



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

Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> MOLECULAR MODELING	
<b>Solicitation No. - N° de l'invitation</b> W7701-176217/A	<b>Date</b> 2016-10-17
<b>Client Reference No. - N° de référence du client</b> W7701-176217	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-038-16901	
<b>File No. - N° de dossier</b> QCL-6-39129 (038)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-11-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fournier, Annie	<b>Buyer Id - Id de l'acheteur</b> qcl038
<b>Telephone No. - N° de téléphone</b> (418) 649-2775 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RDDC-R ET DÉFENSE CANADA - VALCARTIER DRDC-Defence R&D Canada Valcartier BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J 1X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Contractor Disclosure of Foreground Information and Form DND 626 – Task Authorization 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

Molecular Simulations for Solid-State Systems (M4S)

#### (b) Description of Work

##### Context/Background

Defence Research and Development Canada (DRDC) – Valcartier Research Centre requires the services of a Contractor to perform molecular simulation for solid-state systems (M4S) capabilities in order to accurately predict electronic, vibrational-rotational and phonon wavelength as well as intensity transitions within the 0.7 to 12  $\mu\text{m}$  region. The quantum mechanics model has to be extendable for other specific chemical and/or physical phenomenon. Potential isotopic modifications of crystalline molecules is of interest in this proposal as well as the fluorescence of solid molecules. Spectral interpretation has to be provided as supporting information to understand the origin of peak intensities, positions and widths in the signature spectra. For any further R&D work in the future, this M4S capability has to be a user-friendly tool.

#### (c) Client Department

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

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(d) **Period of the Contract**

The period of the Contract is from Contract award to March 31, 2019.

(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 the Contractor.
- 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 no security requirement associated with this requirement.
- vii. The Work is divided into two portions, a firm portion and a portion to be performed on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for the firm portion of the Work is **\$50,000.00**, Applicable Taxes extra. The estimated amount of available funding for the portion of the Work to be performed on an "as and when requested basis" using a TA is **\$295,000.00**, 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.

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## 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](mailto: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 the Contractor.

#### **7. Maximum Funding**

##### **For the Firm part of the Work:**

The maximum funding available for the contract resulting from the bid solicitation is **\$50,000.00** (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.

##### **For the Task Authorizations part of the Work:**

The maximum funding available for the contract resulting from the bid solicitation is **\$295,000.00** (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.



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## 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:

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**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) **For the firm part of the Work:** A Total Cost to a Ceiling Price which must not exceed the maximum funding specified in Part 2. The total amount of Applicable Taxes are to be shown separately, if applicable. For the Ceiling Price details, bidders must submit a firm all-inclusive hourly rate for each resource proposed. 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) **For the Task Authorizations part of the Work:** Bidders must submit a firm all-inclusive hourly rate for each resource proposed, for each specified 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.**
- (c) **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**.
- (d) The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1**.
- (e) 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.
- (f) 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:

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Buyer ID – id de l'acheteur  
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**Administrative representative :**

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile : \_\_\_\_\_

Email : \_\_\_\_\_

**Technical representative :**

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile : \_\_\_\_\_

Email : \_\_\_\_\_

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## **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 3, Evaluation of Price.**

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)**

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

- (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria;
  - (c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating; and
  - (d) obtain the required minimum of 104 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 205.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
  6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
  7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 205 and the lowest evaluated price is **\$324,775.90**.

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

		Bidder		
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		160/205	184/205	145/205
Bid Evaluated Price		\$367,767.85	\$324,775.90	\$338,801.70
		Calculations		
Calculations	Technical Merit Score	$160/205 \times 70 = 54.63$	$184/205 \times 70 = 62.83$	$145/205 \times 70 = 49.51$
	Pricing Score	$324,775.90\$ / 367,767.85\$ \times 30 = 26.49$	$324,775.90\$ / 324,775.90\$ \times 30 = 30.00$	$324,775.90\$ / 338,801.70\$ \times 30 = 28.27$

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Buyer ID – id de l’acheteur  
qcl 038

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Combined Rating	81.12	92.83	78.27
Overall Rating	2nd	1st	3rd

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## 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).

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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_equity/eq/emp/fcp/list/inelig.shtml)" list

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

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

## **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.



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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

There is no security requirement associated with this requirement.

