



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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

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

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

Title - Sujet Devlop. for hyperspectral imaging	
Solicitation No. - N° de l'invitation W7701-166181/A	Date 2016-11-22
Client Reference No. - N° de référence du client W7701-166181	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-009-16945	
File No. - N° de dossier QCN-6-39057 (009)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-15	Time Zone Fuseau horaire Heure Normale du l'Est HNE
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: Hamann, Frédéric	Buyer Id - Id de l'acheteur qcn009
Telephone No. - N° de téléphone (418) 649-2975 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R et D Défense Canada-Valcartier DRCC-Défence R&D Canada-Valcartier BÂTISSE 53 2459, ROUTE DE LA BRAVOURE QUÉBEC (QUÉBEC) G3J 1X5 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

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W7701-161181/A

qcn009

Client Ref No. – N° de réf. du client

File No. – N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-16-1181

QCN-6-39057

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TITLE : Development of atmospheric correction techniques for hyperspectral imaging sensors.

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Contractor Disclosure of Foreground Information, the Security Requirements Check List, the Task Authorization Form (DND 626) and, the Request for Visit Form.

2. Summary

(a) Title

Development of atmospheric correction techniques for hyperspectral imaging sensors.

(b) Tasks

From 2012 to 2015, Defence Research and Development Canada (DRDC) developed a new atmospheric correction code for hyperspectral imaging in the visible and near-infrared solar reflective region – shortwave length infrared radiation (VNIR-SWIR), entitled "Matching of Underlying Spectra for In-Scene Correction" (MUSIC)

The goal of this contract is to support, enhance and pursue the development of DRDC atmospheric correction techniques for hyperspectral imagery.

(c) Client department:

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

(d) Period of the Contract:

The period of the contract is for 5 years from contract award date.

(e) Key information

- i. The contract is limited to \$808,000.00, plus applicable taxes.
- ii. The contract includes a firm part and a task authorizations part.
- iii. The firm part is limited to \$8,000.00, plus applicable taxes.
- iv. The task authorizations part is limited to \$800,000.00, plus applicable taxes.
- v. Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- vi. Places of work: The firm part of the works may be carried out at the contractor's premises. The task authorizations part that require the use of classified data must perform the work on site at Defence Research and Development Canada - Valcartier (DRDC - Valcartier), located at 2459 route de la Bravoure Quebec (Quebec). Finally, the task authorization portion requiring the acquisition of new data may have to be performed outside the DRDC and the supplier's facilities.
- vii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- viii. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- ix. The requirement is limited to Canadian services.
- x. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.
- xi. This procurement is subject to the Controlled Goods Program.
- xii. The requirement is subject to the Agreement on Internal Trade (AIT).

3. Debriefings

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

4. Communications

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

5. Conflict of Interest

The Work described herein and the deliverable items under any resulting Contract specifically exclude the development of any statement of work, evaluation criteria or any document related to a bid solicitation. The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered under any resulting Contract.

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 (120) 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 Frederic.Hamann@tpsgc-pwgsc.gc.ca, no later than seven (7) 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

Defence Research and Development Canada (DRDC)) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- national security;
- the main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation;
- the main purpose of the contract, or of the deliverables contracted for, is to deliver a component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for purposes of commercial exploitation;

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 5 soft copies on CD or DVD

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

Section IV: Additional Information (1 hard copies)

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:
- (i) **All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria** described in Attachment 3 - Mandatory and Point Rated Technical Criteria.

1.2 Section II: Financial Bid

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

- a. The information must be provided in accordance with the **Financial Bid Presentation Sheet in Attachment 1**
- b. 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

1.4.1 Additional Information

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

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

Canada requests that bidders provide the following information:

Administrative representative :

Name :

Telephone :

Facsimile :

Email :

Technical representative :

Name :

Telephone :

Facsimile :

Email :

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.2 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to request for proposal (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.

1.1.3 Mandatory Technical Criteria

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

1.1.4 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 submit their financial bid in accordance with clause **1.2 Section II: Financial Bid of the Part 3 - Bid preparation instructions**.

1.2.2 Evaluation of Price

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

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

2. Basis of Selection

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

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum points specified for each criterion that has a minimum for the technical evaluation, and
 - (d) obtain the required minimum of 79 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 133 points.

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 133 and the lowest evaluated price is \$758,695.17.

Example Basis of Selection:

Highest Combined Rating Technical Merit (70%) and Price (30%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/133	100/133	85/133
Bid Evaluated Price	\$822,836.95	\$842,553.37	\$758,695.17
	Calculations		
Technical Merit Score	115/133 x 70 = 60.53	100/133 x 70 = 57.89	85/133 x 70 = 44.74
Pricing Score	\$758,695.17/ \$822,836.95 x 0.30 = 27.66	\$758,695.17/ \$842,553.37 x 0.30 = 27.01	\$758,695.17/ \$758,695.17 x 0.30 =30.00
Combined Rating	= 88.19	= 84.90	= 74.74
Overall Rating	1 st	2 nd	3 rd

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>), to be given further consideration in the procurement process.

2. Certifications Precedent to Contract Award and Additional Information

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

2.1 Integrity Provisions – List of Names

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

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

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

2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.3.1 SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition.

2.4 Status and Availability of Resources

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

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

2.5 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.

2.6 Language Capability

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

2. Financial Capability

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

3. Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

For the firm part:

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 by Canada at Contract award)**

For the part involving task authorizations:

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

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

1.1 Task Authorization

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.

1.1.1.2 Contractor's TA proposal

Within **five (5) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (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.

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 Annex E.

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes 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 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% including the Firm part of the Work and the Task Authorization part 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.

