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Df 'Tgegk'ipi /'RY I UE'TT²'egr v'kqp'f gu'  
uqwo k'uk'qu/'VRUI E''  
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I c'v'p'g'c'w.'S w'dge'MBC'2U7''  
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TGS WGU'V'HQT'RTQRUCN''  
F GO CPF G'F'G'RTQRQU'KQP''  
Rt qr qu'riVq<R'wd'ie'Y qt m't'p'f 'I q'xgt po gpv'  
Ugt x'legu'E'c'p'c'f c''  
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.

Rt qr qu's'k'qp't'vz<'Vt c'x'c'wz'R'wd'ie'u'g'v'Ugt x'legu'  
I q'w'xgt p'go gp'w'z'E'c'p'c'f c''  
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

This document contains a security requirement

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

K'uk'ipi 'Q'ih'eg/'D'w't'g'c'w'f'g'f'k'ut'k'd'w'k'qp''  
Space, Innovation, and Informatics Projects  
Directorate /Direction des projets spatiaux,  
d'innovations, et d'informatiques 11C1, Phase  
III Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

<b>V'k'og/U'w'lg'v''</b> Polar Epsilon NRTSD Site Operations	
<b>U'q'le'k'c'v'k'p'P'q'0/'P'q'f'g'h'p'x'k'c'v'k'p''</b> W6369-16DC04/A	<b>F'c'v'g''</b> 2017-01-09
<b>E'it'g'p'v'T'g'h't'g'p'eg'P'q'0/'P'q'f'g't'²'h't'g'p'eg'f'w'è'it'g'p'v''</b> W6369-16DC04	
<b>I'G'V'U'T'g'h't'g'p'eg'P'q'0/'P'q'f'g''</b> eference de SEAG W6369-16DC04/A	
<b>File No. – N° de dossier</b> 008st. W6369-16DC04	<b>CCC No./N° CC – FMS NO. / N° VME</b>
<b>Solicitation Closes – L’invitation prend fin</b>  at – à 2:00 PM on – le 2017-02-27	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time (EST)
<b>F.O.B. – F.A.B</b>  <b>Plant-Usine :</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Zourani, Allen	<b>Buyer Id – Id de l’acheteur</b> 008st
<b>Telephone No. - N° de téléphone</b> 873-469-4448	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination of Goods, Services and Construction:</b> <b>Destinations des biens, services et construction :</b>  Specified Herein Précisé dans les présentes	
<b>Instructions : See Herein</b>	
<b>Instructions : voir aux présentes</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>    <b>Telephone No. - N° de telephone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>  <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>    <b>Signature</b> <span style="float: right;"><b>Date</b></span>	

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## TABLE OF CONTENTS

### **PART 1 – GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 – BIDDER INSTUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquires – Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 – CERTIFICATIONS**

1. Certifications Precedent to Contract Award
2. Additional Certifications Required Precedent to Contract Award

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

1. Security Requirements
2. Financial Capability
3. Controlled Goods Requirement
4. Insurance Requirements

### **PART 7 - RESULTING CONTRACT CLAUSES**

1. Statement of Requirement
2. Standard Clauses and Conditions
3. Security Requirements
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

- 
12. Defence Contract
  13. Foreign Nationals (Canadian Contractor or Foreign Contractor)
  14. Insurance Requirements
  15. Controlled Goods Program
  16. Government Site Regulations

**List of Attachments:**

- |                        |   |
|------------------------|---|
| Attachment 1 to Part 3 | Financial Bid Presentation Sheet                        |
| Attachment 1 to Part 4 | Mandatory and Point Rated Technical Evaluation Criteria |
| Attachment 1 to part 5 | Certifications Precedent to Contract Award              |

**List of Annexes:**

- |         |   |
|---------|---|
| Annex A | Statement of Requirement                                    |
| Annex B | Basis of Payment  |
| Annex C | Security Requirements Check List                            |
| Annex D | Insurance Requirements                                      |
| Annex E | Non-disclosure Agreement                                    |
| Annex F | Department of National Defence (DND) 626 Task Authorization |

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: 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 Attachments include the Financial Bid Presentation Sheet, Mandatory and Point Rated Technical Evaluation Criteria and Certifications Precedent to Contract Award.

The Annexes include the Statement of Requirement, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, Non-Disclosure Agreement and the Department of National Defence (DND) 626 Task Authorization Form.

### 2. Summary

#### **Polar Epsilon (PE) Near Real-Time Ship Detection (NRTSD) - Site Operations**

The Department of National Defence and Canadian Forces require the services of a Contractor, on an "as and when requested" basis, to operate the Polar Epsilon (PE) Near Real-Time Ship Detection (NRTSD) System, which delivers to the Canadian Atlantic and Pacific Regional Joint Operations Centres (RJOC) a capability to exploit RADARSAT-2 for all-weather, day and night, active wide area surveillance, for the purposes of contributing to the situational awareness of the maritime approaches to Canada and North America and to foreign littoral areas where the Canadian Forces may be deployed.

The Contractor will be required to operate, on an "as and when requested" basis, the West Reception and Central Processing Site in Aldergrove, BC, and the East Reception Site in Masstown, NS. In addition, Contractor resources will be required at the RJOC sites in Esquimalt, BC and Halifax NS. Although the Contractor will not be working on-site at the East Reception Site, the Contractor will be required on an "as and when requested" basis to remotely operate and administer NRTSD System elements located at the East Reception Site from the West Reception Site.

It is Canada's intention to award one (1) contract for this requirement, for services required on an "as and when requested" basis.

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

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- 2.1 This bid solicitation is intended to result in the award of a Contract for a duration of 1 year commencing on April 1, 2017.
  - 2.2 There will be options to extend the Contract by up to four (4) additional one (1) year periods.
  - 2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website
  - 2.4 Bidders must provide a complete list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
  - 2.5 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.
  - 2.6 The requirement is limited to Canadian goods and/or services.
  - 2.7 This procurement is subject to the Controlled Goods Program. The Defence Production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

### **3. Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 and twenty (120) days

#### 1.1 SACC Manual Clauses

A035T (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 by the date, time and place indicated on page 1 of the bid solicitation.

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

### 3. Former Public Servant

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

#### Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries – Bid Solicitation**

All enquiries must be submitted to the Contracting Authority no later than ten (10) 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.

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## 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**

The Department of National Defence 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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I: Technical and Management Bid (5 hard copies and 2 soft copies on CD or DVD or a USB Key, no encryption or password protection)
- Section II: Financial Bid (2 hard copies)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical and Management Bid

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

#### Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 - Financial Bid Preparation Sheet.

## 1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

The mandatory and point rated technical evaluation criteria are described in Attachment 1 to Part 4, Mandatory and Point Rated Technical Evaluation Criteria.

#### 1.2 Financial Evaluation

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 1 to Part 3, Financial Bid Presentation Sheet.

### 2. 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;
  - (c) obtain the required minimum points specified for each criterion; and
  - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 98 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 50% for the technical merit and 50% 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 divided by the maximum number of points available, then multiplied by 50.
- 5. To establish the pricing score for each responsive bid, the total price of the bid will be divided into the total price of the lowest price responsive bid, and the result will be multiplied by 50.

$$\text{Price Score} = \frac{\text{Total price of the lowest price compliant bid}}{\text{Total Price of the bid}} \times 50$$

- 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 50/50 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)**

	<b>Bidder</b>		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
	<b>Calculations</b>		
Technical Merit Score	$115/135 \times 50 = 42.50$	$89/135 \times 50 = 33.00$	$92/135 \times 50 = 34.00$
Pricing Score	$45/55 \times 50 = 41.00$	$45/50 \times 50 = 45.00$	$45/45 \times 50 = 50.00$
Combined Rating	83.50	78.00	84.00
Overall Rating	2nd	3rd	1st

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 1. Certification Required with the Bid

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

#### 1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 1.2 Additional Certifications Required with the Bid

##### 1.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

- a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6(9), Example 2, of the Supply Manual.

##### 1.2.2. SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

### 2. Certifications Precedent to Contract Award and Additional Information

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

#### 2.1 Integrity Provisions - Required Documentation

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 3. Additional Certifications Precedent to Contract Award

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

### 3.1 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.

### 3.2 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

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

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proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **3.3 Language Capability**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirements

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 sites must meet the security requirements 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 refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) 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 - Bid

### 4. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Requirement

The Contractor must perform the Work in accordance with the Statement of Requirement at **Annex "A"**, as and when requested by Canada during the period of the Contract.

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

#### 1.1 Task Authorization

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

##### 1.1.1 Task Authorization – Department of National Defence (DND)

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

##### 1.1.2 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Procurement Authority will review the information provided by the Contractor with the Technical Authority and, if it is approved, will authorize the Contractor to proceed with the work by issuing a signed DND 626 to the Contractor, while also forwarding a copy to the Contracting Authority. Individual tasks exceeding the DND's approval authority must be authorized by the Contracting Authority in accordance with clause 1.1.3, Task Authorization Limit.
5. The Contractor must not commence work until a TA signed by the Procurement Authority and/or Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.1.3 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any Task Authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

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#### 1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

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

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

#### 1.1.5 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

##### Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

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- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - v. the start and completion date for each authorized task; and
  - vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

## 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

2035 (2016-04-04), General Conditions - Higher Complexity - Services

### 2.2 Supplemental General Conditions

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

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information.

### 2.3 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "E", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## 3. Security Requirement

The following security requirements apply and form part of the Contract.

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

6. The Contractor must comply with the provisions of the:
- (a) Security Requirements Check List, attached at Annex "C".
  - (b) *Industrial Security Manual* (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of Contract

The period of the Contract is from April 01, 2017 to March 31, 2018 inclusive.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

##### 4.3 Contract Termination Due to RADARSAT-2 Satellite Failure

1. Notwithstanding Section 30, Termination for Convenience, of the General Conditions 2035 – Higher Complexity – Services, at any time during the Contract Period, in the event that the RADARSAT-2 satellite ceases to function at the Intelligence, Surveillance and Reconnaissance (ISR) imaging capability or quality level, which in the sole opinion of the Technical Authority is, sufficient for the purposes of DND Project Polar Epsilon (PE) Near Real Time Ship Detection (NRTSD) Site Operations, the Contracting Authority may, upon giving written notice to the Contractor, (hereinafter referred to as Canada's "Termination Notice" to the Contractor), terminate the Contract, or part of the Contract.
2. Once such a Termination Notice is given to the Contractor, the Contractor must comply with the requirements of the Termination Notice. The Contractor must cease Work in accordance with, and to the extent specified in the Termination Notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the Termination Notice. The termination will take effect immediately or, as the case may be, at the time specified in the Termination Notice.
3. If a Termination Notice is given pursuant to Paragraph 1 or 2 above, the Contractor will be entitled to be paid for the costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
  - (a) in accordance with the **Annex B** – Basis of Payment, for all Work completed pursuant to authorized tasks that have been inspected and accepted in accordance with the Contract, whether completed before, or after the date of the Termination Notice, and in compliance with the instructions contained in the Termination Notice; and
  - (b) in accordance with the **Annex B** – Basis of Payment, and 1031-2 (latest version), General Conditions – Contract Cost Principles, but excluding any profit thereon, for all Work commenced pursuant to authorized tasks but terminated by the Termination Notice before completion. For avoidance of doubt, the expression "Work terminated" means Work commenced, but not completed nor inspected and accepted at time of termination.

4. Notwithstanding anything in paragraph 4.3(1) above, the total of the amounts to which the Contractor is entitled under paragraphs 4.3(3)(a) and (b) inclusive, together with any amounts paid or due or becoming due to the Contractor under other provisions of the Contract, must not exceed the sum of:
- (a) the total of the firm price task authorization amounts for all firm price task authorizations completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice;
  - (b) the total of the ceiling price task authorization amounts for all ceiling price task authorizations completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice;
  - (c) the total Cost reasonably and properly incurred in the performance of the Work, for all task authorizations subject to a limitation of expenditure completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice; and
  - (d) the total Cost reasonably and properly incurred by the Contractor for all Work commenced pursuant to authorized tasks but terminated by the Termination Notice before completion.
5. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract. The Contractor will have no claim for damages, compensation, loss of profit, allowance, including all costs incidental to the termination of the Work incurred by the Contractor as well as the cost of severance payments or damages to employees whose services are no longer required, arising out of any Termination Notice given by Canada under this Clause except to the extent that this Clause expressly provides.

