



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Low-Noise Magnetometer	
Solicitation No. - N° de l'invitation W7702-175833/A	Date 2016-11-10
Client Reference No. - N° de référence du client W7702-175833	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-10898	
File No. - N° de dossier EDM-6-39196 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-02	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE PO BOX 4000, STN MAIN MEDICINE HAT Alberta T1A8K6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W7702-175833/A
Client Ref. No. - N° de réf. du client
W7702-175833

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39196

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

**TITLE: DEVELOPMENT OF A SENSITIVE LOW-NOISE MAGNETOMETER FOR MEASUREMENT OF
MAGNETIC FIELDS IN THE AM BAND**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Blank; 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 Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 Defence Research and Development Canada – Suffield Research Centre (DRDC – SRC) has a requirement for research services for the development of a sensitive low-noise magnetometer for measurement of magnetic fields in the AM band. Electromagnetic (EM) scattering and the measurement of the scattered fields remains an important scientific area with applications such as utility sensing and tracing. In several previous contracts, the understanding of the processes underlying EM scattering has been achieved both through numerical computation and experimentation. This has all been performed with the end goal of developing a deeper understanding of the physical processes involved. The ability to sense scattered fields at a significant distance away (>10 m) would be very advantageous. DRDC wishes to investigate this possibility further, which requires the development of a very sensitive magnetometer.

It is anticipated that the contract will be effective from award date to 2017-03-31.

- 1.2.3 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.5 The requirement is limited to Canadian goods and/or services.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, 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 nonresponsive.

2.3.1 Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum

payment period does not include the period of severance pay, which is measured in a like manner.

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

2.3.2 Former Public Servant in Receipt of a Pension

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

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

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

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

2.3.3 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

Defence Research and Development Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): an exemption has been granted through a Treasury Board submission.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical/Management Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

3.2 Section I: Technical/Management Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In their management bid, Bidders should describe their capability and experience, the project management team and provide client contact(s).

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.

Bids will address the Statement of Work, Annex "A", as well as the Sample Task Authorization in Appendix 1 to Annex "G". Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex "G" - Evaluation Criteria.

Note: Due to the nature of this work, it is not possible to specify the contents or number of Task Authorizations. However, for the purposes of evaluating the bids submitted, the Bidder is required to prepare and include in the bid, a bid for the Sample Task Authorization as specified in Appendix 1 to Annex "G". The Sample Task Authorization Request is to be treated as a new work package and the procedures required are as they would occur during the course of the Contract. Any specifications which cannot be met by the Bidder must be stated in the proposal.

3.3 Section II: Financial Bid

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

- a) Part One - Annex "B", Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.
- b) Part Two - Annex "G", Appendix 1, section B. Basis of Payment for Sample Task Authorization. This will be used for evaluation purposes. The rates offered for the Sample Task Authorization should be the same as those offered for Work under the Contract in Part One - Annex "B".

3.3.2 Electronic Payment of Invoices – Bid

The Bidder must complete Annex "F" Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical/Management Evaluation

Mandatory and point rated technical/management evaluation criteria are included in Annex "G".

4.1.2 Financial Evaluation

- 4.1.2.1 Financial evaluation will be based on the total Ceiling Price quoted under Annex "G", Appendix 1, section B, Basis of Payment for Sample Task Authorization. For evaluation purposes an example of a typical task that would be authorized against this contract is provided in Appendix "1" to Annex "G" (SAMPLE TASK AUTHORIZATION).
- 4.1.2.2 The costs for the items in Appendix 1, section B, will be added together to obtain the Total Ceiling Price for Sample Task Authorization. The total Ceiling Price quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described in the Basis of Selection.
- 4.1.2.3 Rates provided for pricing in Appendix 1 to Annex "G", section B. Basis of Payment for Sample Task Authorization for use in the evaluation must be the same as those proposed in the Part One of the Financial Bid, Annex "B", Basis of Payment. Failure to do so will cause your proposal to be set aside and will be given no further consideration. Rates quoted must remain firm for the duration of the contract, Applicable taxes extra.
- 4.1.2.4 Maximum Funding