1.1.4 Task Authorization - Department of National Defence

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

1.2 Disclosure Certification

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

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

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

2.3 SACC Manual Clauses

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

K3305C (2008-05-12), License to Intellectual Property Rights in Foreground Information

3. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W7701-166181

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada** (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of **Public Services and Procurement Canada** (PWGSC).
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must each be citizens of **Canada, Permanent Residents, United States, United Kingdom, Australia, or New Zealand** and must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada, Permanent Residents United States, United Kingdom, Australia, or New Zealand or citizens of a NATO member country** and **EACH** hold a valid personnel security screening at the level of **NATO SECRET** granted or approved by the appropriate delegated **NATO** Security Authority.
5. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED** information, assets or sensitive work site(s) must each be citizens of **Canada, Permanent Residents, United States, United Kingdom, Australia, or New Zealand** and must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
6. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
7. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
8. The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI)** Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **CLASSIFIED NATO /**

FOREIGN information/assets. **Public Services and Procurement Canada (PWGSC)** will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

9. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
10. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
11. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex ____
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Visit Clearance Requests for Employees

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

Suppliers must submit a request for visit to ISS using the form attached at Annex F.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

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

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

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract to 5 years after contract award date inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Frédéric Hamann

Title: Supply Specialist

Public Works and Government Services Canada

W7701-161181/A

qcn009

Client Ref No. – N° de réf. du client

File No. – N° du dossier

CCC No./N° CCC - FMS No./N° VME

W7701-16-1181

QCN-6-39057

Acquisitions Branch

Telephone: 418-649-2975
 Facsimile: 418-648-2209
 E-mail address: frederic.hamann@pwgsc.gc.ca

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

5.2 Technical Authority (to be completed at contract award)

The Technical Authority for the Contract is:

Name : _____
 Title : _____
 Organization : _____

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

(Fill in or delete as applicable)

Administrative representative :

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

Technical representative :

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

5.4 DND Procurement Authority (to be completed at contract award)

The Procurement Authority for the Contract is:

_____ (Name of DND Procurement Authority)
 _____ (Title)
 _____ (Organization)

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 Basis of payment for the firm part of the contract (See articles 5.1, 5.1.1 and 5.1.2 in Annex A)

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 limitation of expenditure of **\$8,000.00.** Customs duties are included and Applicable Taxes are extra.

7.1.2 Basis of payment for the part of the Works involving task authorizations (See articles 5.2, 5.2.1, 5.2.2 and 5.2.3 in Annex A)

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

(i) For the Work provided under a Task Authorization subject to a Firm Price:

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

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

(ii) For the Work provided under a Task Authorization subject to a Ceiling Price :

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the

Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Applicable Taxes are extra.

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

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

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

(iii) For the Work provided under a Task Authorization subject to a Limitation of Expenditure:

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

(iv) Travel and Living Expenses:

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

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

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council 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 the firm part of the contract and all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$808,000.00**. Customs duties are included and Applicable Taxes are extra.
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.
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.
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

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

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

7.3.2.1 Single Payment (For a 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 (2008-05-12), 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: _____ (will be inserted at contract award)
Public Works and Government Services Canada
601-1550 D'Estimauville
Québec, QC.
G1J 0C7

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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

9. Certifications

9.1 Compliance

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

9.2 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), Software Development or Modification Services;
- (c) the general conditions 2040 (2016-04-04), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List;
- (h) Annex E, Form DND 626, Task Authorization Form
- (i) Annex F, Request for Visit Form;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated _____ (insert date of bid).

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 – No Specific Requirement

SACC Manual clause G1005C (2016-01-28), Insurance

15. Controlled Goods Program

- 15.1** SACC Manual clause A9131C (2014-11-27), Controlled Goods Program
15.2 SACC Manual clause B4060C (2011-05-16), Controlled Goods

16. Progress Reports

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

2. The progress report must contain three parts:

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

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

Each negative response must be supported with an explanation.

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

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

- (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:

- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

17. Canadian Forces Site Regulations

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

18. Identification Badge

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

ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

1. **LABOUR:** Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows:

Note to Bidders:

- a. The Bidder must enter a firm all-inclusive rate (including profit and overhead) for each Labour Category and for each year of the Contract.
- b. The rates must include the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, de la Bravoure Road, Québec, Québec, G3J 1X5 or the work performed in Quebec City region.
- c. The Bidder must submit the required number of resources required according to the mandatory criteria of Attachment 3.
- d. The same rate must be proposed if two or more resources are proposed in the same labour category.

Labour Category	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From _____ To _____	2 nd year of contract* From _____ To _____	3rd year of contract* From _____ To _____	4th year of contract* From _____ To _____	5th year of contract* From _____ To _____
a) Project manager Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
b) Atmospheric propagation/correction on scientist Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
c) Spectral image exploitation scientist Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
d) Software developer Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr

* The exact dates will be entered at the time of contract award.

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

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

2. MATERIALS AND SUPPLIES and EQUIPMENT: at laid down cost without markup

3. 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 Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, 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".
- (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.

Limitation of expenditure, firm part of the contract (applicable taxes extra): \$8,000.00
Limitation of expenditure, task authorizations part of the contract (applicable taxes extra):
\$800,000.00
Total limitation of expenditure for the contract (applicable taxes extra): \$808,000.00

ATTACHMENT 2 EVALUATION OF PRICE

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

1- Approximate percentage of use:

The total price of the bid will be evaluated according to the levels of effort estimated below:

Project manager category: 5%
 Atmospheric propagation/correction scientist category: 33%
 Spectral image exploitation scientist category: 30%
 Software developer category: 32%

2 - Cost of labour:

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

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

The 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).

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

3 – Example of calculations for 3 bids:

Total limitation of expenditure for the contract (applicable taxes extra): \$808,000.00

Labour category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Average rate	Effort available
Project Manager	5%	90	\$44,162.10	85	\$41,708.65	72	\$35,329.68	\$82.33	490.69
Atmospheric propagation / correction scientist	33%	85	\$265,608.85	90	\$281,232.90	81	\$253,109.61	\$85.33	3,124.81
Spectral image exploitation scientist	30%	95	\$251,233.20	95	\$251,233.20	85	\$224,787.60	\$91.66	2,644.56

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Software developer	32%	80	\$261,832.80	82	\$268,378.62	75	\$245,468.28	\$79.00	3,272.91
TOTAL			\$822,836.95		\$842,553.37		\$758,695.17		
RANK			2 nd		3 rd		1 st		

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

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

ATTACHMENT 3 MANDATORY AND POINT RATED TECHNICAL CRITERIA

Instructions

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

To enable the evaluation team to properly evaluate the proposals, Bidders must provide the CV of each proposed resource. For each proposed resource, the Bidder must indicate the number of months of experience. This experience must be demonstrated clearly and precisely. To determine whether the experience is acceptable, the Bidder must provide a description of the project in which the proposed resources were involved. Experience acquired during studies may be recognized (in months) if its relevance is satisfactorily demonstrated. The following information must be provided for each project:

- Subject
- Context
- Objectives
- Scope
- Software tools used (if applicable)
- Project periods (month and year of the beginning and month and year of the end)
- Exact dates of the proposed resource's involvement
- Role of the proposed resource in the project
- Proposed resource's level of effort in the project
- Tasks to be performed by the proposed resource and the duration of each task

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Note that for each of the proposed resources, concurrent experiences are not accepted. Concurrent experiences are experiences that were acquired during a same time period.