### **2. Financial Capability**

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

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## 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

#### **For the Firm part of the 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 \_\_\_\_\_. **(to be completed at contract award)**

#### **For the Task Authorizations part of the 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)**

### 1.1 Task Authorization

A portion of 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.

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### 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 resumé 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 resumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
  - (e) The resumé 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 **\$70,000.00**, 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

## **3. Security Requirement**

There is no security requirement associated with this requirement.

## **4. Term of Contract**

### **4.1 Period of Contract**

The period of the Contract is from the date of Contract award to March 31, 2019.

## **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](mailto: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:

Solicitation No – N° de l'invitation  
W7701-176217/A  
Client Ref No. – N° de réf. du client  
W7701-17-6217

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-6-39129

Buyer ID – id de l'acheteur  
qcl 038

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 of Procurement Authority)  
\_\_\_\_\_ (Title)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Address)

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_.

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**

#### **7.1.1 For the Firm part of the Work (Task 1):**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price of \$ \_\_\_\_\_ **(will be inserted at contract award)**. 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.*

#### **7.1.2 For the Task Authorizations part of the Work (Task 2):**

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.

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**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 **\$295,000.00**. 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



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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.

#### **7.3.1 For the Firm part of the Work:**

##### **Progress payment:**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the Basis of payment;
  - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

**7.3.2 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)**

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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 wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16);
- (c) the general conditions 2040 (2016-04-04)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, DND 626, Task Authorization Form

- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated \_\_\_\_\_ **(to be 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 Requirement

## **15. 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.

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(Expenditures are to be outlined by month and by task.)

**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

#### FOR THE FIRM PART OF THE WORK:

1. **LABOUR:** at firm hourly rates, inclusive of overhead and 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	Proposed Resource (complete name)	Firm Hourly Rate	Estimated number of hours
<b>a) Project Manager (min. 1 resource)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
<b>b) Specialist in physics of materials science (min. 1 resource)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
<b>c) Physicist and/or Chemist (min. 3 resources)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
	3. _____	_____ \$	_____

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

TOTAL ESTIMATED TRAVEL & LIVING: **0.00\$**

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

TOTAL ESTIMATED MATERIALS AND SUPPLIES: **0.00\$**

**CEILING PRICE:** \_\_\_\_\_ \$ (applicable taxes extra)

**FOR THE TASK AUTHORIZATION PART OF THE WORK:**

1. **LABOUR:** at firm hourly rates, inclusive of overhead and 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
a) Project Manager (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Specialist in physics of materials science (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr



Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Physicist and/or Chemist (min. 3 resources)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

TOTAL ESTIMATED TRAVEL & LIVING: **0.00\$**

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

TOTAL ESTIMATED MATERIALS AND SUPPLIES: **0.00\$**

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**SUMMARY :**

<b>Ceiling Price of the Firm Part of the Work (applicable taxes extra) :</b>	<b>\$ _____</b>
<b>Limitation of Expenditures of the Task Authorization Part of the Work (applicable taxes extra) :</b>	<b>\$295,000.00</b>

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 (PM)	10%
Specialist in physics of materials science	50%
Physicist and/or Chemist	40%

#### 3 - Cost of labour :

##### 3.1 Ceiling Price of Firm Part of the Work

The Ceiling Price, unveiled in Attachment 1 – Financial Bid Presentation Sheet, will be added to the evaluated labour cost for the Task Authorization part of the Work.

##### 3.2 Labour Cost for the Task Authorization part of the Work

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 = \$295,000.00
- 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  $\$295,000.00 \times 0.10 / \$81.66 = 361.25$  hours

and

- Labour costs for PM, bid a  
 $= 361.25 \text{ hours} \times \$90 = \$32,521.50$
- Labour costs for PM, bid b  
 $= 361.25 \text{ hours} \times \$75 = \$27,093.75$
- Labour costs for PM, bid c  
 $= 361.25 \text{ hours} \times \$80 = \$28,900.00$

#### 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	\$32,521.50	\$75.00	\$27,093.75	\$80.00	\$28,900.00	361.25
Specialist in physics of materials science	50%	\$95.00	\$155,694.55	\$85.00	\$139,305.65	\$90.00	\$147,500.10	1638.89
Physicist and/or Chemist	40%	\$90.00	\$130,051.80	\$75.00	\$1108,376.50	\$80.00	\$115,601.60	1445.02
<b>TOTAL :</b>		<b>\$318,267.85</b>		<b>\$274,775.90</b>		<b>\$292,001.70</b>		

	Value of Firm Part (Ceiling Price)	Value of Task Authorization Part	Total Value
Price for Bid A	\$49,500.00	\$318,267.85	\$367,767.85
Price for Bid B	\$50,000.00	\$274,775.90	\$324,775.90
Price for Bid C	\$46,800.00	\$292,001.70	\$338,801.70

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.

