) Future work suggested and expected benefits.

7.1.3 Documents and reports

For each document and report identified as a deliverable, the Contractor must provide one printed and bounded version (hard copy), one editable version in the original software and one pdf version. Reports must be formatted in accordance with Defence R&D Canada – Valcartier standards. These standards can be obtained through the Technical Authority. Documents and reports must be in English.

7.1.4 Software deliverables

For each software product deliverable (programs/tools), a copy of the source and compiled code and a descriptive document must be provided on a CD or DVD.

7.1.5 Measurement campaign

For each measurement campaign, raw data package must be provided on CD or DVD accompanied by a descriptive document including the measurement methodology.

7.1.6 Mechanical deliverables

For each mechanical design product, a copy of the design and/or modification and test results must be provided on a CD or DVD.

7.2 Specific deliverables

For each task included in this task authorisation contract, the following specific information is to be included in the final task authorisation report or are to be provided separately to the Technical Authority.

7.2.1 Task 1: Support for software development

- a) Provide all software acquired/developed in support of this task;
- b) Provide fully-documented software and source code for software developed;
- c) Provide a report summarizing the work accomplished.

7.2.2 Task 2: Process and analyse signals from biological and chemical materials

- a) Provide all tools acquired/developed in support of this task;
- b) User manual;
- c) Provide documented software and source code used for the processing, analysis and exploitation of the optical signal data;
- d) Provide processed data (pre-defined format such as .txt);

-
- e) Provide the results of the data processing, analysis and exploitation;
 - f) Report the parameters that could impact the classification process based on the data analysis results;
 - g) Provide a report summarizing the work accomplished.

7.2.3 Task 3: Study the phenomenology of optical signal from biological and chemical materials

- a) Report the theories/models used for data analysis;
- b) Provide the processed data (pre-defined format such as .txt);
- c) Provide the developed software and source code used;
- d) Report the results of acquired data and elaborated model comparison;
- e) Provide a report summarizing the work accomplished.

7.2.4 Task 4: Execute field and/or laboratory measurements

- a) Provide trial plans and / or lab log;
- b) Provide all data acquired during field trials or laboratory data collection;
- c) Provide a report summarizing the work accomplished.

7.2.5 Task 5: Support of laboratory work, field trails or flight trials

- a) Report all tests for validating mechanical components;
- b) Provide all designs and specifications of new or modified mechanical components;
- c) Report all tests/functions performed in assembly/disassembly of imaging/electronic equipment and components in aircraft;
- d) Provide a report of the modification of imaging/electronic equipment and related hardware for airborne use;
- e) Provide the modified acquisition software and interfaces for airborne sensors;
- f) Provide the results of quality control/assessment of collected data;
- g) Report data added to a classified Defence R&D Canada – Valcartier archive;
- h) Provide a report summarizing the work accomplished.

8. LANGUAGE OF WORK

English, French or English and French.

9. LOCATION OF WORK

Between 50% and 75% of the Work, which represents mostly experimental work, will be done at Defence R&D Canada – Valcartier. It may be possible that some field trials must be performed outside Quebec's region (i.e. other Canadian provinces, in North America or exceptionally, in countries on other continents). The work location will be specified in each Task Authorization. The rest of the Work (unclassified work only) may be done offsite upon approval of the Technical Authority.

Unclassified work offsite:

- Administration of the Contract;

-
- Writing and editing of unclassified contract reports;
 - Trials preparation and data analysis;
 - Support for experimental trials that take place offsite; and
 - Other minor tasks deemed necessary by the Technical Authority for technical reasons.

10. 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 must send the written objection to the organization responsible for publication (the journal or conference).

11. MEETINGS

Following is a generic description of the various meetings that may be required for each task authorization. A more detailed description of the contents of the meetings will be provided with each task authorisation.

11.1 General instruction for meetings

11.1.1 Agenda and minutes:

For each meeting, the Contractor must prepare the agenda at least 24 hours before the date of the meeting. The Contractor is also responsible for the preparation of the minutes. The Contractor must provide the minutes to the technical authority no later than five working days after the date of the meeting for approval.

11.1.2 Languages :

The meetings must be held in French or English (as selected by the Contractor).

11.2 Kick-off meeting

At least one meeting is required at the start of each task authorization. The meeting will be held at Defence R&D Canada – Valcartier. The contractor must be prepared to discuss the following topics (including but not limited to):

- a) Review of the task objectives;
- b) Presentation of the project plan;
- c) Methodology used to execute the work;
- d) Procedures, formats and standards to be used to produce documentation.

11.3 Progress review meeting

For task authorizations with a duration of more than one month, progress review meetings may be required (approximately every month). The required meetings will be explicitly specified in the task authorization. The progress review meeting could be held via video conference or face-to-

face at Defence R&D Canada – Valcartier. The location of the meeting will be specified in the task authorisation. At the meetings, the contractor must be prepared to provide:

- a) An up-to-date report of expenses;
- b) Work progress relative to the objectives of the task authorisation;
- c) A detailed report on the work completed since the previous meeting;
- d) A description of the obstacles encountered, and;
- e) Expectations for the next stage.