#### 4.4 **Contract Termination Due to RADARSAT Constellation Mission (RCM) Launch and Polar Epsilon 2 (PE2) Achieving Initial Operational Capacity**

1. Notwithstanding Section 30, Termination for Convenience, of the General Conditions 2035 – Higher Complexity – Services, upon successful launch of the RCM and commissioning (estimated 2018) as well as PE2 achieving Initial Operating Capability, the Contracting Authority may, upon giving written notice to the Contractor, (hereinafter referred to as Canada's "Termination Notice" to the Contractor), terminate the Contract, or part of the Contract
2. Once such a Termination Notice is given to the Contractor, the Contractor must comply with the requirements of the Termination Notice. The Contractor must cease Work in accordance with, and to the extent specified in the Termination Notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the Termination Notice. The termination will take effect immediately or, as the case may be, at the time specified in the Termination Notice.
3. If a Termination Notice is given pursuant to Paragraph 1 or 2 above, the Contractor will be entitled to be paid for the costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor will be paid:
  - (a) in accordance with the **Annex B – Basis of Payment**, for all Work completed pursuant to authorized tasks that have been inspected and accepted in accordance with the Contract, whether completed before, or after the date of the Termination Notice, and in compliance with the instructions contained in the Termination Notice; and
  - (b) in accordance with the **Annex B – Basis of Payment**, and 1031-2 (latest version), General Conditions – Contract Cost Principles, but excluding any profit thereon, for all Work commenced pursuant to authorized tasks but terminated by the Termination Notice before

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completion. For avoidance of doubt, the expression "Work terminated" means Work commenced, but not completed nor inspected and accepted at time of termination.

4. Notwithstanding anything in paragraph 4.4(1) above, the total of the amounts to which the Contractor is entitled under paragraphs 4.4(3)(a) and (b) inclusive, together with any amounts paid or due or becoming due to the Contractor under other provisions of the Contract, must not exceed the sum of:
  - (a) the total of the firm price task authorization amounts for all firm price task authorizations completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice;
  - (b) the total of the ceiling price task authorization amounts for all ceiling price task authorizations completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice;
  - (c) the total Cost reasonably and properly incurred in the performance of the Work, for all task authorizations subject to a limitation of expenditure completed by the Contractor and inspected and accepted by the Technical Authority, in compliance with the instructions contained in the Termination Notice; and
  - (d) the total Cost reasonably and properly incurred by the Contractor for all Work commenced pursuant to authorized tasks but terminated by the Termination Notice before completion.
5. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract. The Contractor will have no claim for damages, compensation, loss of profit, allowance, including all costs incidental to the termination of the Work incurred by the Contractor as well as the cost of severance payments or damages to employees whose services are no longer required, arising out of any Termination Notice given by Canada under this Clause except to the extent that this Clause expressly provides.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Allen Zourani**  
Supply Officer  
Defence Space Projects Division  
Public Services and Procurement Canada  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec, K1A 0S5

Telephone: 873-469-4448  
Facsimile: 819-997-2229  
Email: [allen.zourani@pwgsc-tpsgc.gc.ca](mailto:allen.zourani@pwgsc-tpsgc.gc.ca)

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

### 5.2 Technical Authority

The Technical Authority for the Contract is:

(To be determined at contract award)

#### The Technical Authority

Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 DND Procurement Authority

The DND Procurement Authority for the Contract is:

(To be determined at contract award)

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

### 5.4 Contractor's Representative

The Contractor's Representative for this contract is:

(To be determined at contract award)

## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment

One of the following types of basis of payments will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex "B".

(a) Firm Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the TA. Customs duties are included and Applicable Taxes are extra, if applicable.

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

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work,

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, if applicable.

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.

(c) TA subject to a Limitation of Expenditure

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 the limitation of expenditure specified in the approved TA. Customs duties are included and Applicable Taxes are extra, if applicable.

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

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the final delivery date specified in the TA, or
- (iii) as soon as the Contractor considers that the funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate 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.

**7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$\_\_\_\_\_ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
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.

1. 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.



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## 7.3 Method of Payment

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

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

### 7.3.1 Multiple Payments

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

- (a) an accurate and complete invoice 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 Single Payment (For a Firm Price TA)

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

- (a) an accurate and complete invoice 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.

### 7.3.3 Milestone Payments (For a Firm Price TA)

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 invoice, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (a) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 7.3.4 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 for cost 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 invoice 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.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the

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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  
H4500C (2010-01-11), Lien - Section 427 of the Bank Act

#### **7.5 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

### **8. Invoicing Instructions**

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), Claim for Progress Payment. 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; and
- (c) the Task Authorization (TA) number.

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses;
2. The Contractor must prepare and certify an original claim on Form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification in an electronic format to the electronic mail address identified under section entitled "Authorities" of the Contract. Portable Document Format (.pdf) format is acceptable. The Contracting Authority will then forward the certified claim, in an electronic format, 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.
- 2 The Contractor must not submit claims until all work identified in this claim is completed.

### **9 Certifications**

#### **9.1 Compliance**

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

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

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

## 9.3 SACC Manual Clauses

SACC Manual Clause (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 \_\_\_\_\_(to be inserted at contract award).

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity - Services;
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirement Check List;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, Non-disclosure Agreement;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) Annex F, Department of National Defence (DND) 626 Task Authorization Form; and
- (k) the Contractor's bid dated \_\_\_\_\_(will be inserted at contract award)

## 12 Defence Contract

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

## 13. Foreign Nationals

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

or

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

## 14. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **15. Controlled Goods Program**

SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

#### **16. Canadian Forces Site Regulations**

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

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### ATTACHMENT 1 TO PART 3

#### FINANCIAL BID PRESENTATION SHEET

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

1. A firm all-inclusive hourly rate for each category of resources listed in the Financial Bid Presentation Sheet, per each DND locations at Aldergrove – British Columbia, Halifax - Nova Scotia and Esquimalt – British Columbia.

The total amount of applicable taxes is to be shown separately, if applicable.

2. The Bidder's proposed firm all-inclusive hourly rates for each labour category must include all overheads and profit (if applicable) for the provision of all required resources and services for the performance of the Work detailed in the Requirement at Annex "A" of this bid solicitation.

Furthermore, the proposed all-inclusive hourly rates must include, if applicable:

- a. Any and all costs associated with daily travel and living expenses incurred between the Contractor's place of business and any one of the following DND work locations:
    - West Reception Site and Central Processing Site - Aldergrove, British Columbia
    - Regional Joint Operations Centre Atlantic (RJOCA) - Halifax, Nova Scotia
    - Regional Joint Operations Center Pacific (RJOCP) - Esquimalt, British Columbia
  - b. Any and all costs associated with daily travel and living expenses incurred between the Contractor resource's place of residence and their respective DND work location:
    - West Reception Site and Central Processing Site- Aldergrove, British Columbia
    - RJOCA - Halifax, Nova Scotia
    - RJOCP - Esquimalt, British Columbia
  - c. Replacement of consumables
3. Prices must be in Canadian funds, Canadian customs duties and excise taxes included, and applicable taxes excluded.
  4. In the Financial Bid Presentation Sheet, the Firm All-inclusive Hourly Rate value should be multiplied by the Est. level of effort (hours) value for each labour category in order to obtain the "Total Price" value for each labour category.
    - To calculate "Total Price of Bid", of the Financial Bid Presentation Sheet, the Bidder should sum each "Total Price" value obtained for the following purpose(s):
    - The Contractor will be reimbursed for Authorized travel for Contractor's travel between the DND work locations specified above for the purpose of training, conferences and personnel meetings.
    - All travel must have prior authorization of the Technical Authority.

**ATTACHMENT 1 TO PART 3**

**FINANCIAL BID PRESENTATION SHEET**

**Labour:** at firm all-inclusive hourly rates per labour category at the identified DND work locations at Aldergrove – British Columbia, Halifax - Nova Scotia and Esquimalt – British Columbia., Applicable Taxes extra, F.O.B. Destination (for goods), in accordance with the following:

Bidders must quote one firm all-inclusive hourly rates per labour category, for the Contract period and the option periods. The quoted rates must include any and all overtime and shift premiums. The annual increments and decrements per labour category must not exceed more than 2%.

Labour Category	Proposed Contract Period		Option Periods								Sub-Total Evaluated Price = (a) x (b) + (c) x (d) + (e) x (f) + (g) x (h) + (i) x (j)
	Initial Contract		Option Year 1		Option Year 2		Option Year 3		Option Year 4		
	From Apr 01/17 To Mar 31/18		From Apr 01/18 to Mar 31/19		From Apr 01/19 to Mar 31/20		From Apr 01/20 to Mar 31/21		From Apr 01/21 to Mar 31/22		
	Firm all-inclusive hourly rate (a)	Est. level of effort (hours) (b)	Firm all-inclusive hourly rate (c)	Est. level of effort (hours) (d)	Firm all-inclusive hourly rate (e)	Est. level of effort (hours) (f)	Firm all-inclusive hourly rate (g)	Est. level of effort (hours) (h)	Firm all-inclusive hourly rate (i)	Est. level of effort (hours) (j)	
<b>Site Manager:</b> West Reception and Central Processing Site - Aldergrove, BC	\$	1980	\$	1980	\$	1980	\$	1980	\$	1980	\$____(A)
<b>System Administrator:</b> West Reception and Central Processing Site – Aldergrove, BC	\$	1910	\$	1980	\$	1980	\$	1980	\$	1980	\$____(B)
<b>Data Collector and Exploiter:</b> West Reception and Central Processing Site – Aldergrove, BC Approximately 7-8 resources	\$	15000	\$	15000	\$	15000	\$	15000	\$	15000	\$____(C)
<b>Planner:</b> RJOCP – CFB Esquimalt, BC	\$	1965	\$	1965	\$	1965	\$	1965	\$	1965	\$____(D)
<b>Planner:</b> RJOCA – CFB Halifax, NS	\$	1965	\$	1965	\$	1965	\$	1965	\$	1965	\$____(E)
<b>Trainer:</b> Reception and Central Processing Site – Aldergrove, BC	\$	50	\$	25	\$	25	\$	25	\$	25	\$____(F)
<b>Total Evaluated Price = (A) + (B) + (C) + (D) + (E) + (F)</b>											\$_____

The estimated level of effort specified under the “Est. level of effort” column is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.

**TOTAL ESTIMATED LABOUR Cost: \$ \_\_\_\_\_**  
**(Applicable Taxes Extra)**

**ATTACHMENT 1 TO PART 4**

**MANDATORY AND POINT RATED TECHNICAL EVALUATION CRITERIA**

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

If required information is addressed in the bid but the documentation demonstrating this information is incomplete, the Contracting Authority may request it thereafter in writing, including after the closing date of the solicitation, and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirements within that time period will render the bid non-responsive.

**1. MANDATORY TECHNICAL CRITERIA**

**1.1 Service Based Contract Experience**

Item Number	Rated Criteria	Compliant		Identify Page Number
		YES	NO	
M1	<p>The Bidder must describe a minimum of one (1) to a maximum of three (3) service based contracts that it has worked on as examples of service based contracts that were of similar size* and complexity**. The Bidder must have worked on each referenced service based contract since 1 January 2014 and its work on the service-based contract must have had a duration of at least six (6) months.</p> <p>*Service-based contracts of similar size is defined as a service based contract having a minimum contract value of \$1,000,000.00 CAD (applicable taxes included).</p> <p>**Service-based contracts of similar complexity is defined as a service based contract having a scope of work pertaining to real-time data collection and delivery, while involving shift work.</p> <p>In order to demonstrate its experience, the Bidder must provide service based contract summary(ies) for each service based contract reference, and must include, at a minimum:</p> <ol style="list-style-type: none"> <li>The start and end dates of the referenced service based contract (month and year);</li> <li>The value of the service based contract (Applicable Taxes included);</li> <li>The client organization***;</li> <li>A description of the service based contract's scope, tasks and deliverables;</li> <li>A description of the work conducted by the Bidder with respect to the service based contract;</li> <li>A description of the resource team, including their roles and responsibilities throughout the duration of the service based contract; and</li> <li>Client contact information.</li> </ol> <p>*** Service based contract(s) cited must have been for client(s) external to the Bidder's organization. The following service based contract summaries will not be considered: any organization that is related to the Bidder (e.g.: parent company or subsidiary of the Bidder and the Bidder's internal clients).</p>			

## 1.2 Resource Management Plan

Item Number	Description	Compliant		Identify Page Number
		YES	NO	
M2	The Bidder must submit a Resource Management Plan (RMP), which specifies how all of the resources working on the NRTSD system will be managed. The RMP must address: <ul style="list-style-type: none"> <li>a. The Bidder's organizational structure;</li> <li>b. Shift schedule;</li> <li>c. How each of the Bidder's shifts at the West Reception and Central Processing Site must include at least one (1) individual who is First Aid qualified and each of the Bidder's personnel allocated to that site must be qualified every three (3) years on the use of water-, chemical- and CO<sub>2</sub>- based fire extinguishers;</li> <li>d. Back-up, call-up and replacement personnel;</li> <li>e. Resource-related risks and the associated mitigation strategies; and</li> <li>f. The Bidder's corporate headquarters involvement.</li> </ul>			

## 1.3 Proposed Role Requirements

Item Number	Description	Compliant		Identify Page Number
		YES	NO	
M3	(a) The Bidder must propose individuals required for each labour category as specified in the table below; (b) The Bidder must submit the names and resumes of each individual proposed; (c) The Bidder must identify the labour category for which the individual is proposed; and (d) The Bidder must demonstrate that each individual meets the associated qualifications.			