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## **ATTACHMENT 3**

### **MANDATORY AND POINT RATED TECHNICAL CRITERIA**

The document "Mandatory and Point Rated Technical Criteria" appended to the bid solicitation package is to be inserted at this point and forms part of this document.

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## ANNEX A

### STATEMENT OF WORK

#### 1. TITLE

Molecular Simulations for Solid-State Systems (M4S)

#### 2. BACKGROUND

Defence Research and Development Canada (DRDC) – Valcartier Research Centre requires the services of a Contractor to perform molecular simulation for solid-state systems (M4S) capabilities in order to accurately predict electronic, vibrational-rotational and phonon wavelength as well as intensity transitions within the 0.7 to 12  $\mu\text{m}$  region. The quantum mechanics model has to be extendable for other specific chemical and/or physical phenomenon. Potential isotopic modifications of crystalline molecules is of interest in this proposal as well as the fluorescence of solid molecules. Spectral interpretation has to be provided as supporting information to understand the origin of peak intensities, positions and widths in the signature spectra. For any further R&D work in the future, this M4S capability has to be a user-friendly tool.

#### 3. ACRONYMS

DRDC	Defence Research and Development Canada
IR	Infrared
R&D	Research and Development
DFT	Density Functional Theory
M4S	Molecular Simulations of Solid-State Systems

#### 4. APPLICABLE DOCUMENTS & REFERENCES

"None"

#### 5. TASKS

##### -FIRM PORTION OF THE WORK

##### TASK 1:

##### 5.1 Literature Review and IR spectra predictions for solid-state molecules:

- a) The Contractor must perform a detailed search of the open literature to find existing molecules and especially unique molecules other than those having the common functional groups (e.g., hydroxyl groups and carboxyl groups, etc.) found in organic materials. These materials should have exceptionally intense signatures within the infrared region (0.7 – 12  $\mu\text{m}$ ), or molecules that fluoresce strongly in the 1 – 2.5  $\mu\text{m}$  region.

This literature review must also provide some molecular configurations that have shown intense transitions in the IR spectra region. This literature review must consist of both, experimental and theoretical works. The Contractor must review and analyse the approaches in the published papers. The selection of the appropriate approaches from this literature review must be discussed in terms of advantages and limitations of the approach. The review must also provide state-of-the-art details regarding the understanding of modelling transitions in molecules in the condensed phase having *f*-molecular orbitals.

- b) The Contractor must carry out first-principles calculations for at least six organic or/and inorganic molecules in the condensed phase by using existing quantum mechanics codes. The Contractor must determine the best approaches to model accurately the electronic, vibrational-rotational and phonon transitions of those molecules showing intense signatures in the infrared region, taking into consideration the advantages as well as the limitations of the modelling approach.

At the first step of this exploration, the use of Density Functional Theory (DFT) including a pseudo-potential approach could be a good option for complex molecules having more than 100 atoms with many electrons. The results regarding IR signatures and other observables of the systems have to be in agreement with the experimental measurements found in the open literature. Examples of the comparison of modelling and experimental results for two or three molecules would be sufficient to demonstrate the potential and robustness of the retained theoretical approach for predicting electronic, vibrational-rotational and phonon transitions of molecules showing intense signatures in infrared region. The selection of molecules to be studied with existing codes must be discussed with the DRDC Technical Authority.