Minimum and maximum number of resources proposed by the Bidder

For each category of resource, the Bidder must respect the minimum and maximum number of resources indicated in the following table:

Resource Category	Minimum Number of Resources	Maximum Number of Resources
Project manager	1	3
Atmospheric propagation/correction scientist	1	2
Spectral image exploitation scientist	1	3
Software developer	1	3

The Bidder must propose at least one resource per category that meets the mandatory and point-rated criteria, failing which the bid will be declared non-responsive.

If more than one resource is proposed in a given resource category, each resource will be evaluated individually. Resources that do not meet the mandatory technical criteria and the minimum number of points required for the rated technical criteria will not be included in the contract. The scores for each resource in the category in question will be added together then divided by the number of resources proposed in order to obtain an average. The average will be the score awarded to the Bidder.

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

The same resource may be proposed for more than one category.

1. Mandatory criteria

Number	Description of the mandatory criterion	Compliant (Y/N)	Reference (Location in the proposal where the mandatory technical criteria are demonstrated)
MANDATORY CRITERION 1	Each of the proposed resources for the “ Atmospheric propagation/correction scientist ” job category must have at least 12 months’ experience, acquired in the past 10 years, related to the study of the atmospheric propagation/correction of emitted, transmitted, reflected and scattered solar energy in the 0.4 to 2.5 micron wavelength region.		
MANDATORY CRITERION 2	Each of the proposed resources for the “ Spectral image exploitation scientist ” job category must have at least 12 months’ experience, acquired in the past 10 years, in the field of hyperspectral imagery exploitation.		
MANDATORY CRITERION 3	Each of the proposed resources for the “ Software developer ” job category must hold an undergraduate degree from a recognized Canadian university or, if the diploma or certificate was obtained abroad, an equivalent established by a recognized Canadian credential-assessment service, in a field related to computer science. * The list of recognized organizations is posted on the Canadian Information Centre for International Credentials website at the following address: http://cicic.ca		
MANDATORY CRITERION 4	At least one of the proposed resources for the “ Software developer ” job category must have at least 6 months’ experience in developing high-performance computing applications using multi-core CPUs or graphical processing units (GPUs).		

2. Point-rated criteria

The Bidder must submit a technical and management proposal with supporting evidence. Each proposal will be evaluated against point-rated criteria in the following categories:

	Maximum Score	Minimum Score
A. Understanding and methodology	35	21
B. Management proposal	30	19
C. Staff directly involved in the project	58	35
D. Corporate capability	10	4
Total	133	79

Criteria	Rating Scale	Max	Min	Reference
A. UNDERSTANDING AND METHODOLOGY		35	21	
1. Understanding of scope and objectives		5		
<p>The Bidder must clearly and concisely demonstrate its understanding of the project's context, objectives and scope (in three pages or less).</p> <p>The required elements for this criterion are as follows:</p> <ul style="list-style-type: none"> a. Brief introduction b. Concise evaluation of the <ul style="list-style-type: none"> - project requirements; - objectives of the proposed work; - reasons justifying the proposed approach to the work; and - the advantages of adopting the proposed approach. c. Text is concise. d. Text is clear and easy to understand. e. Key issues are raised. 	<p>4.3 to 5.0 points: Excellent. All required elements are included. Understanding exceeds expectations. The text is concise and unconfused. All expected key issues are raised, and additional issues that were not expected are discussed.</p> <p>3.7 to 4.2 points: Very good. All required elements are included. The text is concise and unconfused. All expected key issues are raised.</p> <p>3.0 to 3.6 points: Good. All required elements are included. The text is relatively concise and unconfused. Most of the expected key issues are raised.</p> <p>1.5 to 2.9 points: Limited. Some required elements are missing. The text is either not concise enough, presents a significant risk of confusion, or does not include most of the expected key issues.</p> <p>0 to 1.4 points: Weak. Many required elements are missing. The text is not concise enough, there is a significant risk of confusion and most of the expected key issues are missing.</p>			
2. Adequacy of the proposed methodology and activities (excluding effort and timeline)		30		
<p>In the proposal, the Bidder must concisely demonstrate its ability to carry out the work by describing its understanding of the phenomenology and techniques associated with atmospheric correction. The Bidder must also describe the method and activities required to come up with a definitive solution (in 10 pages or</p>	<p>25 to 30 points: Very good. All required elements are included. The description of atmospheric correction techniques shows an excellent understanding of the subject matter, and there is a very good chance that the proposed activities will permit the achievement of the objectives. All the required activities and deliverables outlined in the RFP are very well described.</p> <p>19 to 24 points: Good. All required elements</p>			