Labour Category & Minimum Number of Individuals Proposed for the Labour Category	Qualifications	Compliant		Identify Page Number
		YES	NO	
<b>Site Manager:</b>  Only one (1) individual must be proposed as a Site Manager (see Requirement 3.2.2.1).	<p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"> <li>1. Successfully completed a post-secondary degree, diploma or certificate from a recognized Canadian university or college in Geographic Information System (GIS), Remote Sensing or Information Technology, or the equivalent, if obtained outside Canada;</li> </ol> <p>Where the post-secondary degree, diploma, or certificate was successfully completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document issued by a recognized academic credentials assessment organization showing the academic level obtained.</p> <p>Where a Canadian university or college will only be recognized if it is on the list maintained by the Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/868/Search-the-">http://www.cicic.ca/868/Search-the-</a></p>			



	<p>Directory-of-Educational-Institutions-in-Canada/index.canada).</p> <ol style="list-style-type: none"><li>2. At least three (3) years of experience within the last five (5) years from the date of solicitation closing in remote sensing or GIS fields or a combination thereof;</li><li>3. At least one (1) year of experience within the last five (5) years from the date of solicitation closing managing at least four (4) personnel resources simultaneously;</li><li>4. At least fifty (50) months of experience within the last sixty (60) months from the date of solicitation closing in a Microsoft Windows environment and a Microsoft Office environment; and</li><li>5. At least one (1) year of experience within the last five (5) years in maintaining a secure work environment in accordance with established employer or customer practices, policies and procedures in the management of information security or site security.</li></ol> <p>OR</p> <p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"><li>1. At least five (5) years of experience within the last ten (10) years from the date of solicitation closing in GIS, remote sensing or Information Technology managing satellite imagery for an operations centre;</li><li>2. At least three (3) years of experience within the last five (5) years from the date of solicitation closing in remote sensing or GIS fields or a combination thereof;</li><li>3. At least one (1) year of experience within the last five (5) years from the date of solicitation closing managing at least four (4) personnel resources simultaneously;</li><li>4. At least fifty (50) months of experience within the last sixty (60) months from the date of solicitation closing in a Microsoft Windows environment and a Microsoft Office environment; and</li><li>5. At least one (1) year of experience within the last five (5) years in maintaining a secure work environment in accordance with established employer or customer practices, policies and procedures in the management of information security or site security.</li></ol>		
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Labour Category & Minimum Number of Individuals Proposed for the Labour Category	Qualifications	Compliant YES NO		Identify Page Number
<p><b>System Administrator:</b></p> <p>At least one (1) individual must be proposed as a System Administrator (see Requirement paragraph 3.2.2.2)</p>	<p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"> <li>1. At least fifty (50) months of experience within the last sixty (60) months from the date of solicitation closing in a Microsoft Windows environment and a UNIX environment;</li> <li>2. At least ten (10) months of experience within the last sixty (60) months from the date of solicitation closing on or with systems with two (2) or more servers; and</li> <li>3. At least two (2) years of experience within the last three (3) years as an Information Systems Security Officer (ISSO), or an equivalent position. An equivalent position is responsible for tasks similar to what ISSO would reasonably be expected to perform. The Bidder must demonstrate that each proposed individual has performed at least five (5) of the eight (8) tasks listed below:               <ol style="list-style-type: none"> <li>1. Advise the system owner regarding security considerations in applications systems procurement or development, implementation, operation and maintenance, and disposal activities (i.e. life cycle management);</li> <li>2. Assist in the determination of an appropriate level of security commensurate with the impact level;</li> <li>3. Assist in the development and maintenance of system security plans and contingency plans for all systems under their responsibility;</li> <li>4. Participate in risk assessments to periodically re-evaluate sensitivity of the system, risks, and mitigation strategies;</li> <li>5. Participate in self-assessment of system safeguards and program elements and in certification and accreditation of the system;</li> <li>6. Notify the responsible IT security officer of any suspected incidents in a timely manner, and assist in the investigation of incidents, as necessary;</li> <li>7. Maintain cooperative relationship with business partners or other interconnected systems; and</li> <li>8. Perform system security audits and other network security functions.</li> </ol> </li> </ol>			

Labour Category & Minimum Number of Individuals Proposed for the Labour Category	Qualifications	Compliant YES NO		Identify Page Number
<p><b>Data Collector and Exploiter:</b></p> <p>Individuals must be proposed as Data Collectors and Exploiters to cover two separate workstations, which must each have its own operator for two (2) 10-hour shifts per day, seven (7) days per week at the West Reception/Central Processing Site. (see requirement paragraph 3.2.2.3).</p>	<p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"> <li>1. At least one (1) year of experience within the last five (5) years from the date of solicitation closing in remote sensing or Geographic Information System (GIS) fields or a combination thereof;</li> <li>2. At least fifty (50) months of experience within the last (60) months from the date of solicitation closing in a Microsoft Windows environment; and</li> <li>3. At least one (1) year of experience within the last three (3) years from the date of solicitation closing, on or with a network with two (2) or more servers.</li> </ol>			
Labour Category & Minimum Number of Individuals Proposed for the Labour Category	Qualifications	Compliant YES NO		Identify Page Number
<p><b>Planner:</b></p> <p>At least one (1) individual must be proposed as Planner per RJOC (see Requirement paragraph 3.2.2.4).</p>	<p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"> <li>1. At least two (2) years of experience within the last five (5) years from the date of solicitation closing working in general and maritime intelligence-, surveillance- or reconnaissance (ISR)-related roles or duties at an operations center or unit. The operations center or unit may be in the public or private sector, but the relevance to maritime ISR of the work experience to the Planner role and its context must be demonstrated;</li> <li>2. At least two (2) years of experience within the last three (3) years from the date of solicitation closing in a Microsoft Windows environment;</li> <li>3. At least one (1) year of experience within the last five (5) years from the date of solicitation closing in remote sensing or Geographic Information System (GIS) fields or a combination thereof; and</li> <li>4. At least one (1) year of experience within the last three (3) years from the date of solicitation closing on a service based contract or task successfully without direct onsite daily supervision.</li> </ol>			

Labour Category & Minimum Number of Individuals Proposed for the Labour Category	Qualifications	Compliant YES NO		Identify Page Number
<p><b>Trainer:</b></p> <p>At least one (1) individual must be proposed as a Trainer (see Requirement paragraph 3.2.2.5)</p>	<p>The Bidder must demonstrate that each proposed individual has:</p> <ol style="list-style-type: none"> <li>1. At least one (1) year of experience within the last two (2) years training operational personnel;</li> <li>2. At least one (1) of year experience within the last five (5) years from the date of solicitation closing in remote sensing or Geographic Information System (GIS) fields or a combination thereof; and</li> <li>3. At least fifty (50) months of experience within the last sixty (60) months from the date of solicitation closing in a Microsoft Windows environment.</li> </ol>			

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## 2. Point Rated Technical Evaluation Criteria

The Bidder's bid will be evaluated in accordance with Tables 2.1, 2.2 and 2.3 below. Scores for each evaluation item within the specific table will be determined. The score awarded under each evaluation item will be that which has been determined to be the most representative of the Bidder's bid for that evaluation item. No partial scores will be assigned.

The evaluated scores from each evaluation item within each table will be summed to arrive at a total score for that table. The total score for each table must equal or exceed the applicable "Minimum Overall Score Required" specified at the end of that table. The Overall Score for the bid is the combination of the overall scores from each of Tables 2.1, 2.2 and 2.3. The final Overall Score for the bid must equal or exceed the "Overall Minimum Points Required" as listed after Table 2.3. The Overall Bid Score will be used as part of the bid evaluation and method of selection process detailed in Part 4, Section 2 of this bid solicitation.

**Table 2.1 Bidder's Understanding of the Work**

Serial	Rated Evaluation Criteria	Scoring Method	Breakdown of Points	Minimum Score	Maximum Score	Identify Page Number
R1	The Bidder should demonstrate its understanding of the scope and level of work and the responsibilities and tasks to be performed in operating a satellite image processing and analysis site.	<ol style="list-style-type: none"> <li>1. No details provided, or the Bidder's response does not demonstrate an understanding of the scope and level of work and the responsibilities and tasks to be performed in operating a satellite image processing and analysis site.</li> <li>2. The Bidder's response demonstrates a limited understanding to satisfy the scope and level of work and the responsibilities and tasks to be performed in operating a satellite image processing and analysis site by: <ul style="list-style-type: none"> <li>• Not showing how their proposed organization will satisfy the scope and level of work and the responsibilities and tasks to be performed in operating a satellite image processing and analysis site; or</li> <li>• Primarily repeating verbiage directly from the Requirement, demonstrating that limited analysis informed the Bidder's response. Merely using common verbiage that could reasonably be expected to be in a proposal of this nature does not constitute repeating verbiage.</li> </ul> </li> <li>3. The Bidder's response demonstrates a moderate understanding of scope and level of work and the responsibilities and tasks to be performed in operating a satellite image processing and analysis site by: <ul style="list-style-type: none"> <li>• Showing how the scope, level, responsibility and task has been mapped to the organization and procedures; the Bidder has re-iterated the requirement in its own words.</li> </ul> </li> <li>4. The Bidder's response clearly demonstrates an in-depth understanding of scope and level of work by: <ul style="list-style-type: none"> <li>• Discussing the responsibilities and tasks to be performed in operating a satellite image processing and analysis site in terms of the organizational structure, the impact of the orbital aspects of the satellite and its impact on shift structure and need for back-up and on-call resources; and</li> <li>• Integrating the satellite image processing and analysis context into the Resource Management Plan.</li> </ul> </li> </ol>	<p>0 Points</p> <p>5 Points</p> <p>10 Points</p> <p>15 Points</p>			

R2	The Bidder should elaborate on risks related to the conduct of the Work as described in the Requirement and should describe its approach to addressing and resolving these risks.	1. The Bidder's response provides minimal or no information on risks related to the conduct of the Work as described in the Requirement.	0 Points		
		2. <ul style="list-style-type: none"> <li>The Bidder's identification of potential risks related to the conduct of the Work as described in the Requirement contains one or more weaknesses that do not fully address the identified risks;</li> <li>Risk mitigation strategies for identified risks are not thorough, contain shortcomings; or do not mitigate the identified risks; and</li> <li>Bidder's capability and approach to apply fully trained and qualified secondary and back up personnel to the Work, when required, does not indicate that achieving or maintaining the level of service resulting from multiple satellite passes each and every day is probable.</li> </ul>	5 Points		
		3. <ul style="list-style-type: none"> <li>The Bidder has identified potential schedule and resource availability risks in performance of the Work and has identified the likelihood of each event occurring;</li> <li>Risk mitigation strategies are sound and can be reasonably implemented, but may require some client intervention or additional client management effort; and</li> <li>The Bidder's capability and approach to apply fully trained and qualified secondary and back up personnel to the Work, when required will achieve in maintaining the level of service resulting from multiple satellite passes each and every day within a low chance of the service level not being maintained of no more than one (1) day in two (2) months during the contract period.</li> </ul>	10 Points		
		4. <ul style="list-style-type: none"> <li>The Bidder has identified all potential schedule and resource availability risks in performance of the Work, identified the likelihood of each event occurring, and has created a risk matrix or risk register of the risks for their evolution for the entirety of the Contract Period and its options;</li> <li>The Bidder has identified effective, thorough Risk mitigation strategies which can be reasonably and successfully implemented with minimal client intervention or additional client management effort; and</li> <li>The Bidder's capability and approach to apply fully trained and qualified secondary and back up personnel to the Work, when required, will achieve in maintaining the level of service resulting from multiple satellite passes each and every day with no drop in the level of service during the contract period.</li> </ul>	15 Points		