The maximum funding available for the Sample Task Authorization is \$30,000.00 (Applicable taxes included). Bids valued in excess of this amount will be considered nonresponsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2 Basis of Selection - Highest Rated Within Budget

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70 percent of the points of the technical evaluation criteria for each of the two (2) categories subject to point rating:
 - i) 67.0 points for category A. SAMPLE TASK AUTHORIZATION EVALUATION (Total points = 96.0);
 - (ii) 56.0 points for category B. MANAGEMENT BID (Total points = 80.00);

4.2.2 Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price for the Sample Task Authorization does not exceed the budget available for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 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.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC Manual clause [A3050T \(2014-11-27\)](#), Canadian Content Definition.

5.2.3.1.2 Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

SACC Manual clause [A3010T \(2014-11-27\)](#), Education and Experience

PART 6 – BLANK

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical/management bid entitled _____, dated _____.

7.1.2 Task Authorization

The Work or 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.

7.1.2.1 Task Authorization Process

- a. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "D".
- b. The Task Authorization (TA) will contain the details of the 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. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- c. The Contractor must provide the Procurement Authority, within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d. The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of **\$30,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Procurement Authority and Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

- a. 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 ten percent (10%) of the Maximum Contract Value.
- b. 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.
- c. 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.
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Defence Research and Development Canada – Suffield Research Centre. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

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7.2.1 General Conditions

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

7.2.2 Canada to Own Intellectual Property Rights in Foreground Information

K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **date of Contract to 201703-31** inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson
Procurement Specialist
Public Works and Government Services Canada
Procurement and Compensation Branch, Western Region
ATB Place, North Tower, 5th Floor
10025 Jasper Avenue NW
Edmonton, AB T5J 1S6

Telephone: 780-497-3593 Facsimile: 780-497-3510
E-mail address: Lorraine.Jenkinson@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be named in the contract.)

The Technical Authority named above 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.

7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

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(To be named in the Contract.)

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.

7.5.4 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

7.7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- 7.1.1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are included and Applicable Taxes are extra.
- 7.1.2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 7.1.3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
- 7.1.4. 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.

7.7.2 Basis of Payment - Task Authorizations

- 7.7.2.1 The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract. Depending on the type of Task Authorization, one of the following will apply:

-
- (a) For Firm Price Task Authorizations: In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable.

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.

- (b) For Task Authorizations subject to a Ceiling Price: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in the authorized Task Authorization (TA), to the ceiling price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B".

The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment specified in the authorized TA.

- (c) For Task Authorizations 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, if applicable.

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.

7.7.3 Method of Payment

7.7.3.1 For Firm Price Task Authorizations

7.7.3.1.1 Single Payment

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.1.2 Milestone Payments Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task

-
- Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
 - (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
 - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization 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.

7.7.3.1.3 Milestone Payments Not Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization if:
- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
 - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price

7.7.3.2.1 Single Payment

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.2.2 Progress Payments Subject to a Holdback

- a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
- (i) an accurate and complete claim for payment using form PWGSC-WR01 and any other document required by the Task Authorization 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;

- (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
 - (iv) all certificates appearing on form PWGSC-WR01 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 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 rights 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.

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit

7.7.5 Electronic Payment of Invoices – Contract

Contracting officers must reproduce below, the information from Annex "F" Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.

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

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

7.8 Invoicing Instructions

7.8.1 For Task Authorizations subject to Single Payment

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

7.8.1.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8.2 For Task Authorizations subject to Milestone Payments

7.8.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) holdback of 10 percent, as applicable;

- d) the description and value of the milestone claimed as detailed in the Task Authorization.

7.8.3 For Task Authorizations subject to Progress Payments

7.8.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- f) a copy of the monthly progress report as detailed in the Task Authorization.

7.8.4 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.

7.8.5 The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 Disclosure Certification

On completion of the Work, the Contractor must submit to the Procurement and to the Contracting Authority a copy of the Disclosure Certification attached as Annex "C" stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 27 and 28 of general conditions [2040](#).