less).	are included. The description of atmospheric correction techniques shows a basic understanding of the subject matter, and there is a good chance that the proposed activities will permit the achievement of the objectives. All the required activities outlined in the RFP are described. However, although all activities and deliverables are described, the score is lower because some additional activities and deliverables are proposed but are inappropriate.			
It is understood that this project is an R&D activity and that the exact definitive solution is undetermined at the outset.				
The discussion should focus on the principles of atmospheric correction or the description of existing methods.	9 to 18 points: Limited. Some required elements are missing from the description of atmospheric correction techniques, and there is a limited chance that the proposed activities will permit the achievement of the objectives. Some activities required in the RFP are not properly described, or the contractor has proposed other activities and deliverables that are inappropriate.			
	0 to 8 points: Weak. Many required elements are missing from the description of atmospheric correction techniques, which indicates a limited understanding of the subject matter. The proposed activities stand almost no chance of permitting the achievement of the project objectives. The majority of the activities required in the RFP are not properly described, or the contractor has proposed other activities and deliverables that are inappropriate.			
B. MANAGEMENT PROPOSAL		30	19	
1. Adequacy of the project management process		10		
The Bidder must clearly demonstrate its project management process. The process must include: a. a work progress monitoring plan to manage risks and contingencies and respect project deadlines; and b. a quality assurance plan to ensure that all deliverables, including reports and software have been validated and tested through a documented process and comply with DRDC requirements, and that elements requiring improvements are identified. Each element of the project management process must help the Bidder meet the project objectives (10 pages or less).	<i>Each element (a. work progress monitoring plan and b. quality assurance plan) will be evaluated independently. The score awarded to the Bidder will be the average of the individual scores for the two elements.</i> a. Work progress monitoring plan 10 points: The Bidder proposes an excellent workflow management method that takes into account risks, contingencies and compliance with deadlines. 7 points: The Bidder proposes a workflow management method that takes into account risks, contingencies and compliance with deadlines. 4 points: The workflow management method proposed by the Bidder fails to include one of the following elements: risks, contingencies or compliance with deadlines.			

	<p>0 points: The workflow management method proposed by the Bidder is unrealistic.</p> <p>b. Quality assurance plan</p> <p>The quality control process must include:</p> <ol style="list-style-type: none"> 1. Verification and validation of functions 2. Validation of compliance with the client's requirements 3. Comprehensive and documented evaluation process 4. Identification of elements requiring improvement <p>10 points: The Bidder proposes an excellent quality control process that meets the four requirements.</p> <p>7 points: The Bidder proposes a quality control process that meets three requirements.</p> <p>4 points: The Bidder proposes a quality control process that meets one or two requirements.</p> <p>0 points: The quality control process proposed by the Bidder is unrealistic.</p>			
2. Risk identification		10		
The Bidder must identify project risks, clearly demonstrate an understanding of these risks and present a plan to mitigate relevant risks.	<p>9 to 10 points: The Bidder has recognized and provided a list of the major direct and peripheral problems and demonstrated its ability to solve them.</p> <p>6 to 8 points: The Bidder is aware of the major direct and peripheral problems and has provided a list of those problems, but has omitted one or two major problems. The Bidder did, however, demonstrate its ability to solve the problems identified.</p> <p>3 to 5 points: The Bidder is aware of the major direct and peripheral problems and has provided a list of those problems, but demonstrates a limited ability to solve some of the problems.</p> <p>1 to 2 points: The Bidder is aware of the nature and existence of direct and peripheral problems, but no description of those problems is provided. The Bidder's ability to solve them is not well demonstrated.</p> <p>0 points: Any other situation.</p>			

3. Adequacy of the proposed project structure and organization		10		
<p>The Bidder must describe the project structure and team organization for each task. This includes the level of effort of each resource involved in a task; the hierarchical structure; the availability of team members and backup capability; the reporting structure; and the ability to carry out the project within the allotted timeframe.</p> <p>All required technical expertise should be represented in a realistic and practical number of resources, and these resources must be assigned to tasks according to their level of expertise.</p>	<p>10 points: Excellent. All required elements are included. Roles, expertise, responsibilities and tasks are clearly described, are realistic and meet requirements. All resources are assigned to tasks based on their level of expertise, and the proposed level of effort for all tasks and subtasks is realistic and meets requirements.</p> <p>8 points: Good. All required elements are included. Many of the roles, responsibilities and tasks are clearly described and meet requirements. Most resources are assigned to tasks according to their level of expertise, and the proposed level of effort proposed for most tasks and subtasks is realistic and meets requirements.</p> <p>6 points: Limited. Some required elements are missing. Only a few roles, responsibilities and tasks are clearly described and meet requirements.</p> <p>4 points: Weak. Many required elements are missing. Tasks are not realistic. Very few of the roles, responsibilities and tasks are clearly described and meet requirements.</p> <p>0 points: Any other situation.</p>			
<p>C. QUALIFICATIONS, EXPERIENCE AND EXPERTISE</p> <p><i>NB: The Bidder must include the CVs of the proposed resources in its proposal.</i></p> <p><i>For each proposed resource, the Bidder must indicate the number of months of experience. This experience must be demonstrated clearly and precisely. To determine whether the experience is acceptable, the Bidder must provide a description of the projects in which the proposed resources were involved. Experience acquired during studies may be recognized (in months) if its relevance is satisfactorily demonstrated. The following information must be provided for each project:</i></p> <ul style="list-style-type: none"> • <i>Subject</i> • <i>Context</i> • <i>Objectives</i> • <i>Scope</i> • <i>Software tools used (if applicable)</i> • <i>Project periods (month and year of the beginning and month and year of the end)</i> • <i>Exact dates of the proposed resource's involvement</i> • <i>Role of the proposed resource in the project</i> • <i>Proposed resource's level of effort in the project</i> • <i>Tasks to be performed by the proposed resource and the duration of each task</i> <p><i>Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.</i></p>		58	35	

<p><i>The overall score attributed to the Bidder for each area of expertise will be determined by adding the scores of each of the proposed resources for the associated job category, then dividing the total by the number of resources proposed for the job category in question to produce an average.</i></p>				
1. Experience of the project manager (PM)		8		
<p>1.1 Project manager's academic background</p> <p>To be considered by the evaluation team, the diploma must be from a recognized Canadian university or, if the diploma was obtained abroad, an equivalent established by a recognized Canadian credential-assessment service.</p> <p>* The list of recognized organizations is posted on the Canadian Information Centre for International Credentials website at the following address: http://cicic.ca</p>	<p>2 points: Bachelor's degree (or higher) in science, engineering, project management or business administration.</p> <p>1 point: Other bachelor's (or graduate) degree</p> <p>0 points: Any other situation</p>	2		
1.2 Project manager's experience in R&D project management	<p>6 points: At least 24 months' experience in this area of expertise, acquired over the past 10 years.</p> <p>3 points: Between 12 and 23 months' experience in this area of expertise, acquired in the past 10 years</p> <p>0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years</p>	6		
2. Experience of the resources proposed for the " Atmospheric propagation/correction scientist " job category		30		
<p>2.1 Academic background of the proposed resources</p> <p>To be considered by the evaluation team, the diploma must be from a</p>	<p>6 points: Master's degree or Ph.D. in physics, engineering or geography (with a specialization in remote sensing)</p> <p>3 points: Bachelor's degree in physics or engineering</p>	6		