Maximum Points Available	30
Minimum Overall Score Required for Bidder's Understanding of the Work	15
<b>Bidder's Score for Understanding of the Work</b>	

**Table 2.2 Bidder Experience**

Serial	Rated Evaluation Criteria	Scoring Method	Breakdown of Points	Minimum Score	Maximum Score	Identify Page Number
R1	The Bidder should demonstrate that it had overall site operation and management responsibilities in its referenced service based contract(s).  The referenced service based contract(s) evaluated will be those that were identified by the Bidder in accordance with Mandatory Requirement M1.	1. No details provided or the Bidder's response does not demonstrate that it was responsible for overall site operation and management in the referenced service based contracts.	0 Points			
		2. The Bidder's response demonstrates that in one (1) referenced service based contract it had overall site operation and management responsibilities.	2 Points			
		3. The Bidder's response demonstrates that in two (2) referenced service based contracts it had overall site operation and management responsibilities.	4 Points			
		4. The Bidder's response demonstrates that in three (3) referenced service based contracts it had overall site operation and management responsibilities.	6 Points			
R2	The Bidder should demonstrate that it had overall site operation and management responsibilities in its referenced service based contracts involving operating a satellite data collection and imagery-processing site.  The referenced service based contract(s) evaluated will be those that were identified by	1. No details provided, or the Bidder's response does not demonstrate that it held the managing role in any referenced service based contracts involving operating a satellite data collection and image-processing site.	0 Points			
		2. The Bidder's response demonstrates that it was the managing role in one (1) referenced service based contract involving operating a satellite data collection and image-processing site.	2 Points			
		3. The Bidder's response demonstrates that it was the managing role in two (2) referenced service based contracts involving operating a satellite data collection and image-processing site.	4 Points			
		4. The Bidder's response demonstrates that it was the managing role in three (3) referenced service based contracts involving operating a satellite data collection and image-processing site.	6 Points			



	the Bidder in accordance with Mandatory Requirement M1.					
R3	<p>The Bidder should demonstrate that it has dealt with multiple sites in its referenced service based contracts.</p> <p>The referenced service based contract(s) evaluated will be those that were identified by the Bidder in accordance with Mandatory Requirement M1.</p>	<ol style="list-style-type: none"> <li>1. No details provided or none of the Bidder's referenced service based contracts have dealt with multiple sites.</li> <li>2. One (1) of the Bidder's referenced service based contracts involved multiple sites.</li> <li>3. Two (2) of the Bidder's referenced service based contracts involved multiple sites.</li> <li>4. Three (3) of the Bidder's referenced service based contracts involved multiple sites.</li> </ol>	<p>0 Points</p> <p>2 Points</p> <p>4 Points</p> <p>6 Points</p>			
R4	<p>The Bidder should demonstrate its referenced service based contracts involved managing and operating segments of space based assets.</p> <p>The referenced service based contract(s) evaluated will be those that were identified by the Bidder in accordance with Mandatory Requirement M1.</p>	<ol style="list-style-type: none"> <li>1. No details provided or the Bidder's response does not demonstrate that it has managed or operated any segment of a space asset in any service based contracts it referenced.</li> <li>2. The Bidder's response demonstrates that one (1) of its referenced service based contracts involved managing and operating a ground segment or a space segment of a space-based asset.</li> <li>3. The Bidder's response demonstrates that two (2) of its referenced service based contracts involved managing and operating a ground segment component and a space segment component of a space-based asset.</li> <li>4. The Bidder's response demonstrates that there (3) of its referenced contracts involved managing and operating a ground and/or a space segment of a space-based asset.</li> </ol>	<p>0 Points</p> <p>2 Points</p> <p>4 Points</p> <p>6 Points</p>			

R5	The Bidder should demonstrate that each of its referenced service based contracts involved coordinating with other contractors as described in the Requirement at Annex A. The referenced service based contract(s) evaluated will be those that were identified by the Bidder in accordance with Mandatory Requirement M1.	1. No details provided or the Bidder's response does not demonstrate that it has worked on a referenced service based contract that involved coordinating with other contractors.	0 Points			
		2. The Bidder's response demonstrates that it has worked on one (1) referenced service based contract that involved coordinating with other contractors.	2 Points			
		3. The Bidder's response demonstrates that it has worked on two (2) referenced service based contracts that involved coordinating with other contractors.	4 Points			
		4. The Bidder's response demonstrates that it has worked on three (3) referenced service based contracts that involved coordinating with other contractors	6 Points			
Maximum Points Available			30			
Minimum Overall Score Required for Bidder Experience			15			
<b>Bidder's Score for Experience</b>						

**Table 2.3 Resource Management Plan**

Serial	Rated Evaluation Criteria	Scoring Method	Breakdown of Points	Minimum Score	Maximum Score	Identify Page Number
R1	In the Resource Management Plan, the Bidder should provide an organizational structure outlining the working relationships between and among all of the bidder's proposed resources and between the Site Manager and the Bidder's corporate headquarters.	<ol style="list-style-type: none"> <li>No details provided, or the Bidder's response does not provide an organizational structure.</li> <li>The Bidder's organizational structure is basic, consisting of an incomplete (less than 80% of all represented parties are laid out in a document) representation of all parties involved, and does not outline the relationship of all parties involved.</li> <li>The Bidder's organizational structure is complete (100% of all represented parties are laid out in a document), representing all necessary or appropriate parties involved, and outlines the working relationships of all parties involved. The role of and link to corporate headquarters is not clearly (a document that does not outline how the contractors' corporate headquarters will interact with both the contractors and Government of Canada entities) defined.</li> <li>The Bidder's organizational structure is complete (100% of all represented parties are laid out in a document) and outlines the working relationships of all parties involved. The role of and link to corporate headquarters is clearly (a document that outlines how the contractors' corporate headquarters will interact with both the contractors and Government of Canada entities) defined.</li> </ol>	<p>0 Points</p> <p>2 Points</p> <p>6 Points</p> <p>8 Points</p>			
R2	In the Resource Management Plan, the Bidder should demonstrate its shift schedule and its approach to apply fully trained and qualified replacement, secondary and back-up resources to the work, while satisfying the performance level	<ol style="list-style-type: none"> <li>No details provided, or the Bidder's response does not outline the shift approach to be used, or the Bidder's response does not demonstrate an approach to apply fully trained and qualified replacement, secondary and back-up resources to the work, or the Bidder's response does not demonstrate that the performance level requirements of as described in the Requirement at Annex A will be satisfied.</li> <li>The Bidder's response outlines the shift approach to be used and identifies the need for replacement, secondary and back-up resources, but did not demonstrate its approach to apply them to the work, or the level of risk to Canada that resources would not be available at the critical times, is high (likely to occur at least once a week during the contract period).</li> </ol>	<p>0 Points</p> <p>2 Points</p>			

	<p>requirements of as described in the Requirement at Annex A, under section 2.7.3 "Replenishment Training".</p>	<p>3. The Bidder's response outlines the shift approach to be used and identifies the need for replacement, secondary and back-up resources, and demonstrates its approach to apply them to the work, and the level of risk to Canada that resources would not be available at the critical times, is moderate (likely to occur at least once a month during the contract period).</p> <p>4. The Bidder's response outlines the shift approach to be used and identifies the need for replacement, secondary and back-up resources and clearly and demonstrates its approach to apply them to the work, and it identifies how resources would be fully trained and how their availability to meet demands would be assured, and the level of risk to Canada that resources would not be available at critical times is minimal (would occur less than once a month during the contract period).</p>	<p>6 Points</p> <p>8 Points</p>			
<p>R3</p>	<p>Site Manager Labour Category: The Bidder should demonstrate that each proposed individual has the qualifications identified for the labour category as listed below.</p>	<p>1. None of the following qualifications are demonstrated for the proposed Site Manager.</p> <p><b>One (1) or one half (0.5) point per demonstrated qualification for one individual to a maximum of six (6) points for the labour category.</b></p> <p>=====</p> <p>Any of the following qualifications are demonstrated for the single individual proposed under the Site Manager labour category.</p> <p><b>Labour category: Site Manager</b></p> <p><b>Qualifications:</b></p> <p>1.</p> <p>a) Successfully completed a post-secondary degree, diploma or certificate from a recognized Canadian university or college in Geographic Information System (GIS), Remote Sensing or Information Technology; or the equivalent if obtained outside Canada;</p> <p>b) Demonstrated experience of at least five (5) years in the last 10 years from the date of solicitation closing in GIS, remote sensing or Information Technology managing an operations centre that processed or produced satellite imagery;</p>	<p>0 Points</p> <p>1 Point</p>			

		<p>Where the post-secondary degree, diploma, or certificate was successfully completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document issued by a recognized academic credentials assessment organization showing the academic level obtained.</p> <p>2. Demonstrated experience of at least six (6) in the last eighteen (18) months managing UNIX-based system or systems from the date of solicitation closing;</p> <p>3. Demonstrated experience of:</p> <p>i. at least one (1) year in the last three (3) years from the date of solicitation closing managing at least eight (8) personnel resources simultaneously; or</p> <p>ii. at least one (1) year in the last three (3) years from the date of solicitation closing managing at least six (6) personnel resources simultaneously;</p> <p>4. Demonstrated experience of at least two (2) years within the last three (3) years as a Site Security Officer who was responsible for:</p> <p>i. Managing personnel security clearances and access within at least one facility;</p> <p>ii. Maintaining the physical security of at least one facility; and</p> <p>iii. Educating personnel and spreading awareness of security.</p> <p>5. Demonstrated experience of at least ten (10) months within the last (12) months from the date of solicitation closing on or with systems with two (2) or more servers; and</p> <p>6. Demonstrated experience of at least ten (10) months within the last twelve (12) months from the date of solicitation closing on a service based contract or task successfully without direct daily onsite supervision.</p>	<p>1 Point</p> <p>1 Point</p> <p>0.5 point</p> <p>1 Point</p> <p>1 Point</p>			
R4	System Administrator Labour Category: The Bidder should demonstrate that	<p>1. None of the following qualifications are demonstrated for any of the individuals proposed under the System Administrator labour category.</p> <p><b>One (1) point per demonstrated qualification per individual</b></p>	0 Points			

	<p>each proposed individual has the qualifications identified for the labour category as listed below.</p>	<p><b>divided by the number of individuals proposed to a maximum of three (3) points for the labour category; the calculation will be rounded to one decimal place.</b></p> <p>=====</p> <p>Any of the following qualifications are demonstrated for the individual(s) proposed under the System Administrator labour category.</p> <p><b>Labour Category: System Administrator</b></p> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. <ol style="list-style-type: none"> <li>a) Successfully completed a post-secondary degree, diploma or certificate from a recognized Canadian university or college in Geographic Information System (GIS), Remote Sensing or Information Technology; or the equivalent if obtained outside Canada;</li> <li>b) Demonstrated experience of at least five (5) years in the last 10 years from the date of solicitation closing in GIS, remote sensing or Information Technology managing an operations centre that processed or produced satellite imagery;</li> </ol> </li> </ol> <p>Where the post-secondary degree, diploma, or certificate was successfully completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document issued by a recognized academic credentials assessment organization showing the academic level obtained.</p> <ol style="list-style-type: none"> <li>2. Demonstrated experience of at least three (3) years in the last ten (10) years from the date of solicitation closing in remote sensing or Geographic Information System fields; and</li> <li>3. Demonstrated experience of at least twelve (12) months of the last eighteen (18) months managing UNIX-based systems from the date of solicitation closing.</li> </ol>	<p>1 Point</p> <p>1 Point</p> <p>1 Point</p>			
R5	<p>Data Collector and Exploiter Labour Category: The Bidder should demonstrate that each proposed</p>	<ol style="list-style-type: none"> <li>1. None of the following qualifications are demonstrated for any of the individuals proposed under the Data Collector and Exploiter labour category.</li> </ol> <p><b>One (1) point per demonstrated qualification per individual divided by the number of individuals proposed to a maximum of</b></p>	<p>0 Point</p>			