#### **-TASK AUTHORIZATION (TA) PORTION OF THE WORK**

This Task Authorization will be completed by the Contractor, if requested, during the contract period. WORK TO BE PERFORMED ON AN "AS AND WHEN REQUESTED BASIS"

#### **TASK 2:**

##### **5.2 Development and Refinement of Molecular Simulations for Solid-State Systems (M4S) Capability**

#### **General description of the TASK AUTHORIZATION:**

The objective of this task authorization, if requested during the contract period, is based on the improvement of the model capability used in TASK 1 (5.1). This new task consists of algorithmic development, modification and/or refinement of existing codes. Using the new developed model capability for solid-state systems, the objective is to be able to predict accurately as possible the electronic, vibrational-rotational and phonon transitions of solid-state systems having intense and/or fluorescent transitions in the 0.7 – 12  $\mu\text{m}$  region. The new state-of-the art model capability asset will be applied for three to five solid-state molecules which mainly involve molecular orbitals.

The Contractor must develop the corresponding model and provide evidence that the modelled transitions agree with the experimental measurements of molecules determined for the study by DRDC. The model

capability has to be reliable and extendible to further molecular conditions such as the insertion of isotope atoms or filling holes into the crystal with other molecules for describing specific systems. The Contractor must conduct this investigation by using the new or existing codes for various molecular configurations that should lead to intense transitions in the IR spectra. These molecular configurations have been identified in TASK 1 (under 5.1) in the literature review. The Contractor must model the energy transitions for five molecules. The choice of the molecules must be discussed with the DRDC Technical Authority.

## 6. DELIVERABLES

### 6.1 Deliverables

#### TASK 1 under 5.1

- a) A technical summary report on the literature review and analyses on experimental and theoretical point of views in accordance with TASK 1. The electronic report length must be between 10 and 20 pages and **delivered three months after contract award**. The technical summary report should at least include an abstract, a table of content, a list of figures and a list of tables, an introduction, a literature review, the methodology used, a discussion/analysis of results, a conclusion as well as the references. Any other section deemed necessary can be added if required. A MS Word version of the report must be sent to the Technical Authority.
- b) A final technical report which includes the preliminary investigations done on the modelling work. The Contractor must provide all details of the R&D done for the various steps in TASK 5.1 including the calculations and interpretation of results. An example of input and output calculations must be documented including the code used. The report length may be anywhere from 30 up to 80 pages. A final report must be delivered six months after contract award. The final technical report should at least include an abstract, a table of content, a list of figures and a list of tables, an introduction, a literature review, the methodology used, a discussion/analysis of results, a conclusion as well as the references. Any other section deemed necessary can be added if required. A MS Word version of the report must be sent to the Technical Authority.

#### TASK 2 under 5.2, if requested

A technical report must include the investigations done on the **M4S** capability modelling work. The Contractor must provide all details of the R&D done for the various steps in TASK 2 including interpretation of results. The theoretical results must be accompanied by a comparison with experimental data.

The Contractor must provide details on the algorithmic developments, modifications or refinements of the codes. Extended explanation on the different steps used in the approach. The Contractor must clearly explain how the approach selected meets the requirements requested by DRDC in TASK 2. An example of input and output of calculations must be documented including the code used. The report length may be anywhere from 30 up to 80 pages.

## 7. DATE OF DELIVERY



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**Deliverable 6.1:** The deliverables must be sent before **20<sup>th</sup> March 2017**.

**8. LANGUAGE OF WORK**

English

**9. LOCATION OF WORK**

The work must be performed on Contractor's site.

**10. TRAVEL**

The Contractor is not required to travel.

**11. MEETINGS**

Meetings will be held if any by teleconferences or on the Contractor's site.

**12. GOVERNMENT SUPPLIED MATERIAL (GSM)**

**GSM 1:** Names of the molecules to be studied by the Contractor using the M4S capability  
Quantity: around 6 to 8 molecules

**13. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

"None"

**14. SPECIAL CONSIDERATIONS**

"None"

## ANNEX B

### BASIS OF PAYMENT

***(Annex B will be completed by Canada at contract award)***

#### **FOR THE FIRM PART OF THE WORK:**

1. **LABOUR:** at firm hourly rates, inclusive of overhead and 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	Proposed Resource (complete name)	Firm Hourly Rate	Estimated number of hours
<b>a) Project Manager (min. 1 resource)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
<b>b) Specialist in physics of materials science (min. 1 resource)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
<b>c) Physicist and/or Chemist (min. 3 resources)</b>	1. _____	_____ \$	_____
	2. _____	_____ \$	_____
	3. _____	_____ \$	_____