recognized Canadian university or, if the diploma was obtained abroad, an equivalent established by a recognized Canadian credential-assessment service. * The list of recognized organizations is posted on the Canadian Information Centre for International Credentials website at the following address: http://cicic.ca	0 points: Any other situation			
2.2 Experience of the proposed resources related to the atmospheric propagation/correction of emitted, transmitted, reflected and scattered solar energy in the 0.4 to 2.5 micron wavelength region	8 points: Over 24 months' experience in this area of expertise, acquired over the past 10 years 4 points: Between 12 and 24 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years	8		
2.3 Experience of the proposed resources related to the effects of aerosols on propagation	8 points: Over 24 months' experience in this area of expertise, acquired over the past 10 years 4 points: Between 12 and 24 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years	8		
2.4 Proposed resources' experience with MODTRAN 4 or 5 and its use to model emitted, transmitted, reflected and scattered solar energy in the 0.4 to 2.5 micron wavelength region	8 points: Over 24 months' experience in this area of expertise, acquired over the past 10 years 4 points: Between 12 and 24 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years	8		
3. Proposed resources' experience related to the “Spectral image exploitation scientist” job category		10		
3.1 Academic background of the proposed resources To be considered by the evaluation team, the diploma must be from a recognized Canadian university or, if the diploma was obtained abroad, an equivalent established by a recognized Canadian credential-assessment service. * The list of recognized organizations	2 points: Master's degree or Ph.D. in physics, engineering or geography (with a specialization in remote sensing) 1 point: Bachelor's degree in physics or engineering 0 points: Any other situation	2		

is posted on the Canadian Information Centre for International Credentials website at the following address: http://cicic.ca				
3.2 Proposed resources' experience in hyperspectral imagery analysis (spectral signatures of background and targets)	6 points: Over 24 months' experience in this area of expertise, acquired over the past 10 years 3 points: Between 12 and 24 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years	6		
3.3 Proposed resources' experience using the ENVI/IDL software suite for hyperspectral imagery analysis	In the past ten years 2 points: Over 24 months' experience in this area of expertise, acquired over the past 10 years 1 point: Between 12 and 24 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 12 months' experience in this area of expertise, acquired over the past 10 years	2		
4. Proposed resources' experience related to the “ Software developer ” job category		10		
4.1 Academic background of the proposed resources To be considered by the evaluation team, the diploma must be from a recognized Canadian university or, if the diploma was obtained abroad, an equivalent established by a recognized Canadian credential-assessment service. * The list of recognized organizations is posted on the Canadian Information Centre for International Credentials website at the following address: http://cicic.ca	2 points: Master's degree or Ph.D. in a computer-related field 1 point: Bachelor's degree in a computer-related field 0 points: Any other situation	2	1	
4.2 Proposed resources' experience in developing high-performance computing applications using multi-core CPUs or graphical processing units (GPU)	6 points: Over 12 months' experience in this area of expertise, acquired over the past 10 years 3 points: Between 6 and 12 months of experience in this area of expertise, acquired over the past 10 years 0 points: Less than 6 months' experience in this area of expertise, acquired over the past 10 years	6		
4.3 Experience in programming in the ENVI/IDL environment and in integrating algorithms and tools into the ENVI/IDL user interface	2 points: Over 12 months' experience in this area of expertise, acquired over the past 10 years 1 point: Between 6 and 12 months of	2		

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	experience in this area of expertise, acquired over the past 10 years 0 points: Less than 6 months' experience in this area of expertise, acquired over the past 10 years			
D. CORPORATE CAPABILITY		10	4	
1. Company's accomplishments		10		
1.1 The Bidder must clearly show that its company has successfully completed R&D projects, as well as other projects. For each of the projects presented, the Bidder must provide the names and contact information of references within the organization for which they conducted the project. The Bidder must also describe the project's subject, context, objectives and scope, and the company's role in the project.	In the past ten years 10 points: The company has carried out more than seven projects, at least five of which were R&D projects 8 points: The company has carried out more than seven projects, at least three of which were R&D projects 6 points: The company has carried out more than five projects, at least two of which were R&D projects 4 points: The company has carried out more than five projects, at least one of which was an R&D project 0 points: Any other situation	10		
Total		133	79	

ANNEX A STATEMENT OF WORK

1. TITLE

DEVELOPMENT OF ATMOSPHERIC CORRECTION TECHNIQUES FOR HYPERSPECTRAL IMAGING SENSORS

2. CONTEXT

From 2012 to 2015, Defence Research and Development Canada (DRDC) developed, under contract W7701-125262/001/QCL, a new atmospheric correction code for hyperspectral imaging in the visible and near-infrared solar reflective region – shortwave length infrared radiation (VNIR-SWIR), entitled "Matching of Underlying Spectra for In-Scene Correction" (MUSIC) (see applicable documents DA1 and DA2). MUSIC is a hybrid method that combines the benefits of empirical methods and first-principle methods (accuracy) to estimate reflective spectra based on radiance-calibrated air-borne and space-borne hyperspectral data. A patent application for MUSIC has been filed at U.S. and Canadian patent offices. The goal of this contract is to support, enhance and pursue the development of DRDC atmospheric correction techniques for hyperspectral imagery.