	<p>individual has the qualifications identified for the labour category as listed below.</p>	<p><b>seven (7) points for the labour category; the calculation will be rounded to one decimal place.</b>  =====</p> <p>Any of the following qualifications are demonstrated for any individual(s) proposed under the Data Collector and Exploiter labour category.</p> <p><b>Labour Category: Data Collector and Exploiter</b></p> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. <ol style="list-style-type: none"> <li>a) Successfully completed a post-secondary degree, diploma or certificate from a recognized Canadian university or college in Geographic Information System (GIS) , Remote Sensing or Information Technology; or the equivalent if obtained outside Canada;</li> <li>b) Demonstrated experience of at least five (5) years in the last ten (10) years from the date of solicitation closing in GIS, remote sensing or Information Technology managing an operations centre that processed or produced satellite imagery;</li> </ol> <p>Where the post-secondary degree, diploma, or certificate was successfully completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document issued by a recognized academic credentials assessment organization showing the academic level obtained.</p> </li> <li>2. Demonstrated experience of at least six (6) months in the last fifteen (15) years from the date of solicitation closing as an imagery analyst using optical or infrared or radar sensors in the context of remote sensing of the earth's surface;</li> <li>3. Demonstrated experience of at least six (6) months in the last twenty five (25) years from the date of solicitation closing on the interpretation of optical or infrared images in the context of determining characteristics of natural or artificial objects within a natural environment to produce technical or scientific information;</li> <li>4. Demonstrated experience of at least six (6) months in the last</li> </ol>	<p>1 Point</p> <p>1 Point</p> <p>1 Point</p>			
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		<p>twenty five (25) years from the date of solicitation closing on the interpretation of active or passive sonar images for non-traffic management purposes;</p> <p>5. Demonstrated experience of at least six (6) months in the last ten (10) years from the date of solicitation closing on the interpretation of radar images for non-traffic management purposes;</p> <p>6. Demonstrated experience of at least six (6) months in the last ten (10) years from the date of solicitation closing using a radar sensor to:</p> <ul style="list-style-type: none"> <li>a. Detect ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>b. Track ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>c. Identify ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>d. As an aid to navigation of a surface or subsurface marine vessel of at least three hundred (300) tons gross displacement or any jet aircraft or any aircraft rated for twenty five (25) passengers or more; an; and</li> </ul> <p>7. Demonstrated experience of at least six (6) months in the last ten (10) years from the date of solicitation closing using a passive or active acoustic sensor to:</p> <ul style="list-style-type: none"> <li>a. Detect ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>b. Track ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>c. Track ground or air vehicles, or surface or subsurface marine vessels; and/or</li> <li>d. As an aid to navigation of a marine vessel of at least three hundred (300) tons gross displacement.</li> </ul>	<p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p>			
R6	<p>Planner Labour Category: The Bidder should demonstrate that each proposed individual has the</p>	<p>1. None of the following qualifications are demonstrated for any of the individuals proposed under the Planner labour category</p> <p><b>One (1) point per demonstrated qualification per individual divided by the number of individuals proposed to a maximum of six (6) points for the labour category.</b></p>	0 Point			



	<p>qualifications identified for the labour category as listed below.</p>	<p>=====  Any of the following qualifications are demonstrated for any individual(s) proposed under the Planner labour category.</p> <p><b>Labour Category: Planner</b></p> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience of at least one (1) year in the last fifteen (15) years from the date of solicitation closing planning tasked satellite imagery for any non-radar or radar satellite;</li> <li>2. Demonstrated experience of at least one (1) year in the last fifteen (15) years from the date of solicitation closing ordering tasked satellite imagery for any non-radar satellite;</li> <li>3. Demonstrated experience of at least one (1) year in the last fifteen (15) years from the date of solicitation closing ordering tasked satellite imagery for any non-radar satellite;</li> <li>4. Demonstrated experience of at least one (1) year in the last five (5) years from the date of solicitation closing advising users on the use of satellite imagery for any non-radar satellite;</li> <li>5. Demonstrated experience of at least one (1) year in the last five (5) years from the date of solicitation closing advising users on the use of satellite imagery for any radar satellite.</li> <li>6. Successfully completed a post-secondary degree, diploma or certificate from a recognized Canadian university or college in Geographic Information System (GIS), Remote Sensing or Information Technology; or the equivalent if obtained outside Canada.</li> </ol>	<p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p> <p>1 Point</p>			
Maximum Points Available			38			
Minimum Overall Score Required for Resource Management Plan			19			
<b>Bidder's Score for the Resource Management Plan</b>						

**MAXIMUM ALLOWABLE POINTS: 98**  
**OVERALL MINIMUM POINTS REQUIRED: 49**

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## ATTACHMENT 2

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. Federal Contractors Program – Certification

##### 1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

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## 2. Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause,

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

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

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

"pension" means, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Bidder must provide the following information:

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

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

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If so, the Bidder must provide the following information:

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

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### **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.

#### **3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition**

#### **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.

Solicitation No. - N° du l'invitation  
W6369-16DC04/A  
Client Ref. No. - N° de réf. du client  
W6369-16DC04

Amd. No. - N° de la modif.  
File No. - N° du dossier  
008st.W6369-16DC04

Buyer ID - Id de l'acheteur  
008ST  
CCC No./N° CCC - FMS No./N° VME

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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.

Solicitation No. - N° du l'invitation  
W6369-16DC04/A  
Client Ref. No. - N° de réf. du client  
W6369-16DC04

Amd. No. - N° de la modif.  
File No. - N° du dossier  
008st.W6369-16DC04

Buyer ID - Id de l'acheteur  
008ST  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF REQUIREMENT**

The Statement of Requirement (Annex A) appended to the bid solicitation package is to be inserted at this point and forms part of this document

**ANNEX "B"**

**BASIS OF PAYMENT**

1. **LABOUR:** at firm all inclusive hourly rates, Applicable Taxes extra, FOB destination (for goods), in accordance with the following:

Labour Category	Proposed Contract Period	Option Periods			
		Option Year 1	Option Year 2	Option Year 3	Option Year 4
	Initial Contract	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	Firm all inclusive hourly rate	Firm All Inclusive Hourly rate	Firm All Inclusive Hourly rate	Firm All Inclusive Hourly rate	Firm All Inclusive Hourly rate
	Estimated Apr 01/17 to Mar 31/18	Apr 01/18 To Mar 31/19	Apr 01/19 To Mar 31/20	Apr 01/20 To Mar 31/21	Apr 01/21 To Mar 31/22
<b>Site Manager:</b> West Reception and Central Processing Site - Aldergrove, BC	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
<b>System Administrator:</b> West Reception and Central Processing Site – Aldergrove, BC	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
<b>Data Collector and Exploiter:</b> West Reception and Central Processing Site – Aldergrove, BC	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
<b>Planner:</b> RJOCP – CFB Esquimalt, BC	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
<b>Planner:</b> East RJOCA – CFB Halifax, NS	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
<b>Trainer:</b> Reception and Central Processing Site – Aldergrove, BC	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD

**Total Estimated Labour: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

**2. Travel and Living Expenses**

- (a) The Contractor will be reimbursed its 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.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Treasury Board Secretariat’s Special Travel Authorities, [http://www.tbssct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/statb-eng.asp](http://www.tbssct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp), also apply.
- (b) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) any daily travel between the Contractor's place of business and any one of the following DND work locations:
- West Reception and Central Processing Site - Aldergrove, BC

- RJOCA – CFB Halifax, NS
- West RJOCP – CFB Esquimalt, BC

(ii) any daily travel between the Contractor resource's place of residence and their respective DND work location:

- West Reception Site and Central Processing Site - Aldergrove, BC
- RJOCA - Halifax, NS
- RJOCP - Esquimalt, BC

(c) Canada will accept any travel and living expenses authorized by the TA incurred by the Contractor in the performance of the Work, for:

(i) any travel from Aldergrove, BC, Halifax NS or Esquimalt, BC to the National Capital Region (NCR) for the purpose of training, conferences, and personnel meetings.

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](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".

- (d) Canada will not accept any travel and living expenses incurred by the Contractor for any travel required to participate in the Initial Operations and Maintenance (O&M) Training as described under article 2.7.1 of Annex A, Requirement.
- (e) 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.
- (f) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**TOTAL ESTIMATED TRAVEL AND LIVING EXPENSES: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

**TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat <b>W6369-16DC04</b>
Security Classification / Classification de sécurité UNCLASSIFIED

SM

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		DG SPACE
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 Site Operations of Near Real-Time Ship Detection locations		
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 type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/> <i>AM</i> Specify country(ies) / Préciser le(s) pays: <b>CAN / US</b>	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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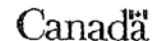
Contract Number / Numéro du contrat W6369-16DC04
Security Classification / Classification de sécurité UNCLASSIFIED

SM

<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)</b>	
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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input checked="" type="checkbox"/> SECRET SECRET <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les Installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat <b>W6369-16DC04</b>
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**ANNEX "D"**

**INSURANCE REQUIREMENTS**

**1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned Vehicles.
  - (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada, which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under

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the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **2. All Risk Property Insurance**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - (b) Loss Payee: Canada as its interest may appear or as it may direct.
  - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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**ANNEX "E"**

**NON-DISCLOSURE AGREEMENT**

**TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF PUBLIC SERVICES AND PROCUREMENT CANADA ("MINISTER")**

[Name] (the "Contractor") agrees that in the performance of the Work, information may be provided to it by Canada, otherwise made available to it for the purposes of the conduct of the Work, or may be produced by it through the conduct of the Work, whether in oral, written or machine readable form, and hereinafter referred to as "INFORMATION"; and,

The Contractor acknowledges and agrees that the INFORMATION may contain data and information that is classified, confidential, or proprietary to Canada, its contractors, or to other third parties; and,

The Contractor acknowledges and agrees that the INFORMATION may contain data and information that is classified, confidential, or proprietary to Canada, its contractors, or to other third parties; and,

The Contractor acknowledges and agrees that the INFORMATION is not to be disclosed or used in any way other than as set out below:

In consideration of the INFORMATION being disclosed to, or produced by the above identified Contractor, the Contractor acknowledges and agrees that:

- (a) it must not, without the prior written permission of the Minister, disclose the INFORMATION to anyone, other than an employee, subcontractor (at any tier), or proposed subcontractor with a need to know for the purposes of the conduct of the Work;
- (b) it must not make use of the INFORMATION for any purpose other than the conduct of the Work;
- (c) at the completion, or earlier termination of the Work, or upon demand, it will immediately return to Canada all documentation, copies, notes, diagrams, computer memory media and other materials containing any portion of the INFORMATION, or confirm to Canada, in writing, the destruction of all INFORMATION.

Prior to any disclosure of the Information as provided for in (a) above, the Contractor must require any employee, subcontractor, or proposed subcontractor, to execute a confidentiality agreement on terms and conditions compatible with and, in the opinion of the Minister, no less favourable to Canada than the terms and conditions of the Contract.

The Contractor acknowledges and agrees that it shall be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada or the Minister, which is caused by the failure of the Contractor, or by anyone to whom it discloses the INFORMATION, to comply with these terms and conditions.

INFORMATION includes but is not limited to Intellectual Property as defined in the Supplemental General Conditions 4007 (2010-08-16) - (Canada to Own Intellectual Property Rights in Foreground Information), financial and management information on DND Project Polar Epsilon or its contractors, advice, instructions, materials, and surveillance observations, data or reports generated in the performance of the Work.