7.9.3 SACC Manual Clauses

[A3060C \(2008-05-12\)](#), Canadian Content Certification

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040 \(2016-04-04\)](#), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Disclosure Certification;

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- (f) the signed Task Authorizations (including all of its annexes, if any);
(g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Defence Contract

SACC Manual clause [A9006C \(2012-07-16\)](#), Defence Contract

7.13 SACC Manual Clauses

[A2000C \(2006-06-16\)](#), Foreign Nationals (Canadian Contractor)
[A9062C \(2011-05-16\)](#), Canadian Forces Site Regulations
[B6800C \(2007-11-30\)](#), List of Non-consumable Equipment and Material

7.14 Insurance Requirements

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

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Development of a sensitive low-noise Magnetometer for measurement of magnetic fields in the am band

2. BACKGROUND

Electromagnetic (EM) scattering and the measurement of the scattered fields remains an important scientific area with applications such as utility sensing and tracing. In several previous contracts, the understanding of the processes underlying EM scattering has been achieved both through numerical computation and experimentation. This has all been performed with the end goal of developing a deeper understanding of the physical processes involved.

The ability to sense scattered fields at a significant distance away (>10 m) would be very advantageous. We wish to investigate this possibility further, which requires the development of a very sensitive magnetometer. Initial results from scattering models indicate that magnetic fields on the order of 0.1 pT should be generated from targets of interest, but this remains experimentally unverified. Therefore, it is desirable to achieve a field sensor sensitivity that would exceed 0.1 pT sensitivity.

3. ACRONYMS

DRDC	Defence Research and Development Canada
EM	Electromagnetic
SOW	Statement of Work
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

The overall goal of this contract is to construct a magnetic field sensor that will operate in the AM band, which ranges in frequency from approximately 300 kHz to 2 MHz. For this application, special attention must be given to obtain the highest sensitivity with the lowest amount of noise. In order to achieve this, it may be necessary to trade-off several characteristics of the sensor. For example, it may be required to sacrifice spectral 'flatness' in order to achieve maximum sensitivity. Furthermore, size, weight, or power requirements can be relaxed as it could be mounted to a vehicle or some other transportation apparatus.

A two-phase approach is envisioned. The first would be an initial research and development phase, which will consider antenna design aspects as well as the characteristics of accompanying electronics used to amplify signals from the antenna. Again, special attention must be given to antenna characteristics to optimize for sensitivity and noise.

Once the design is complete, a brief report will be provided to the TA that describes the design and rationale for various choosing components. After the designed is reviewed by the TA, the second phase of the project can begin, which would be the construction phase. Once the final phase is complete, a second report will be issued that describes the build and characterization of the magnetometer. The sensitivity and noise characteristics of the magnetic field, both over the entire range of interest from 300 kHz to 2 MHz, must be measured and documented in the final report.

As described above, two distinct tasks are expected and are described below. However, due to the evolutionary nature of research, changes to the tasks and their number may occur, therefore a Task-based approach is warranted.

Furthermore, option funding is also available, which could accommodate additional tasks if necessary, but are not currently identified. The option is subject to available funding. Exercise of option period including funding and task definition will be provided through formal amendment if invoked.

Communication with the Technical Authority (TA) throughout the contract is critical to ensure the best outcome of this project.

5.1 Tentative Task 1: AM Magnetometer Design

Provide a detailed design of a very sensitive magnetometer, including the specific components that will be used in its construction. The goal is to maximize sensitivity and minimize noise across the AM band, from 300 kHz to 2 MHz. If necessary, a truncated range may be considered if gains in sensitivity could be achieved, but this should be discussed with the TA. Evidently, there are many trade-offs in the design, and all parameters (such as coil windings, materials for construction, coil size, etc.) must be considered carefully to maximize sensitivity and minimize noise. More than one potential design may be put forward.

5.2 Tentative Task 2: Build

Using input from Task 1, constructed the magnetometer. Once construction is complete, the magnetometer will be characterized over its operational frequency range. Specifically, the sensitivity and noise characteristics must be measured and be contained within the Task 2 report.