11.4 Informal meeting

When the technical authority or the Contractor judge it to be necessary, additional informal meetings may be required. These meetings could be held via video conference or face-to-face at Defence R&D Canada – Valcartier facilities. The technical authority or the Contractor must advise the other party with at least a five-business-day advance notice that an informal meeting is required.

11.5 Final meeting

When it is required and specified in the task authorization, another meeting will take place upon completion of the Work to present the results and the final task authorisation report. The meeting will be held at Defence R&D Canada – Valcartier

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

- a) Data set consisting of pre-acquired optical signals with different type of sensor and the related information;
- b) In-house developed software tools for optical signal data processing;
- c) In the case of measurement of optical signal (task 4) and support related to these measurements (task 5), all instrumentation required for the measurements including sensors, work station and software will be provided to perform the task but will remain under Defence R&D Canada – Valcartier responsibility.

14. SPECIAL CONSIDERATIONS

Resources may be required to be passengers in a DND vehicle or a vehicle rented by a DND employee.

ANNEX B

BASIS OF PAYMENT

(to be completed by Canada at contract award)

1. **LABOUR:** at firm hourly rates, inclusive of overhead, exclusive of profit, GST/HST extra, FOB destination (for goods), in accordance with the following:

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

Resource Categories	Contract award to March 31 2017	From April 1 2017 to March 31 2018	From April 1 2018 to March 31 2019	From April 1 2019 to March 31 2020	From April 1 2020 to March 31 2021	From April 1 2020 to March 31 2022
a) Project Manager (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Analyst (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Specialist (min. 1 resource)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Technician (min. 2 resources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
e) Software Developer (min. 2 resources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Name :	_____ \$/hr					
Name :	_____ \$/hr					
f) Mechanical Designer (min. 1 resource)						
Name :	_____ \$/hr					
Name :	_____ \$/hr					
g) Electronics Technologist (min. 1 resource)						
Name :	_____ \$/hr					
Name :	_____ \$/hr					

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

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

2. TRAVEL & LIVING:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada - Valcartier); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Treasury Board Secretariat’s Special Travel Authorities, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp, also apply.
- (c) 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.

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W7701-17-6189

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File No. – N° du dossier
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- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. MATERIALS AND SUPPLIES: at laid down cost without markup.

Total limitation of expenditure for the contract (taxes extra): \$850,000.00

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

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.

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) (Annex **D**) appended to the bid solicitation package 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.

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ANNEX F
REQUEST FOR VISIT FORM

The *Request for Visit Form*, which is enclosed, is to be inserted at this point and forms part of this document.



MAY 03 2016

Contract Number / Numéro du contrat W7701-176189
Security Classification / Classification de sécurité Unclassified/non classifié

**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	MDN	2. Branch or Directorate / Direction générale ou Direction	DRDC Valcartier
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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
Study the optical signals from chemical and biological materials including emitted optical signal from irradiated biological aerosol/material and infrared signal from chemical substances with specific sensors owned or identified by DRDC Valcartier.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non 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? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

No / Non Yes / 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 / Non Yes / Oui

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat W7701-176189
Security Classification / Classification de sécurité Unclassified/non classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Sylvie Buteau	Title - Titre Scientist	Signature
---	-----------------------------------	---------------

Telephone No. - N° de téléphone 418-844-4000 ext:4304	Facsimile No. - N° de télécopieur 418-844-4511	E-mail address - Adresse courriel sylvie.buteau@drdc-rddc.gc.ca	Date 26 April 2016
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Tippy Graham - DDSO - Industrial Security	Title - Titre Senior Security Analyst	Signature
---	---	---------------

Telephone No. - N° de téléphone Tel: 613-996-0283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: tippy.graham@forsec.gc.ca	Date 02 May 2016
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15. Are there additional materials (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Annie Fournier	Title - Titre Spécialiste des approvisionnements	Signature
--	--	---------------

Telephone No. - N° de téléphone 418-649-2775	Facsimile No. - N° de télécopieur 418-648-2209	E-mail address - Adresse courriel annie.fournier@pwgsc-tpsgc.gc.ca	Date 2016-09-23
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Roxanne Antille Contract Security Officer Telephone: 613-948-2561, Fax: 613-948-1712 Roxanne.Antille@tpsgc-pwgsc.gc.ca		Signature
		Date May 25/16

Annex D

Form DND 626, Task Authorization



**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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.

Expédié 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.

ANNEX E

The following form must be completed in full. Failure to complete all areas of the form may result in the Request for Visit (RFV), also known as Visit Clearance Request (VCR), being rejected.

Dates must be entered using the following format: yyyy-mm-dd. A RFV may not be longer than one year less a day.