Nothing in this Confidentiality Agreement shall be construed as limiting the Contractor's right to disclose any information to the extent that such information:

- (a) is or becomes in the public domain through no fault of the Contractor, its employees, its subcontractors (at any tier), or proposed subcontractors;

- 
- (b) is or becomes known to the Contractor from a source other than Canada and its contractors, except any source that is known to the Contractor to be under an obligation to Canada or any of its contractors not to disclose the INFORMATION;
  - (c) is independently developed by the Contractor; or
  - (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

---

**[Name of the Contractor]**

---

**[Name of the Contractor's  
Authorized Representative]**

---

**Signature**

---

**Date**





Solicitation No. - N° de l'invitation  
W6369-16DC04/A  
Client Ref. No. - N° de réf. du client  
W6369-16DC04

Amd. No. - N° de la modif.  
File No. - N° du dossier  
008st.W6369-16DC04

Buyer ID - Id de l'acheteur  
008ST  
CCC No./N° CCC - FMS No./N° VME

### Instructions for completing DND 626 - Task Authorization

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

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

**Delivery/Completion date**  
Completion date for the task.

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

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

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

**GST/HST**  
The GST/HST cost as appropriate.

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

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

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

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

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

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

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

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

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

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

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

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

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

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

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

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

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

**ANNEX A**  
**STATEMENT OF**  
**REQUIREMENT**  
**Near Real-Time Ship Detection (NRTSD)**  
**Site Operations**



01 December 2016

## Table of Contents

List of Tables .....	iii
List of Figures .....	iii
Acronyms and Abbreviations .....	iv
1 Introduction .....	1
1.1 Purpose .....	1
1.2 Organization .....	1
1.3 Background .....	1
1.3.1 NRTSD System Overview .....	1
1.3.2 NRTSD System Context .....	1
1.3.3 NRTSD System Sites and Capabilities .....	3
2 Task Description .....	5
2.1 Tasks .....	5
2.2 Deliverables .....	5
2.3 Site Management Task .....	5
2.3.1 Tasks .....	5
2.3.2 Deliverables .....	6
2.4 System Administration Task .....	6
2.4.1 Tasks .....	6
2.4.2 Deliverables .....	7
2.5 Planning Task .....	7
2.5.1 Tasks .....	7
2.5.2 Deliverables .....	8
2.6 Data Collection and Exploitation Task .....	8
2.6.1 Tasks .....	8
2.6.2 Deliverables .....	9
2.7 Training Task .....	9
2.7.1 Initial O&M Training .....	9
2.7.2 Initial Operator Mentoring .....	10
2.7.3 Replenishment Training .....	10
2.7.4 Deliverables .....	10
2.8 Travel .....	11
2.9 Health and Safety Requirements .....	11
3 General .....	11
3.1 Accommodation .....	11
3.1.1 Work Location .....	11
3.1.2 Work Language .....	11
3.1.3 Work Conditions .....	11
3.2 Organization .....	12
3.2.1 Qualifications .....	12
3.2.2 Structure .....	12
3.2.2.1 Site Manager .....	12
3.2.2.2 System Administrator .....	12
3.2.2.3 Data Collector and Exploiters .....	12
3.2.2.4 Planner .....	12
3.2.2.5 Trainers .....	13
3.2.4 Operational Management .....	13
3.2.4.1 Contractor Resources .....	13
3.2.5 Configuration Management .....	13

Appendix 1 – Definitions

Appendix 2 – Maintenance Plan

Appendix 3 – Data Item Description for Monthly Reports

**List of Tables**

Table 1-1 NRTSD Sites Location and Manned Status..... 3  
Table 2-1 O&M Training..... 9

**List of Figures**

Figure 1-1 NRTSD System Context ..... 2

### Acronyms and Abbreviations

AIS	Automatic Identification System
AOS	Acquisition of Signal
APT	Acquisition Planning Tool
BERT	Bit Error Rate Tester
CCIRM	Collection Coordination Information Requirements Management
CCMEO	Canada Centre for Mapping and Earth Observation
CDI	Chief of Defence Intelligence
CFB	Canadian Forces Base
CFSS	Canadian Forces Supply System
CMB	Configuration Management Board
COTS	Commercial-off-the-Shelf
DID	Data Item Description
DND/CAF	Department of National Defence/Canadian Armed Forces
DVD	Digital Versatile Disk
FRED	Framed Raw Expanded Data
FTP	File Transfer Protocol
GFE	Government Furnished Equipment
GIS	Geographic Information System
GPS	Global Positioning System
GUI	Graphical User Interface
ICECAP	Integrated Coalition Environment Common Access Portal
ISR	Intelligence, Surveillance and Reconnaissance
LCMM	Lifecycle Materiel Management (Manager)
LOS	Loss of Signal
LRU	Line Replaceable Unit
N/A	Not Applicable
NATO	North Atlantic Treaty Organization
NRTSD	Near Real-Time Ship Detection NTP
	Network Time Protocol
O&M	Operations and Maintenance
OA	Operational Authority
OEM	Original Equipment Manufacturer
OGD	Other Government Department
PE	Polar Epsilon
R2 SME	RADARSAT-2 Subject Matter Expert
R&O	Repair and Overhaul
RFI	Requests for Information

RJOC	Regional Joint Operations Centre
SAAS	SAR-AIS Association System
SAASI	SAAS in IA Pro
SAR	Synthetic Aperture Radar
SDP	Software Data Package
TA	Technical Authority
TCP	Transmission Control Protocol
TDP	Technical Data Package

## **1 Introduction**

### **1.1 Purpose**

This document describes the work to be performed by the Contractor as part of the Near Real-Time Ship Detection (NRTSD) System Operations and Maintenance (O&M).

### **1.2 Organization**

Section 2 describes the tasks to be performed and associated deliverables.

Section 3 describes the work environment and resource requirements.

Appendix 1 contains applicable definitions.

Appendix 2 contains the Maintenance Plan for the NRTSD System.

Appendix 3 contains the Data Item Description for the Monthly Reports from the Contractor.

### **1.3 Background**

#### **1.3.1 NRTSD System Overview**

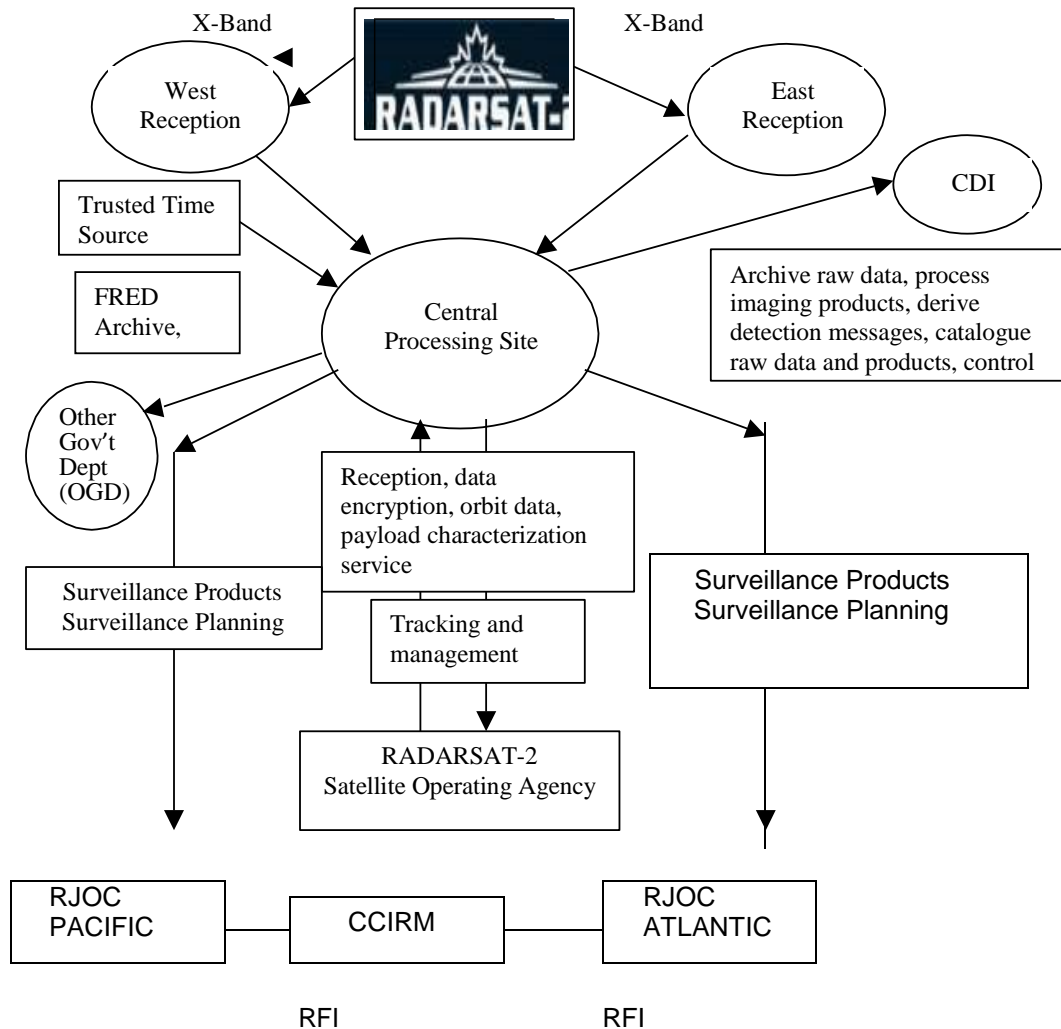
The Polar Epsilon (PE) NRTSD System provides the Canadian Armed Forces' (CAF's) Regional Joint Operations Centres (RJOC) Atlantic and Pacific a capability to exploit RADARSAT-2 (R2) for all-weather, day and night, active wide-area-surveillance, for the purposes of contributing to the situational awareness of the maritime approaches to Canada and North America and to foreign littoral areas where the CAF may be deployed. The NRTSD System operates for seven days a week year-round. The NRTSD System is composed of:

1. Two reception sites for R2 satellite downlink data (X-Band). The East Reception Site is located in Masstown, NS and the West Reception Site is located in Aldergrove, BC;
2. A single Central Processing Site, co-located with the West Reception Site in Aldergrove, BC, that receives raw data from both reception sites, archives and processes the data, and generates data exploitation and imagery products for delivery to the requesting RJOC;
3. Workstations and software at the RJOC facilities at Canadian Forces Base (CFB) Esquimalt, in Victoria, BC and CFB Halifax, in Halifax, NS; and
4. A TCP Accelerator to facilitate data and product transfer from the Canada Centre for Mapping and Earth Observation (CCMEO) in Ottawa.

#### **1.3.2 NRTSD System Context**

The NRTSD system interfaces with various external entities as shown in Figure 1-1 NRTSD System Context.

Figure 1-1 NRTSD System Context



Descriptions of the agencies external to the NRTSD are as follows:

1. Regional Joint Operations Centres (RJOCs) Atlantic and Pacific

The RJOCs Atlantic and Pacific are the primary users of the NRTSD System. Each RJOC submits Requests for Information (RFIs) to the CCIRM process and receives Surveillance Reports and R2 imagery from the NRTSD System.

2. Collection Coordination Information Requirements Management (CCIRM) CCIRM is a

Department of National Defence (DND) process, managed by Chief of Defence Intelligence (CDI), responsible for conflict resolution of acquisition coverage plans prepared by DND and CAF organizations, and for approval of orders for R2 tasking. This is a person-to-person interface between the resource doing the acquisition planning role at the RJOC and the CCIRM R2 Subject Matter Expert (R2 SME).



3. RADARSAT-2 Satellite Operating Agency  
The R2 Satellite Operating Agency provides the services for managing R2 data acquisition orders. This is a commercial entity that owns the satellite.
4. RADARSAT-2 Satellite  
The NRTSD System receives X-band downlink data from R2 for acquisition requests submitted by the NRTSD System. The downlink is done through one or two downlink channels of 105 Mbit/sec each.
5. Canada Centre for Mapping and Earth Observation (CCMEO)  
Raw R2 data in Framed Raw Expanded Data (FRED) format is submitted systematically and periodically for archiving at CCMEO.
6. CDI  
The Canadian Forces Joint Imagery Centre (CFJIC) and the Mapping and Charting Establishment (MCE) are components of CDI and are referred to as CDI Users herein. They can order and retrieve data products from the NRTSD system.
7. Other Government Departments and Agencies (OGD)  
OGD users can retrieve data products stored at CCMEO via an interface provided by CCMEO.
8. Trusted Time Sources  
The NRTSD System receives time reference from the trusted time sources such as Global Positioning System (GPS) satellites for system time synchronization.

### 1.3.3 NRTSD System Sites and Capabilities

Table 1-1 provides the location and the staffed and unstaffed status of all NRTSD Sites. Latitudes and longitudes are indicated for the antenna locations at each reception site.

Table 1-1 NRTSD Sites Location and Manned Status

Site	Location (Antenna Latitude, Longitude)	Contractor Personnel Present?
East Reception	Masstown, Nova Scotia (44 34.097 N, 64	No
West Reception and Central Processing	Aldergrove, British Columbia (49 04.360 N, 122 28.411 W)	Yes
RJOC Atlantic	CFB Halifax, Halifax, Nova Scotia	Yes
RJOC Pacific	CFB Esquimalt, Victoria, British Columbia	Yes
CCMEO	Ottawa, Ontario	No

1. East Reception Site

The East Reception Site includes an antenna as well as hardware and software to receive R2 downlinks, record them in real time and transmit them to the Central Processing Site. The location of the East Reception Site is Masstown, NS. This site is designed for unattended operations and is controlled remotely from the West Reception and Central Processing Site.