6. DELIVERABLES

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	5.1	Report on the design of the magnetometer. The report will include suggested components for the construction of the antenna as well as the accompanying signal conditioning electronics.	1 Electronic Copy of the design Report.
6.2	5.2	Report on the build and characterization of the magnetometer. This will include a list of components actually used. It will also include the sensitivity and noise characteristics of the magnetometer over the entire range of interest from 300 kHz to 2 MHz.	1 Electronic Copy of the Build Report
6.2	5.2	The magnetometer itself will be delivered to DRDC SRC before the end of the contract.	1 FOB Suffield

Specific deliverables will be defined in each individual task.

7. DATE OF DELIVERY

Period of the contract from start date to 31 March 2017

8. LANGUAGE OF WORK

English.

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9. LOCATION OF WORK

The work must be performed on Contractor site.

10. TRAVEL

The Contractor is not required to travel.

11. MEETINGS

There will be an initial 'kick-off' meeting that will be held by teleconference.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

Each Task Authorization will specify the GFEs. Due to the evolutionary nature of scientific research, the exact GFEs cannot be stated for the entire duration of this contract, but will most likely fall into the broad categories (including examples) of:

1. Unique and/or non-standard Electronic Test Equipment (ETE). A standard-grade laboratory ETE capability is expected from the contractor. GFE will be considered for highly specialized ETE that the TA considers critical to a Task and not considered to be standard-grade laboratory equipment; and/or
2. Electric and/or Magnetic Field Sensors, such a loop or stick antennas, ferrite core antennas, or other special purpose built sensors that DRDC SRC maintains.

14. SPECIAL CONSIDERATIONS

Estimated expenditure: 60K with an option to spend an additional 60K, both within FY 16/17.

Exercise of the option funding and task definition will be provided through formal amendment if invoked.

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ANNEX "B" - BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

(Note: line items listed below are considered "as applicable")

1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.
 - a) Title, name (est.) ____ days @ \$---./day or hour (est.) \$ _____
 - b) title, name (est.) ---- days @ \$---./day or hour (est.) \$ _____
 - c) title, name (est.) ---- days @ \$---./day or hour (est.) \$ _____

Total Estimated Labour: \$ _____

2. Material and supplies at laid down cost without mark-up, as supported by invoice, including (list items).
3. Purchased equipment at laid down cost without mark-up, including (list items).
4. Subcontracting at actual cost incurred without mark-up, (subcontractor name)
5. 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 Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable.
All travel must have prior authorization of the Technical Authority
All payments are subject to government audit.

OR

5. *Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.*
(Applicable to Universities only)
6. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).
7. *Computing charges at standard university rates.*
(Applicable to Universities only)

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8. *Standard University Overhead as follows:*
(Applicable to Universities only)

a) at a maximum 65% of on-campus labour (item 1)	(est.)	\$ _____
b) at a maximum 30% of off-campus labour (item 1)	(est.)	\$ _____
c) at a maximum 2% of travel expenses (item 6)	(est.)	\$ _____

Total Estimated Overhead: \$ _____

9. Profit at a firm --% of items --,--, above (\$----.--), not to exceed (max.) \$ _____

Total Estimated Cost to a Limitation of Expenditure: \$ _____

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.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield

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ANNEX "C" – DISCLOSURE CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority

Lorraine Jenkinson

Procurement Specialist

Public Works & Government Services Canada

Procurement and Compensation Branch, Western
Region

ATB Place, North Tower, 5th Floor

10025 Jasper Avenue NW

Edmonton, AB T5J 1S6

Technical Authority

(T.A.)

Defence Research & Development Canada –
Suffield Research Centre

P.O. Box 4000 Main

Medicine Hat, AB T1A 8K6

**CONTRACT TITLE: MODELING AND EXPERIMENTAL SUPPORT FOR DETECTION OF LINEAR
CONDUCTORS**

(Department of -----, Prof. -----)

Please tick appropriate box:

- [] We hereby certify that all applicable disclosures were submitted in compliance with Section 28,
General Conditions 2040 - Research and Development.

**YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-
DISCLOSURE OF** any Technical Documentation, Prototypes, Inventions and Technical
Information arising during the performance of work pursuant to the above identified contract.