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

TOTAL ESTIMATED TRAVEL & LIVING: **0.00\$**

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

TOTAL ESTIMATED MATERIALS AND SUPPLIES: **0.00\$**

**CEILING PRICE:** \_\_\_\_\_ \$ (applicable taxes extra)

**FOR THE TASK AUTHORIZATION PART OF THE WORK:**

1. **LABOUR:** at firm hourly rates, inclusive of overhead and 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
a) Project Manager (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Specialist in physics of materials science (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr

Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Physicist and/or Chemist (min. 3 resources)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

TOTAL ESTIMATED TRAVEL & LIVING: **0.00\$**

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

TOTAL ESTIMATED MATERIALS AND SUPPLIES: **0.00\$**

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**SUMMARY :**

<b>Ceiling Price of the Firm Part of the Work (applicable taxes extra) :</b>	\$ _____
<b>Limitation of Expenditures of the Task Authorization Part of the Work (applicable taxes extra) :</b>	<b>\$295,000.00</b>

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.

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## 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 \_\_\_\_\_

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(Internal DRDC Valcartier)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Name \_\_\_\_\_ Title (Technical authority) \_\_\_\_\_

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## **ANNEX D**

### **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.

1. STRATEGY, APPROACH, METHODOLOGY		60	30
2. DEMONSTRATED KNOWLEDGE		30	15
3. EXPERIENCE AND KNOWLEDGE OF RESOURCES PARTICIPATING IN THE PROJECT		105	55
4. MANAGEMENT - TIME AND TASK ALLOCATION		10	5
5. BIDDER EXPERIENCE		10	4
<b>TOTAL</b>		<b>215</b>	<b>104</b>

Evaluation Criteria		Max	Min
<b>A. MANDATORY TECHNICAL CRITERIA</b>			
At bid closing time, the bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive.			
1. The bidder must propose at least one (1) qualified resource for categories (a) and (c) and at least three (3) qualified resources for category (b): (a) specialist in physics of materials science (b) physicist or chemist (c) project manager  Note: Bidders can propose the same resource for more than one category, including the project manager category.			
2. Bidders must propose at least one (1) qualified resource for category (a) who has a minimum of 60 months of experience in the past 10 years preceding solicitation closing date in molecular simulations and modelling, specifically in R&D projects related to the physics of materials science.			
3. Bidders must propose at least one (1) qualified resource for category (b) who has a minimum of 60 months of experience in the past 10 years preceding solicitation closing date in the use, development and modification of quantum mechanics code.			
4. Bidders must propose at least one (1) qualified resource for category (b) who has a minimum of 36 months of experience in the past 10 years preceding solicitation closing date in solid physics science and/or chemical science, specifically in electronic and vibrational phonon spectroscopy and in the analysis of physical and chemical phenomena by using or modifying existing codes.			
5. All resources proposed for category (c) must have a minimum of a Bachelor degree in pure science, applied science or administration.			
B. RATED TECHNICAL CRITERIA		Max	Min
<b>1. STRATEGY, APPROACH, METHODOLOGY (for firm and task authorization parts of the Work)</b>		60	30
1.1 - Degree of understanding of context, scope and objectives  Bidders must clearly demonstrate, in their own words, that they understand the context, scope and objectives of the project. Bidders should not limit themselves to the description provided in the statement of work.  The requirements of this criterion are as follows: a. a brief presentation; b. a concise evaluation of: i. the needs of the project; ii. the objectives of the proposed work; iii. reasons justifying the proposed work; c. text that is concise; d. text that is clear and easy to understand.	30 points: Excellent understanding of the context, scope and objectives. All of the required elements are provided. The text is concise and demonstrates understanding that exceeds expectations. 26 points: Very good understanding of context, scope and objectives demonstrated. All of the required elements are provided. The text is concise without confusion. 22 points: Good understanding of context, scope and objectives demonstrated. All of the required elements are provided. The text is relatively concise, without major confusion. 18 points: Average understanding of context, scope and objectives demonstrated. The text is not sufficiently concise or demonstrates major confusion. 12 points: Poor understanding of context, scope and objectives demonstrated. Many required elements are missing. The text is not sufficiently concise and demonstrates major confusion. 0 points: Very poor understanding of context, scope and objectives demonstrated. Most of the required elements are missing. The text is not concise and demonstrates major confusion.	30	18