2. West Reception and Central Processing Site

The co-located West Reception and Central Processing Site in Aldergrove, BC has the following capabilities:

- a) An antenna as well as hardware and software providing identical functionality as the East Reception Site;
- b) Hardware and software to store raw R2 data. This capability is largely automated;
- c) Hardware and software to process raw R2 data into R2 data products. This capability is largely automated but requires operator interaction in defining the parameters of the R2 data products to be delivered to NRTSD clients;
- d) Hardware and software to derive NRTSD Detection Reports from R2 data products. This capability is partially automated but has a significant dependency on operator interaction;
- e) Hardware and software to catalogue R2 raw data and products. This capability is largely automated; and
- f) Hardware and software to orchestrate and automate the steps needed to control the reception, archiving and cataloguing of R2 downlinks (on a pass-by-pass basis). This capability is largely automated but requires routine monitoring to verify that the System is ready to receive and process each R2 pass.

3. RJOC Atlantic Site

The RJOC Atlantic Site includes the R2 Acquisition Planning Tool (APT) hardware and software, as well as operations staff to fulfill the Plan for Data Acquisition and Satellite Surveillance Advisor Roles. This site is situated within the RJOC Atlantic building at CFB Halifax, in Halifax, NS.

4. RJOC Pacific Site

The RJOC Pacific Site is identical in functionality to the RJOC Atlantic Site and is situated within the RJOC Pacific building at CFB Esquimalt, in Victoria, BC.

5. CCMEO

The Canadian Centre for Mapping and Earth Observation is located in Ottawa, ON and includes NRTSD network equipment (a TCP accelerator) designed to speed up FTP transfers of files to the R2 archive maintained at that site.

## 2 Task Description

### 2.1 Tasks

The Contractor must provide, on an as and when requested basis, operational resources, subject to acceptance by Canada, to perform the Work categorized as:

- a. Site Management task;
- b. System Administration task;
- c. Data Collection and Exploitation task;
- d. Planning task; and
- e. Training task.

### 2.2 Deliverables

The deliverables of each task must be delivered to the Technical Authority (TA) in accordance with the provisions of the task authorization and in accordance with the schedule therein. Unless otherwise specified, the Contractor must provide all required deliverables in electronic format, fully compatible with the Department of National Defence and/or Canadian Armed Forces (DND/CAF) commercial-off-the-shelf (COTS) baseline office automation software suite in effect at time of delivery.

### 2.3 *Site Management Task*

#### 2.3.1 Tasks

The Contractor must provide one (1) resource to perform the following for the overall NRTSD site management on an as and when requested basis:

- a. Manage all Contractor resources working on the NRTSD System, including those at the West Reception and Central Processing Site and the two (2) Regional Joint Operations Centres (RJOC);
- b. Manage site and information security at the West Reception and Central Processing Site and for Contractor resources in accordance with established DND/CAF practices, policies and procedures;
- c. Manage and oversee all Contractor tasks described herein;
- d. Coordinate with the Maintenance Contractors and DND/CAF personnel working on the NRTSD System and the supporting systems and infrastructure;
- e. Act as the Contractor point of contact for all NRTSD operational matters;
- f. Manage all records and logs;
- g. Ensure compliance with the Remote Sensing Space Systems Act;
- h. Participate in weekly teleconferences at the discretion of the TA;
- i. Prepare for and attend status review meetings to be held at the Contractor's facilities or other mutually agreed upon location(s) to discuss contractual, technical and operational issues. Such meetings will occur every three or four months or as described within the task authorization; and
- j. Participate in Configuration Control Boards (CCB) with the TA and/or the DND Life Cycle Materiel Manager (LCMM).

### 2.3.2 Deliverables

For this task, the Contractor must submit the following deliverables as directed by the TA, but are not limited to:

- a. Monthly Report in accordance with the Data Item Description NRTSD\_OPS001 contained in Appendix 3;
- b. Reports to the R2 Satellite Operating Agency in accordance with established agreements;
- c. Reports on compliance with *Remote Sensing Space Systems Regulations*; and
- d. Agendas and minutes for status review meetings and teleconferences.

## 2.4 System Administration Task

### 2.4.1 Tasks

The Contractor must provide a minimum of one (1) resource at the West Reception and Central Processing Site to complete all action required for system administration related to operations on an as and when requested basis. For this task, the Contractor must perform the following:

- a. Complete routine system administration tasks such as:
  - 1) User ID and password management;
  - 2) System backups and restores;
  - 3) Network management and monitoring;
  - 4) Archive storage management; and
  - 5) Maintenance of all NRTSD System files and logs
- b. Configure processing parameters, as required;
- c. Track any system related problems;
- d. Manage electronic product distribution;
- e. Manage remote access to the NRTSD system or its components by any of the Maintenance Contractors;
- f. Act as the Information Systems Security Officer for the West Reception and Central Processing Site in accordance with National Defence Security Orders and Directives and subsequent updates;
- g. Conduct daily non-invasive inspections of both proprietary and non-proprietary NRTSD equipment at the West Reception and Central Processing and the RJOC Sites to ensure that all hardware is ready for operation. These inspections are intended to detect readily apparent changes in the state of the equipment that are potentially indicative of an emerging maintenance issue such as lit fault indicators, loose cables, abnormal sounds, or visible damage or corrosion;
- h. It is not expected that any Maintenance Contractors will be present at NRTSD sites on a full-time basis. As a result, the Contractor will be required to assist the maintenance contractors in providing emergency corrective maintenance for issues that require little to no training to perform, are relatively infrequent in nature, and are urgent; and
- i. Conduct and/or assist a third party approved by the TA or LCMM in performing the following emergency corrective maintenance tasks:
  - 1) Basic fault isolation that may require recovery or workaround including replacement of faulty line replaceable unit (LRUs) and moving the operation of software to a different workstation;
  - 2) Manual hardware or software resets;
  - 3) Simple cable swaps;
  - 4) Troubleshooting and diagnostic support via email or telephone; and

- 5) Minor changes to proprietary software configuration (e.g. operational parameters in configuration files) in accordance with email or telephone guidance from the Proprietary Maintenance, Image Analyst Professional (IA Pro), SAASI or OceanSuite Maintenance Contractors.

#### **2.4.2 Deliverables**

For this task, the Contractor must submit the following deliverables as directed by the TA, but are not limited to:

- a. Log books for all activities related to above tasks;
- b. Registry for all assigned IDs and Passwords;
- c. Reports on system related problems;
- d. Registry showing all remote access activities including participants, and start and end times for all access;
- e. Reports on any security related matters in accordance with DND/CAF established practices and procedures;
- f. Logs of all maintenance activities to be available to the TA, as required; and
- g. A summary of all maintenance activities to be contained in the Monthly Report specified in paragraph 2.3.2.

### **2.5 Planning Task**

#### **2.5.1 Tasks**

The Contractor must provide a minimum of one (1) resource to the RJOC at each of CFB Halifax and CFB Esquimalt to assist RJOC personnel with the following on an as and when requested basis:

- a. Develop R2 Surveillance plans. This includes: Submission of a Request for Information (RFI) to the DND/CAF R2 Order Desk; after approval submit a R2 Technical Request Form (TRF) to the DND/CAF R2 Order Desk with an acquisition plan (ACP) file; and after approval from the DND/CAF R2 Order Desk submit the approved R2 order to the Order Handling Systems for execution;
- b. Perform quarterly long term planning for R2 data acquisitions;
- c. Monitor the recording of image products onto media (DVDs), distribute the product media to RJOC data users and record the media delivery in a log book;
- d. Manage updates and changes to the Ignore List for subsequent Detection Reports;
- e. Maintain updated Acquisition Planning Tool configuration (e.g. new slew plans);
- f. Respond to direction from the Site Manager at the Central Processing Site to communicate production details via population and maintenance of a spreadsheet that outlines Image Product production parameters;
- g. Support RFIs created by external entities (e.g. R2SME);
- h. Submit and handle requests for image products that use data that was previously received and is being held within the NRTSD System in its local archive;
- i. Tag acquisitions for exclusion from delivery to OGD users when ordering new acquisition at the R2 Order Desk;
- j. Act in an advisory capacity to DND/CAF RJOC staff on the application and technical details of using satellite-based SAR imagery for surveillance purposes and on the use of R2 imagery;
- k. Complete routine System Administration to include "system backup and restore"; and
- l. Other management and analysis duties as required

## 2.5.2 Deliverables

For this task, the Contractor must submit the following deliverables as directed by the TA, but are not limited to:

- a. Quarterly Surveillance Plans and associated changes, as required; and
- b. Log books for activities concerning all data products.

## 2.6 Data Collection and Exploitation Task

### 2.6.1 Tasks

The Contractor must provide resources to cover two (2) separate workstations, which must each have their own operator for two (2) 10 hour shifts, seven (7) days per week at the West Reception and Central Processing Site in order to maintain at least two (2) operators on at least two (2) separate workstations on an as and when requested basis for pre-pass, reception and processing and post-pass activities, which includes, but are not limited to:

- a. Pre-Pass Preparation:
  - 1) Verify all systems are functioning as required (such as antenna, real-time recording);
  - 2) Verify that the pass schedule is entered on real-time recording and antenna;
  - 3) Ensure X-band decryption keys are in place;
  - 4) Monitor results of pre-pass test;
  - 5) Monitor weather at both Reception Sites; and
  - 6) Ensure data exploitation software workstations are initialized and ready to accept R2 imagery.
- b. Reception and Processing:
  - 1) Monitor progress on the antenna and real-time recording and verify that the antenna locks onto the signal at the time of Acquisition of Signal (AOS), that the real-time recording starts recording and that the "green" sync indicator appears on the real-time recording Graphical User Interface (GUI) on the active downlink channels based on the reception plan;
  - 2) Monitor the automated processing and ensure that the first block of data is passed to the data exploitation software;
  - 3) Continue to monitor the acquisition to Loss of Signal (LOS) and processing of remaining real-time segments;
  - 4) Run proprietary data exploitation software to produce detection reports according to the required system timelines;
  - 5) Configure data exploitation software to use latest Ignore List; and
  - 6) Validate detected targets before issuing surveillance report.
- c. Post-Pass Activities:
  - 1) Verify, as required, reception and processing report (antenna logs, real-time recording report, other applicable logs);
  - 2) Monitor cataloguing of real-time data; and
  - 3) Run proprietary data exploitation software to produce refined detection reports as needed (not subject to performance timelines). This includes wake and heading analysis, where feasible.
- d. Non-Real-Time Activities:
  - 1) Oversee processing and cataloguing of non real-time imagery;
  - 2) Ensure delivery of the non real-time products and interact with the Contractor resource who is performing the Planning task at each RJOC, as required;

- 3) Ensure delivery and cataloguing of non real-time products in accordance with agreed on procedures;
- 4) Support troubleshooting of problems encountered with proprietary data exploitation software and identify land masking errors; and
- 5) The Contractor will be required to provide assistance to the maintenance personnel for preventive and corrective maintenance at the West Reception and Central Processing Site in Aldergrove and at the RJOC sites at CFB Esquimalt and CFB Halifax. The Contractor is not required to provide assistance at East Reception Site; however, Contractor resources at the West Reception Site must operate and administer NRTSD System software elements located at the East Reception Site by remote access. This task will normally be done when the system is not operational.

### 2.6.2 Deliverables

For this task, the Contractor must submit the following deliverables, but are not limited to:

- a. Log books covering all activities associated with the above tasks;
- b. Detection and wake reports; and
- c. Any other reports or products which may be requested from other government departments once approved by the TA.

## 2.7 Training Task

### 2.7.1 Initial O&M Training

All Contractor resources must participate in and complete the training outlined in Table 2-1. This training will be provided by Canada and will be completed prior to the Contractor assuming responsibility for operations. Training must be completed no later than 60 calendar days after the Contract award. Canada will pay regular labour rates and all travel costs in accordance with Treasury Board guidelines.