OR

- [] We hereby certify that there are no disclosures to submit under the above-referenced Contract,
referred to in Section 28, General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

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ANNEX "D" - DND 626 TASK AUTHORIZATION FORM

**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 <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À <hr/> Delivery location – Expédiez à <hr/> Delivery/Completion date – Date de livraison/d'achèvement	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-top: 1px solid black; text-align: center;">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
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;"> for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 55%;"></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.

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ANNEX "E" – TASK AUTHORIZATION REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

☐ Check this box if you are submitting a NIL **REPORT**
(We have not done any business with Canada under this Contract, for this period).

SEND TO:

WST-PA-EDM@pwgsc.gc.ca

OR

Facsimile: (780) 497-3510

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ANNEX "F" - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

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

ANNEX "G" – EVALAUTION CRITERIA

1.0 Mandatory Technical Criteria:

The Bidder must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

	Mandatory Technical Criteria:	YES	NO
1.1	Education: Masters level of education that covers EM theory in the context of electromagnetic scattering and methods.		
1.2	Experience: Demonstrated relevant experience in the subject matter of magnetic field measurement, which would include demonstrated product development and/or publication record.		
1.3	Price Proposal does not exceed the established budget (Sample Task Only – Budget \$30,000.00 GST included.		

2.0. Point Rated Technical Criteria:

- a) Each evaluation criterion has a number allotment ("weight") that reflects its importance within the bid. The degree to which the bid satisfies the requirement of each criterion will be assessed and a rating will be assigned ranging from 0 to 4, as described below. A score will be assessed by multiplying the weight by the rating.
- b) Each proposal must achieve a minimum score of 70% of the maximum total points available IN EACH SECTION (i.e. Section A: Sample Task Authorization, and Section B: Management Bid). Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

	Point Rated Technical Criteria: (Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=nothing)			
A.	Sample Task Authorization Evaluation	WEIGHT	RATING	SCORE
1.	Understanding of scope and objectives. The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, and the reasons for carrying it out as proposed and the benefits to be derived.	5.0		

2.	2. Proposed work feasibility, approach and methodology. The Bidder should clearly outline its approach and proposed methodology to meet the requirement, as well as the degree of success expected. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.	5.0		
3.	Work plan, schedule and deliverables. The Bidder should include a list of specific tasks and deliverables and the proposed schedule for completion of the work or delivery.	5.0		
4.	Recognition of problems and solutions proposed. The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	4.0		
5.	Demonstrated original and innovative ideas.	5.0		
	Maximum points available		96.0	
	Minimum points acceptable		68.0	
	Points awarded			
B.	MANAGEMENT BID	WEIGHT	RATING	SCORE
1.	Proposed level of effort and planned team organization, including availability of team members and backup capability, management and reporting structure, and capability to carry out the project within the time frame allotted. The Bidder should include a description of the team (including subcontractors, as applicable), the reporting structure, as well as the ability of the proposed team to complete the Work. Where subcontractors are proposed as part of the project team, the Bidder should provide a list of all subcontractors proposed, describe the work to be performed by each one and explain the proposed basis of selection for each one. The level of effort (by task) for each individual should be specified and the availability of personnel (including backup capability) should be addressed. The curriculum vitae of all personnel should also be included.	10.0		

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2.	Project Manager - qualifications and relevant experience, including his/her position within the organization. The Bidder should provide the name of the Project Manager who will be assigned to this requirement, demonstrating his/her education, qualifications and experience. His/her curriculum vitae should also be included.	5.0		
3.	Assurance of liaison with the Technical Authority.	5.0		
	Maximum points available		80.0	
	Minimum points acceptable		56.0	
	Points awarded			
	MAXIMUM TOTAL POINTS AVAILABLE		176.0	
	TOTAL POINTS AWARDED			

APPENDIX 1 TO ANNEX "G" - SAMPLE TASK AUTHORIZATION

A. Sample Task Authorization Statement of Work

1. NUMBER – Sensitive Low-Noise Magnetometer Design

2. VALIDATION of Scope of Contract

The tasks indicated in the statement of work for this task authorization are within the scope of the following tasks in main contract W7702-175833

- Task 1: AM Magnetometer Design.