<p>1.2. Recognition of direct and related problems, and ability to resolve them Bidders must indicate the major difficulties they expect will need to be addressed and how they plan to address them. Issues and challenges related to the field and the nature of the work required should be addressed.</p> <p>2.1 - Expertise related to R&amp;D in materials science, specifically in molecular simulation and modelling. Bidders must demonstrate, in their own words, their knowledge related to R&amp;D in materials science, specifically in molecular simulation and modelling in the specific context of this project.</p>	<p>20 points: Excellent evaluation of foreseen difficulties and corresponding coping strategies. All potential issues examined are relevant, and good solutions have been proposed for each issue. 16 points: Very good evaluation of foreseen difficulties and corresponding coping strategies. Most potential issues examined are relevant, and good solutions have been proposed for each issue. 12 points: Good evaluation of foreseen difficulties and corresponding coping strategies. Most potential issues examined are relevant, and good solutions have been proposed for some issues. 8 points: Poor evaluation of foreseen difficulties and corresponding coping strategies. Some potential issues examined are relevant, and a few good solutions have been proposed for some issues. 0 points: Very poor evaluation of foreseen difficulties and corresponding coping strategies. Few potential issues examined are relevant, and poor solutions have been proposed.</p>	20	
<p><b>2. DEMONSTRATED KNOWLEDGE</b></p> <p>2.1 - Expertise related to R&amp;D in materials science, specifically in molecular simulation and modelling. Bidders must demonstrate, in their own words, their knowledge related to R&amp;D in materials science, specifically in molecular simulation and modelling in the specific context of this project.</p>	<p>30 points: Excellent knowledge demonstrated. All aspects are clearly discussed in the specific context of the contract. 25 points: Very good knowledge demonstrated. Almost all aspects are clearly discussed in the specific context of the contract. 20 points: Good knowledge demonstrated. Most aspects are clearly discussed in the specific context of the contract. 15 points: Average knowledge demonstrated. Some aspects are clearly discussed in the specific context of the contract. 10 points: Poor knowledge demonstrated. Few aspects are clearly discussed in the specific context of the contract. 0 points: Very poor knowledge demonstrated. Almost no aspects are clearly discussed in the specific context of the contract.</p>	30	15
<p><b>3. EXPERIENCE AND KNOWLEDGE OF RESOURCES PARTICIPATING IN THE PROJECT</b></p> <p>More than one resource can be proposed for each category. In such cases, each resource will be evaluated separately and must obtain the minimum score. The overall scores for each resource in the given category will be added together, then divided by the number of proposed resources to obtain an average. If more than one resource is proposed for a given category and one of these resources does not obtain the minimum score for any of the criteria, the resource will not be considered for the Contract or taken into account for calculating the labour costs for that category.</p>		105	55
<p><b>3.1 - Specialist in physics of materials science</b> Bidders must demonstrate the scientific expertise of the specialist in physics of materials science by describing the contexts in which this expertise was gained. "Context" refers to the conditions under which specific expertise was gained, such as professional experience, education and training.  Details related to professional experience should include the nature of the position, the context in which the position was filled, the specific tasks accomplished, and the duration. Details related to academic education and training should include the name, duration and location of the education or training, the official title received, and a description of the specific knowledge acquired.  The subject-matter expert must hold a degree 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 on the Canadian Information Centre for International Credentials website: <a href="http://www.cicic.ca/415/credential-assessment-services.canada">http://www.cicic.ca/415/credential-assessment-services.canada</a>.</p>	<p>a) Level of education 15 points: PhD in physics or chemistry, specialization in physics of solid materials or related fields 10 points: Master's degree in physics or chemistry, specialization in physics of solid material or related fields 0 points: Other  b) Professional experience directly related to R&amp;D in physics of solid materials sciences or related fields 15 points: 60 months or more of experience 10 points: Between 48 and 59 months of experience 5 points: Between 24 and 47 months of experience 0 points: 23 months or less of experience  c) Experience related to infrared spectroscopy and predicting, interpreting and analyzing scientific results 15 points: 60 months or more of experience 10 points: Between 48 and 59 months of experience 5 points: Between 24 and 47 months of experience 0 points: 23 months or less of experience</p>	45	25