To better understand the various tasks outlined in point 5 of the Statement of Work, it is useful to note that the current atmospheric correction code, MUSIC, exists in two different versions: the first version is coded in the IDL programming language (see www.exelisinc.com), whereas the second version is coded in C++. Both versions were developed in the Microsoft Windows operating system. The IDL version is used for development and has the most up-to-date capabilities; the C++ version, on the other hand, is derived from the IDL version and takes full advantage of the parallel-processing architecture of the central processing units (CPUs) by using the Intel MKL libraries and other fast linear algebra libraries. The C++ version targets operational rather than developmental use. For this reason, the Contractor should support code development in both programming languages (IDL and C++). The code also includes a graphic user interface (GUI) for ENvironment for Visualizing Images (ENVI)/IDL that allows for the processing of one image at a time by calling up either the IDL or the C++ version of MUSIC. The two versions, IDL and C++, can be called up by an IDL routine. Finally, a C++ version of the code has been specifically adapted to allow MUSIC to be integrated into a high-speed hyperspectral image processing system belonging to DRDC.

3. ACRONYMS

AD	Applicable Document
CPU	Central Processing Unit
DRDC	Defence Research & Development Canada
ENVI	ENvironment for Visualizing Images
GUI	Graphical User Interface
HSI	Hyperspectral Imagery
IDL	Interactive Data Language
MKL	Intel Math Kernel Library
MUSIC	Matching of Underlying Spectra for In-Scene Correction
R&D	Research and Development
SoW	Statement of Work
SWIR	Short-Wave Infrared
TA	Task Authorization
VNIR	Visible and Near Infrared

4. APPLICABLE DOCUMENTS AND REFERENCES

DA1: V. Ross, J.-P. Ardouin, "MUSIC: A New Hybrid Atmospheric Correction Technique for Solar Reflective Hyperspectral Imagery," IEEE 2014 Intl Conf. of Geoscience and Remote Sensing (IGARSS), 14-18 Jul 2014, http://cradpdf.drdc-rddc.gc.ca/PDFS/unc194/p800930_A1b.pdf

DA2: V. Ross, J.-P. Ardouin, "MUSIC: An hybrid atmospheric correction technique for solar reflective hyperspectral imagery," 35th Review of Atmospheric Transmission Models, 11 June 2014, Albuquerque, N.M, http://cradpdf.drdc-rddc.gc.ca/PDFS/unc194/p801000_A1b.pdf

5. TASKS

Although this contract also has a mandatory component, it primarily involves a task authorization (TA) component. The task authorization component includes three different types of tasks. Each of these tasks can be activated more than once, or together under a specific task authorization.

5.1 Mandatory component

The mandatory component of the contract includes the following activities.

5.1.1 Activity 1: Preparation of software development work

- a) Determine the code status for the MUSIC software program (IDL and C++) to provide an understanding of the level of complexity of the code and the status (incomplete) of the conversion from IDL to C++ in order to establish an estimate of the work that needs to be done (point b).
- b) Prepare a cost estimate and a timeline for completing the conversion of the IDL code to C++ under a new task (Type 1 task / see 5.2.1).

5.1.2 Activity 2: Preparation of the R&D work

- a) Evaluate the current limitations of the MUSIC code and draw up a list of new capabilities and possible improvements that could be developed as part of task authorizations. The potential risks and benefits of each item on the list should be identified, and the items on the list should be classified in order of priority (based on best benefit/risk ratio). The supplier should take into account the magnitude and quantity of the risks and benefits when prioritizing the items on the list.
- b) Prepare a cost estimate and a timeline for the development and implementation of the items on the list that have been selected by DRDC. Should DRDC decide to go ahead with the development and implementation, it will issue one or more task authorizations (Type 2, 3 tasks / see 5.2.2 and 5.2.3).

5.2 Task authorization component to be carried out "upon request"

The task authorization component involves three different types of tasks, as described below.

5.2.1 Task 1: Correction and modification of atmospheric correction software

The DRDC atmospheric correction code (IDL and C++ version) is used and tested by various groups. Sometimes users encounter problems, observe limitations or suggest improvements to the code. This task will address specific problems to be improved or corrected. The task will also involve the conversion of the new capabilities of the IDL version of the code to the C++ version of

the code. The specific points of the work to be carried out will be described in detail in the statement of work for each task authorization. This task will include the following type of work:

- a) Updating and/or modifying IDL or C++ code to correct problems or improve the code.
- b) Updating the ENVI/IDL graphic user interface for atmospheric correction.
- c) Converting the IDL code to C++.
- d) Updating the C++ code to be integrated into the DRDC hyperspectral imaging processing system.
- e) Validating whether the C++ and IDL versions function correctly by testing them on a series of test images and ensuring that both versions operate in a similar manner.
- f) Preparing examples of code to show how to use atmospheric correction codes.
- g) Documenting the work done in reports.
- h) Updating the user manual.

5.2.2 **Task 2: Development or enhancement of atmospheric correction techniques**

Atmospheric correction is a fundamental technique used in hyperspectral imagery exploitation. As DRDC develops and tests new hyperspectral imagery applications (land and air- and space-borne), new atmospheric correction requirements are identified, and may involve significant enhancements to existing techniques, for example, to correct operations with off-nadir or horizontal views, or for the extraction of reflectance over water for marine applications and to correct shadow and polarization effects. These new requirements must be addressed through the research and development (R&D) activities to be carried out under this task. The specific nature of these R&D activities will be described in detail in the statement of work for each task authorization. The type of work to be done may include:

- a) Carrying out R&D work to develop new atmospheric correction techniques or reduce the limitations of existing techniques. It should be noted that some of the limitations may have been observed in classified and non-classified data sets.
- b) Verifying the new techniques using small sets of data (classified or non-classified).
- c) Developing IDL code for the implementation of new atmospheric correction techniques.
- d) Documenting the R&D work by drafting various reports.
- e) Writing scientific articles on atmospheric correction for publication in open literature.
- f) Preparing and giving presentations at meetings and conferences to explain the R&D work.

NB: Prior to the start of a Type 2 task, the supplier shall identify the resources in the “**Atmospheric propagation/correction scientist**” category. The most-experienced scientist in this category shall assume at least 33% of the task work hours.