If you require additional space for the number of visitors, do the following:

1. Click on "Particulars of Visitors" on the left hand Bookmarks tab or scroll down to page 4 of the form,
2. Fill in the "Particulars of Visitors" as needed, to a maximum of 7 per page,
3. Print the form,
4. Press "Clear Form", and repeat steps, as required, for a maximum of 80 visitors per RFV.

**Additions to existing visits may be submitted at any time but must be submitted on a separate RFV.

For visits to a foreign entity, you must provide a passport number for all visitors listed.

Any RFV sent by fax or mail must be signed by the Company Security Officer (CSO) or Alternate Company Security Officer (ACSO) in box 10 of the RFV. If you are sending your RFV electronically, the e-mail address of the CSO/ACSO will be accepted as a digital signature in the absence of an actual signature in box 10 of the RFV. However, IISD must be able to identify and confirm the e-mail address from which the RFV was sent. Therefore, the CSO and ACSO contact information in the Industrial Security Program (ISP) database must be up-to-date. If you need to add or update your contact information in the ISP database, please contact the Industrial Security Sector [Call Centre](#).

The request may be submitted by fax to 613-948-1712, by mail to Visits and Document Control, International Industrial Security Directorate (IISD), Industrial Security Sector at our [mailing address](#) or by e-mail to ssivisites.issvisits@tpsgc-pwgsc.gc.ca.

IISD does have a lead time requirement of 15 business days in addition to the lead time requirements of the receiving agency/government department/foreign entity. This lead time is in effect the day the RFV is received by IISD. Thus, please ensure sufficient time is allowed for processing your RFV. Failure to honour these lead times may result in the RFV being rejected. In an emergency, contact us directly to discuss your options. For more information on lead times, please see Annex 6-B in the Industrial Security Manual (ISM), <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch6/annx-6b-eng.html>. IISD cannot provide assurance that a RFV will be processed within the identified lead times if the RFV is sent directly to a Visits Officer.

Should you have any questions regarding the form or instructions, you may contact the Visits and Document Control Division directly via e-mail, ssivisites.issvisits@tpsgc-pwgsc.gc.ca, or the Industrial Security Sector [Call Centre](#).



REQUEST FOR VISIT

All fields **must** be completed:

One -Time Recurring Emergency Addition Deletion Re-submission

Attachments

Yes No

1. Administrative Data

Requestor: _____ Date: (yyyy-mm-dd) _____
To: _____ Renewal of Visit No.: _____

2. Requesting Government Organization or Industrial Facility

Name: _____
Address: _____
Fax No.: _____ Telephone No.: _____

3. Government Organization or Industrial Facility to be Visited

Name: _____
Address: _____
Fax No.: _____ Telephone No.: _____
Point of Contact & Section/Branch (**mandatory**): _____

Military Site Not Applicable Army Navy Air Force DIA

4. Dates of Visit (yyyy-mm-dd) From: _____ To: _____

5. Type of Visit (select one from each column):

Government Initiative Initiated by Requesting Agency of Facility
 Commercial Initiative By Invitation of the Facility to be Visited

6. Subject to be Discussed / Justification / Purpose / Work to be Completed:

7. Anticipated Level of Classified Information to be Involved (mandatory):

8. Is the Visit Pertinent to:

	(√)	Specify Contract No. / Project / Program
Specific equipment or a weapons system	<input type="checkbox"/>	
A foreign military sales or export license	<input type="checkbox"/>	
A program or agreement	<input type="checkbox"/>	
A defence acquisition process	<input type="checkbox"/>	
Other	<input type="checkbox"/>	



9. Particulars of Visitors

Name:	_____		
Date of Birth:	_____	Place of Birth:	_____
Security Clearance:	_____	ID/Passport No.:	_____ Nationality: _____
Position:	_____		
Company:	_____		
Name:	_____		
Date of Birth:	_____	Place of Birth:	_____
Security Clearance:	_____	ID/Passport No.:	_____ Nationality: _____
Position:	_____		
Company:	_____		

10. The Security Officer of the Requesting Organization or Industrial Facility

Name: _____ Telephone: _____

Signature: _____

11. For Government Use Only

Name: _____

Address: _____

Telephone: _____

Signature: _____

Stamp

(Optional)

12. Requesting National Security Authority

Name: _____

Address: _____

Telephone: _____

Signature: _____

Stamp

(Optional)

13. Remarks



Government Organization or Industrial Facility to be Visited

1.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
2.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
3.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
4.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
5.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
6.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____
7.	Name:	_____	
	Address:	_____	

	Fax No.:	_____	Telephone No.: _____
	Point of Contact:	_____	Telephone No.: _____

(Continue as required)



Particulars of Visitors (alphabetical order by surname)

1.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
2.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
3.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
4.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
5.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
6.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____
7.	Name:	_____
	Date of Birth:	_____ Place of Birth: _____
	Security Clearance:	_____ ID/Passport No.: _____ Nationality: _____
	Position:	_____
	Company:	_____

(Continue as required)