3. Background

As per W7702-175833

4. Acronyms

DRDC	Defence Research and Development Canada
EM	Electromagnetic
SOW	Statement of Work
TA	Technical Authority

5. Applicable Documents & References

None

6. Tasks to be Performed

6.1 Tentative Task 1: AM Magnetometer Design

Provide a detailed design of a very sensitive magnetometer, including the specific parts that will be used in its construction. The goal is to maximize sensitivity and minimize noise across the AM band, from 300 kHz to 2 MHz. If necessary, a truncated range may be considered if gains in sensitivity could be achieved, but this should be discussed with the TA. Evidently, there are many trade-offs in the design, and all parameters (such as coil windings, materials for construction, coil size, etc.) must be considered carefully to maximize sensitivity and minimize noise. At present, there are no restrictions on size, weight, and power. More than one potential design may be put forward.

7. Deliverables

Number	Task Reference	Description of the Deliverables	Quantity and Format
7.1	6.1	Report on the design of the magnetometer. The report will include suggested components for the construction of the antenna as well as the accompanying signal conditioning electronics.	1 Electronic Copy of the design Report.

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8. Date of Delivery

This task will be completed before Nov 1 2016.

9. Language of Work

English.

10. Location of Work

The work must be performed on Contractor site.

11. Travel

The Contractor is not required to travel.

12. Meetings

There will be an initial 'kick-off' meeting that will be held by teleconference.

13. Government Supplied Material (GSM)

There will be no supplied material as this is a design task.

14. Government Furnished Equipment (GFE)

There will be no supplied equipment as this is a design task.

15. Special Considerations

None.

16. Security

All work is unclassified and the Contractor will not have access to any classified information.

17. Intellectual Property (IP)

Intellectual Property is developed or created in relation to the Work under this task authorization:

- ☐ No
☒ Yes

18. Controlled Goods

- ☒ Not applicable
☐ Applicable

19. Budget

\$30,000.00.

20. Basis of Payment Requested

- ☒ Firm price
☐ Ceiling price
☐ Limitation of expenditure

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21. Method of Payment Requested

- ☒ Single payment
☐ Milestone payments
☐ Progress payments

22. TECHNICAL AUTHORITY INFORMATION

To be named later.

B. Basis of Payment for Sample Task Authorization

Payment will be made for time expended and other costs reasonably and properly incurred from the date of Task Authorization initiation to its completion in accordance with the following:

Rates provided in this Sample Task Authorization must be firm and should be the same as the rates provided in the Financial Bid, Part One - Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.

For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-7 below to arrive at a total ceiling price for the Sample Task Authorization. This value will then be used for evaluation purposes only.

1. Labour at firm daily rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

a) Title, name _____	(est) _____ days @ \$---./day	(est.) \$ _____
b) Title, name _____	(est) ---- days @ \$---./day	(est.) \$ _____
c) Title, name _____	(est) ---- days @ \$---./day	(est.) \$ _____
Total Estimated Labour:		\$ _____

For this Sample Task Authorization, identify:

2. Material and supplies at laid down cost without mark-up, including (list items). (est.) \$ _____
3. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$ _____
4. Subcontracting at actual cost incurred without mark-up, (subcontractor name) (est.) \$ _____
5. 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

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- overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive
(http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable.
All travel must have prior authorization of the Technical Authority
All payments are subject to government audit. (est.) \$ _____
OR
5. Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. (est.) \$ _____
(Applicable to Universities only)
6. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping). (est.) \$ _____
7. Computing charges at standard university rates. (est.) \$ _____
(Applicable to Universities only)
8. Standard University Overhead as follows:
(Applicable to Universities only)
- a) at a maximum 65% of on-campus labour (item 1) (est.) \$ _____
b) at a maximum 30% of off-campus labour (item 1) (est.) \$ _____
c) at a maximum 2% of travel expenses (item 6) (est.) \$ _____
- Total Estimated Overhead: \$ _____
9. Profit at a firm --% of items --,--, above (\$----.--), not to exceed (max.) \$ _____
- TOTAL CEILING PRICE FOR SAMPLE TASK AUTHORIZATION: \$ _____

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 aforementioned Ceiling Price.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.