5.2.3 **Task 3: Experimental validation of the atmospheric correction techniques**

Experimental validation is an essential part of the atmospheric correction code development process. The code must be verified to ensure it functions correctly under various conditions (different sensors and geographical and environmental conditions) and to study specific aspects of atmospheric correction that require improvement through the R&D work. The experimental validation involves testing the atmospheric correction codes on large data sets made up of hyperspectral images acquired by sensors belonging to DRDC and other organizations and archived on the DRDC site. These data sets contain classified and non-classified images and the associated ground-truth data. In order to develop new atmospheric correction techniques, new data sets containing data acquired under controlled conditions and specific to the techniques to be developed will be needed. The specific validation activities to be carried out will be outlined in detail in the statement of work for each task authorization. This task may include the following types of work:

- a) Building, modifying or adapting software infrastructure to validate the performance of new atmospheric correction codes written in IDL or C++ using large hyperspectral imagery data sets representing various types of sensors, platforms (air- or space-borne) and environments. The performance evaluation can be conducted using various types of metrics, such as comparing the results of a number of atmospheric correction techniques and studying the effects of atmospheric correction techniques on different types of hyperspectral algorithms (e.g., target detection or feature mapping).
- b) Validating atmospheric correction codes by executing them in the software infrastructure described in a).
- c) Analyzing and summarizing in a report the results obtained further to the processing of data sets containing a large quantity of images.
- d) Operating the DRDC hyperspectral sensors and assisting DRDC staff in the acquisition of ground-truth data or airborne hyperspectral imagery during testing, either within or outside DRDC, and supporting validation activities.

6. DELIVERABLES

6.1 Mandatory component

Deliverables	Task	Description of deliverables	Format and quantity
6.1.1	5.1.1	A report, including <ol style="list-style-type: none"> a) a summary of the status of the MUSIC code (problems and incomplete conversion of the IDL code to C++); and b) a cost estimate and timeline for a new task to complete the conversion from IDL to C++. 	1 report in Microsoft Word format and Adobe PDF, to be submitted electronically.
6.1.2	5.1.2	A report, including <ol style="list-style-type: none"> a) a list of new capabilities and potential improvements that could be developed as part of task authorizations. The potential risks and benefits of each item on the list should be identified, and the items on the list should be classified in order of priority (based on the best benefit/risk ratio); and b) a cost estimate and timeline for each list item selected by DRDC. 	1 report in Microsoft Word format and Adobe PDF, to be submitted electronically.

6.2 Task authorization component

The precise deliverables will be specified in the task authorization statement of work; however, they will generally involve several or all of the following items, according to the type of task:

6.2.1 Task 1: Correction and modification of atmospheric correction software

- a) IDL source code.
- b) IDL object code (.sav)
- c) C++ source code.
- d) Compiled C++ code (.dll)
- e) ENVI/IDL graphic user interface source code
- f) ENVI/ID graphic user interface object code (.sav)

- g) C++ code for integration into the DRDC high-speed hyperspectral imaging processing system (source code)
- h) C++ code for integration into the DRDC high-speed hyperspectral imaging processing system (compiled code, .dll)
- i) Examples in IDL to call up the correction code (C++ or IDL) from an IDL routine
- j) Examples in C++ to call up the correction code (C++) from a C++ routine
- k) Report documenting the work done for DRDC/DND describing the work carried out as part of the task
- l) Data sets used to carry out the task
- m) Software user manual

6.2.2 Task 2: Development or enhancement of atmospheric correction techniques

- a) Report documenting the work done for DRDC/DND describing the R&D work carried out
- b) Scientific articles for publication in open literature
- c) Material for, and giving of presentations at meetings or conferences, as determined by the scientific authority and/or the DRDC project manager
- d) Data sets used to carry out the task
- e) IDL source code for new capabilities developed or enhancements that have been made

6.2.3 Task 3: Experimental validation of the atmospheric correction techniques

- a) Report documenting the work done for DRDC/DND describing the validation work carried out and the results of the validation
- b) Source code for software developed for the validation tasks
- c) Data sets acquired for the task

7. REPORT AND OTHER DELIVERABLES

The number and format of the reports to be delivered will be defined for each task authorization. Documents that may be distributed outside the DRDC Valcartier Research Centre shall be written in English. The format of these reports must meet DRDC publication standards (these standards may be made available by the Technical Authority at the Contractor's request). In all other cases, the format and language (English or French) are at the Contractor's discretion. Electronic versions of documents must be delivered in PDF and Microsoft Word 2007 (or newer) format. Original files must be delivered for any images, diagrams or schematics that appear in these documents.

8. PUBLICATIONS

Any manuscript for publication in newspapers or magazines, or other publications, including presentation summaries or other types of publication, must be submitted to the Scientific Authority and/or the Project Manager for revision and approval at least thirty days prior to the presentation or publication date. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the author is responsible for the content. If applicable, the Scientific Authority and/or the Project Manager will submit, in writing, any objections regarding specific elements (e.g., the audience) that are not in the best interests of the federal government. If the Technical Authority issues a written objection, this objection shall also be sent to the organization responsible for the publication (the conference or journal).

9. DELIVERY DATE AND TIMELINE

Delivery timeline for the mandatory component:

Deliverable No.	Delivery date
6.1.1	One month after the contract is issued
6.1.2	One month after the contract is issued

Delivery date or timeline for the task authorization component

The delivery dates or timeline for the task authorization component will be indicated in the task authorization statement of work.

10. LANGUAGE OF WORK

English or French. Documents that may be distributed outside of the DRDC Valcartier Research Centre shall be written in English.

11. LOCATION OF WORK

The mandatory component of the contract and the task authorizations involving Type 1 and 2 tasks that do not require the use of extremely large or unclassified data sets will be carried out in the Contractor's offices or the offices of DRDC.

In the case of task authorizations involving Type 1 and 2 tasks that require the use of classified or extremely large data sets, the work will be carried out at DRDC so that the data archives developed by DRDC, which contain large amounts of data, can be used. Over the years, DRDC has acquired many hyperspectral images using its own sensors as well as sensors belonging to its partners. This data has been saved at DRDC in an archive available on a local network that is not connected to the Internet, and it is no longer practical to provide contractors with copies or access to this data unless the contractors are working at the DRDC site.

Finally, as concerns Type 3 tasks, activities that require the acquisition of data using DRDC's hyperspectral imaging systems shall be carried out at DRDC and, occasionally, at experimental testing sites outside DRDC. The exact location will be specified in the task authorization statement of work.