<p><b>3.2 - Physicist and/or Chemist</b> Bidders must demonstrate the technical expertise of the physicist and/or chemist by describing the contexts in which this expertise was acquired. Details related to professional experience should include the nature of the position, the context in which it was performed, the specific tasks accomplished and the specific expertise acquired, such as professional experience, education or training.</p> <p>Details related to professional experience should include the nature of the position, the context in which it was performed, the specific tasks accomplished, and the duration. Details related to academic education and training should include the name, duration and location of the education or training, the official title obtained, and a description of the specific knowledge acquired.</p> <p>The subject-matter expert must hold a degree from a recognized Canadian university, or the equivalent, as established by a recognized* Canadian academic credentials assessment service if obtained outside Canada.</p> <p>* The list of recognized organizations can be found on the Canadian Information Centre for International Credentials website: <a href="http://www.cicic.ca/415/credential-assessment-services-canada">http://www.cicic.ca/415/credential-assessment-services-canada</a>.</p>	<p>a) Level of education 15 points: PhD in physics or chemistry, specialization in physics of solid materials or related fields 10 points: Master's degree in physics or chemistry, specialization in physics of solid material or related fields 0 points: Other</p> <p>b) Experience in infrared spectroscopy of solid material molecules, including modification of codes, development of methodologies and prediction of the transition of the rotating and vibration phonons 15 points: 60 months or more of experience 10 points: Between 48 and 59 months of experience 5 points: Between 24 and 47 months of experience 0 points: 23 months or less of experience</p> <p>c) Experience in first-principles, quantum mechanics and Density Functional Theory (DFT) approaches in IR spectroscopy for solid state systems 15 points: 60 months or more of experience 10 points: Between 48 and 59 months of experience 5 points: Between 24 and 47 months of experience 0 points: 23 months or less of experience</p>	<p>45</p> <p>25</p>
<p><b>3.3 - Project manager</b> Bidders must demonstrate the proposed project manager's experience in managing scientific projects.</p> <p>The demonstration should include the nature and duration of the position, the context in which the position was performed, the specific tasks accomplished, and the specific expertise acquired. Only completed projects with a budget averaging \$10,000 or more and longer than three months will be considered. A task authorization meeting these conditions is considered a project.</p>	<p>15 points: 60 months or more of experience 10 points: Between 48 and 59 months of experience 5 points: Between 24 and 47 months of experience 0 points: 23 months or less of experience</p>	<p>5</p>
<p><b>4. MANAGEMENT - TIME AND TASK ALLOCATION (for firm part of the Work)</b> 4.1 - Time and task allocation</p> <p>Bidders must clearly describe how they will allocate hours of work to each task of the project; for example, the planned number of hours that each resource will dedicate to the task. Time and task allocation must be done correctly in order to meet the objectives of the project.</p>	<p>10 points: Excellent allocation effort; documentation of the allocation effort is complete, clear and detailed; the level of effort for all tasks is appropriate and realistic. 7 points: Very good allocation effort; documentation of the allocation effort is complete; the level of effort for most tasks is appropriate and realistic. 5 points: Good allocation effort; documentation of the allocation effort is satisfactory; the level of effort for most tasks is acceptable and realistic. 0 points: Documentation of the allocation effort is unclear; the level of effort for tasks is mostly realistic with some deficiencies.</p>	<p>10</p> <p>5</p>
<p><b>5. BIDDER EXPERIENCE</b></p> <p>5.1 - Bidders must indicate the number of completed scientific projects that include designing software with an annual budget of at least \$50,000 that they have completed over the past five years.</p> <p>This should include the nature and duration of the project, the context, the specific tasks accomplished and the specific expertise acquired.</p>	<p>10 points: At least 5 projects 8 points: 3 or 4 projects 6 points: 2 projects 4 points: 1 project 0 points: No projects</p>	<p>4</p> <p>4</p>
<p><b>TOTAL</b></p>	<p>230</p>	<p>108</p>

## **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	<b>TO THE CONTRACTOR</b> 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.  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.	
Delivery location – Expédiez à	<b>À L'ENTREPRENEUR</b> 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.  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.	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> 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> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%;">             _____              for the Department of Public Works and Government Services              pour le ministère des Travaux publics et services gouvernementaux           </div> <div style="width: 60%;"></div> </div>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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