12. TRAVEL

Relocation travel and accommodation expenses will not be reimbursed when the work is to be carried out at DRDC Valcartier.

Type 3 tasks may require travel to experimental test sites. In such cases, a separate travel allocation will be added to the task authorization (as required) and will be reimbursed according to the rates established by the Treasury Board travel directive.

13. MEETINGS

The Contractor shall set up a launch meeting with the Scientific Authority and/or the DRDC Project Manager, to be held at the start of the mandatory contract component and the activation of a task authorization. The Contractor must draft the meeting agenda and minutes. The meeting must be held in person at the DRDC Valcartier Research Centre.

The Scientific Authority and/or the DRDC Project Manager will request progress review meetings, depending on the duration and complexity of the work involved. The Contractor must chair these meetings and write up the minutes. All of the meetings will be held at the DRDC Valcartier Research Centre.

14. GOVERNMENT-SUPPLIED MATERIAL (GSM)

Materials	Purpose
Hyperspectral data sets	Existing and new sets of data collected during the project will be used. The data sets include hyperspectral imagery and associated metadata (e.g., time of collection, geographical location) as well as spectral libraries of background or target materials. A number of these data sets will be classified as SECRET.
Source code of atmospheric correction software developed in previous contracts	For the various contract tasks, which will involve developing modifications and updates of existing atmospheric correction software programs.
Previous DRDC contract reports	Provide as much detail as possible about relevant prior work.
Interface specification for integration of algorithms into the DRDC hyperspectral data processing system.	To integrate the selected atmospheric correction algorithms into the DRDC hyperspectral data processing system.

15. GOVERNMENT-FURNISHED EQUIPMENT (GFE)

For operational, logistical and security reasons, the Contractor will have access to:

Equipment	Purpose
Computer equipment	This project will require the use of classified and non-classified data from the DRDC hyperspectral imagery archive. DRDC will provide the Contractor with workstations for the processing of classified and non-classified data at the DRDC site. No computers will be provided outside DRDC.
Software	DRDC will provide ENVI/IDL/Matlab and other software programs required to carry out the work at DRDC (no software will be provided to carry out the work outside DRDC). NB: The Contractor may provide its own development software required for the project.

16. SPECIAL CONSIDERATIONS

None

ANNEX B BASIS OF PAYMENT

1. **LABOUR** : Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows :

Labour Category	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From _____ To _____	2 nd year of contract* From _____ To _____	3rd year of contract* From _____ To _____	4th year of contract* From _____ To _____	5th year of contract* From _____ To _____
a) Project manager Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
b) Atmospheric propagation/correction scientist Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
c) Spectral image exploitation scientist Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr
d) Software developer Name:	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr	_____\$/hr

* The exact dates will be entered at the time of contract award.

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

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

2. **EQUIPMENT, MATERIALS AND SUPPLIES:** at laid down cost without markup

3. **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 Québec City Region (including Defence Research and Development Canada, Valcartier facility), and
- (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier facility).
- (b) For services to be provided outside the Québec City Region, 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".
- (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.

Limitation of expenditure, firm part of the contract (applicable taxes extra): \$8,000.00

Limitation of expenditure, task authorizations part of the contract (applicable taxes extra): \$800,000.00

Total limitation of expenditure for the contract (applicable taxes extra): \$808,000.00

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to **Article 1 - Interpretation of 2040 General Conditions** for the definition of Foreground Information to determine what information must be disclosed.

The Contractor must provide the following information::

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

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

Signature

Date

Name

Title

(Internal DRDC Valcartier)

Signature

Date

Name

Title (Technical authority)

Solicitation No – N° de l'invitation
W7701-161181/A
Client Ref No. – N° de réf. du client
W7701-16-1181

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-6-39057

Buyer ID – id de l'acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex **D**) appended to the bid solicitation package is to be inserted at this point and forms part of this document

Solicitation No – N° de l'invitation
W7701-161181/A
Client Ref No. – N° de réf. du client
W7701-16-1181

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-6-39057

Buyer ID – id de l'acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

ANNEX E

DND 626, TASK AUTHORIZATION FORM

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

Solicitation No – N° de l'invitation
W7701-161181/A
Client Ref No. – N° de réf. du client
W7701-16-1181

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-6-39057

Buyer ID – id de l'acheteur
qcn009
CCC No./N° CCC - FMS No./N° VME

ANNEX F

REQUEST FOR VISIT FORM

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



Government
of Canada

Gouvernement
du Canada

RECEIVED

APR 22 2016

Contract Number / Numéro du contrat

W7701-166181

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

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	TO THE CONTRACTOR 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	À L'ENTREPRENEUR 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
	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%; font-size: small;"> _____ 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.

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

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

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

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

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

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

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

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

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

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



REQUEST FOR VISIT

All fields **must** be completed:

☐ One -Time ☐ Recurring ☐ Emergency ☐ Addition ☐ Deletion ☐ Re-submission

Attachments

☐ Yes ☐ No

1. Administrative Data

Requestor: _____

Date: (yyyy-mm-dd) _____

To: _____

Renewal of Visit No.: _____

2. Requesting Government Organization or Industrial Facility

Name: _____

Address: _____

Fax No.: _____ Telephone No.: _____

3. Government Organization or Industrial Facility to be Visited

Name: _____

Address: _____

Fax No.: _____ Telephone No.: _____

Point of Contact & Section/Branch (**mandatory**): _____

☐ Military Site ☐ Not Applicable ☐ Army ☐ Navy ☐ Air Force ☐ DIA

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

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

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

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

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

8. Is the Visit Pertinent to:

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



9. Particulars of Visitors

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

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

Name:		Telephone:	
Signature:			

11. For Government Use Only

Name:	
Address:	
Telephone:	
Signature:	

Stamp



(Optional)

12. Requesting National Security Authority

Name:	
Address:	
Telephone:	
Signature:	

Stamp



(Optional)

13. Remarks

--



Government Organization or Industrial Facility to be Visited

1.	Name:	_____	
	Address:	_____	

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

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

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

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

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

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

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

(Continue as required)



Particulars of Visitors (alphabetical order by surname)

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

(Continue as required)