Table 2-1 O&M Training

Subject	Audience	Duration (days)	Location	Comments
Use of ICECAP (SECRET, CANADIAN/ USA EYES ONLY)	NRTSD Planning and backup resources	1	RJOCs	On the job training - 0.5 days per RJOC.
Security Procedures	All Contractor resources at both RJOCs and the Central Processing Site	1	West Reception Site	Access procedures, information mapping etc.
Site Operations	All Contractor resources	5	West Reception Site	Covers RADARSAT-2 processing chain operation (excludes data exploitation software) and administration. This is standard RADARSAT-2 operations training, with small amount of tailoring for the NRTSD System.

Subject	Audience	Duration (days)	Location	Comments
NRTSD System Data Exploitation	Data Collection and Exploitation resources	1	West Recepti on Site	Covers use of data exploitation software, manual detection of ships and wakes.
Antenna Operations	All Contractor resources except those at the RJOC	5	West Recepti on Site	Covers antenna operation and basic maintenance.
Basic Maintenance (Non-Antenna)	All Contractor resources	1	West Recepti on Site	Covers procedures for performing first line and limited second line maintenance on the NRTSD System (not including the antenna).

The above training will be provided by Canada and will be accompanied by a full set of printed training materials as well as the System Operations Manual and the System Maintenance Manual. Once this initial training is complete, the Contractor must assume full responsibilities as outlined herein.

### 2.7.2 Initial Operator Mentoring

During the initial approximately two-week period after handoff of operations to the Contractor, if requested, Canada will provide personnel with NRTSD System operations experience to mentor the Contractor resources. The goal is to achieve a smooth transition from the incumbent operations contractor to the new Contractor. Mentoring support will be provided during core business hours (8 hours per day), weekdays, for the initial two-week operational period. The mentor will answer questions about the correct operations of the NRTSD System and provide advice on how to accomplish operations tasks. Mentors are provided to the Contractor for advice only. Full responsibility for operations remains with the Contractor from the point at which the Contractor assumes full responsibilities outlined herein.

### 2.7.3 Replenishment Training

The Contractor must provide a minimum of one (1) resources to train all replacement and additional resources required to complete the requirements herein. The Contractor must use the same training material as that used for the initial training, modified as required for any system changes that may have occurred. All modifications must be approved by the TA. The Contractor will be reimbursed by DND for both the trainer and the training they perform in accordance with the issued Task Authorization.

### 2.7.4 Deliverables

For this task, the Contractor must submit the following deliverables, but are not limited to:

- a. A comprehensive training plan, which must be approved by the TA prior to its implementation; and
- b. Modified training material to account for any systems changes since the last training session.



## 2.8 Travel

The Contractor may be required to travel throughout the duration of the Contract as requested by the TA. All travel must have prior authorization of the TA.

## 2.9 Health and Safety Requirements

The Contractor must comply with all industry practices, applicable codes and standards concerning worker safety. The Contractor must comply with all applicable Federal and Provincial Statutes covering health and safety of personnel and locally applicable health and safety legislation in the provinces of Nova Scotia and British Columbia.

The Contractor must comply, as applicable, with the following:

1. *Canada Labour Code*  
<http://laws-lois.justice.gc.ca/eng/acts/L-2/>
2. *Canada Occupational Health and Safety Regulations*  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/>
3. *Occupational Safety and Health – 1-01*  
[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_119/osh\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_119/osh_e.asp)

DND/CAF facilities are subject to the requirements of the DND General Safety Program (<http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-2000/2007-1.page>). Each of the Contractor's shifts at the West Reception and Central Processing Site must include at least one (1) individual who is First Aid qualified and each of the Contractor's personnel allocated to that site must be qualified every three (3) years on the use of water-, chemical- and CO<sub>2</sub>-based fire extinguishers.

## 3 General

### 3.1 Accommodation

#### 3.1.1 Work Location

The Contractor must provide resources at the West Reception and Central Processing Site in Aldergrove, B.C. and at each of the RJOCS; one at CFB Halifax and one at CFB Esquimalt.

#### 3.1.2 Work Language

All work must be conducted in English.

#### 3.1.3 Work Conditions

DND/CAF will provide all facilities including reasonable office accommodation, access control system, communications (General Processing Network [GP Net] Terminals, Defence Wide Area Network [DWAN] Terminals, Internet e-mail, regular telephone with long distance access and secure telephones) and environmental control.

DND/CAF will provide all NRTSD hardware and software documentation.

The Operational Contractor must provide resources and system access control to the West Reception and Central Processing Site in accordance with Sections 2.3.1 and 2.4.1.

Shift work will be required as per section 2.6.1.

## **3.2 Organization**

The Contractor must provide and maintain an organization of qualified resources as required to meet all tasks described herein.

### **3.2.1 Qualifications**

The Contractor must provide resources with qualifications as outlined in the associated Evaluation Criteria and Request For Proposal.

### **3.2.2 Structure**

The TA must approve a baseline organization structure, which will be reviewed by both the TA and the Contractor, and will be modified periodically by the Contractor subject to the TA's approval. This structure should:

- a. Reflect the work package structure;
- b. Provide adequate supervision without excessive management overhead;
- c. Respect appropriate skill sets;
- d. Account for necessary shift work; and
- e. Address on-call and back-up requirements.

#### **3.2.2.1 Site Manager**

The Contractor must provide one (1) Site Manager to complete the tasks described in Section 2.3.1 on an as and when requested basis and to act as the single point of contact with DND/CAF for the tasks described herein. The Site Manager must work at the West Reception and Central Processing Site and must be available for work at seven days a week, eight hours per day. The Site manager resource must not work more than an aggregate total of 40 hours per week without authorization from the TA.

#### **3.2.2.2 System Administrator**

The Contractor must provide a minimum of one (1) System Administrator to oversee, and ensure completion of, the tasks as described in Section 2.4 on an as and when requested basis. The System Administrator must manage the NRTSD System. The nature of the work requires that some of it be done during periods where there is no R2 activity and thus some shift work may be required. The System Administrator must work at the West Reception and Central Processing Site. System Administrator resource(s) must not work more than an aggregate total of 40 hours per week without prior authorization from the TA.

#### **3.2.2.3 Data Collectors and Exploiters**

The Contractor must provide Data Collectors and Exploiters at the West Reception and Central Processing Site to cover two (2) 10-hour shifts per day, seven (7) days per week in order to cover at least two (2) separate workstations, which must each have their own operator to complete the tasks described in Section 2.6 on an as and when requested basis. Each 10-hour shift must occur independently and must be filled by two personnel each. The Contractor must develop a shift schedule, to accommodate orbital cycle and must obtain approval from the TA prior to implementation.

#### **3.2.2.4 Planner**

The Contractor must provide at least two (2) Planners – one (1) at each of the RJOCs at CFB Halifax and CFB Esquimalt – to complete the tasks described in Section 2.5 on an as and when requested basis. The Planners must work with the DND/CAF operations personnel to develop their R2 surveillance and data acquisition plans to meet operational requirements in accordance with established practices and procedures. The Planners must each work five (5) days per week, eight (8) hours per day, though additional work may be required as and when requested and in accordance with an approved task authorization.

### **3.2.2.5 Trainers**

The Contractor must provide a minimum of one (1) Trainer to complete the tasks described in Section 2.7.3 as and when requested. It may be practical and desirable to use some of the resources noted above to complete some on-job training.

### **3.2.4 Operational Management**

#### **3.2.4.1 Contractor Resources**

Planners at the RJOCs must conform to the practices, policies and procedures that are established at these locations. The Planners at the RJOCs must be responsive to the requirements as laid down by the Surveillance Officer at the respective RJOC.

Since the Contractor resources will normally be the only people working at the West Reception and Central Processing Site, the Site Manager must establish a suitable operational framework to ensure that all requirements herein are met.

#### **3.2.5 Configuration Management**

The LCMM will be responsible for the overall configuration management of the NRTSD System. The LCMM will hold periodic Configuration Management Board (CMB) meetings that must be attended by the Contractor's Site Manager as well as representatives of the Maintenance Contractors. Travel, as identified in Section 2.8 will be required to support these meetings. All travel must have prior authorization of the TA.

**APPENDIX 1 TO ANNEX A**

**DEFINITIONS**

**TABLE OF CONTENTS**

<b>1. COMMERCIAL-OFF-THE-SHELF .....</b>	<b>2</b>
<b>2. DATA PRODUCTS.....</b>	<b>2</b>
<b>3. GEOGRAPHIC INFORMATION SYSTEM (GIS) .....</b>	<b>2</b>
<b>4. ICECAP .....</b>	<b>2</b>
<b>5. IGNORE LIST .....</b>	<b>2</b>
<b>6. IMPLEMENTATION CONTRACTOR .....</b>	<b>2</b>
<b>7. INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE.....</b>	<b>2</b>
<b>8. MAINTENANCE CONTRACTORS .....</b>	<b>3</b>
<b>9. NON-PROPRIETARY HARDWARE AND SOFTWARE.....</b>	<b>3</b>
<b>10. NON-PROPRIETARY MAINTENANCE CONTRACTOR.....</b>	<b>3</b>
<b>11. OCEANSUITE SOFTWARE.....</b>	<b>3</b>
<b>12. Image Analyst Professional (IA Pro) .....</b>	<b>3</b>
<b>13. SAAS in Image Analyst Professional (SAASI) .....</b>	<b>3</b>
<b>14. OCEANSUITE MAINTENANCE CONTRACTOR .....</b>	<b>3</b>
<b>15. OTHER GOVERNMENT DEPARTMENTS AND AGENCIES (OGD) .....</b>	<b>3</b>
<b>16. PROPRIETARY HARDWARE AND SOFTWARE.....</b>	<b>3</b>
<b>17. PROPRIETARY MAINTENANCE CONTRACTOR .....</b>	<b>4</b>
<b>18. REMOTE SENSING .....</b>	<b>4</b>
<b>19. SURVEILLANCE OFFICER .....</b>	<b>4</b>

## **Definitions**

### **1. Commercial-off-the-Shelf**

Commercial-off-the-shelf (COTS) is defined as hardware, software, or material that will be ordered from a commercial vendor's catalog or data sheet and purchased without modification.

### **2. Data Products**

Data products include Radarsat 2 (R2) imagery, data exploitation messages (Ship Detection Reports) and Exploitation Ready Products for other government departments.

### **3. Geographic Information System (GIS)**

A GIS is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system.

### **4. ICECAP**

The Integrated Coalition Environment Common Access Portal (ICECAP) is the application that is used to generate the Requests for Information (RFI) to the R2 Acquisition Planning Tool (APT). ICECAP runs on a DND/CAF SECRET, Canadian/USA network. The assets that run on this network are subject to the DND/CAF Security Orders and to National Defence Security Orders and Directives.

### **5. Ignore List**

A collection of latitude-longitude coordinates of stationary objects that are highly reflective and may be mistakenly identified as candidate ships.

### **6. Integration Contractor**

The Integration Contractor will be responsible for ensuring a smooth transition from the incumbent contractor to the follow on contractor. This will include all equipment and software which is required for the Near Real Time Ship Detection (NRTSD) System as well as the interim Operations and Maintenance (O&M) services. They will also be responsible for ensuring operations are not negatively affected by the change of contracting companies.

### **7. Intelligence, Surveillance and Reconnaissance**

Intelligence, Surveillance and Reconnaissance (ISR) is defined as:

1. Intelligence – The product resulting from the processing of information concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations. The term is also applied to the activity which results in the product and to the organizations engaged in such activity.
2. Surveillance – The systematic observation of aerospace, surface or subsurface areas, places, persons, or things, by visual, aural, electronic, photographic, or other means.  
Reconnaissance – A mission undertaken to obtain, by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy, or to secure data concerning the meteorological, hydrographic, or geographic characteristics of a particular area.

The NRTSD system is an ISR capability, which is defined as the integrated capabilities to collect, process, exploit and disseminate accurate and timely information that provides the battlespace awareness to successfully plan and conduct operations. (Source: Canadian Armed Forces (CAF) Terminology Data Bank, Vice Chief of Defence Staff (VCDS) Authority.)

## **8. Maintenance Contractors**

The Maintenance Contractors are the Non-Proprietary Maintenance Contractor, the OceanSuite Maintenance Contractor and the Proprietary Maintenance Contractor. (See definitions below.)

## **9. Non-Proprietary Hardware and Software**

Non-embedded COTS hardware and software, as well as the antenna hardware and software, is considered non-proprietary.

## **10. Non-Proprietary Maintenance Contractor**

The Non-Proprietary Maintenance Contractor is the deliverer of equipment, software, supplies, data and services for the non-proprietary hardware and software in the NRTSD System.

## **11. OceanSuite Software**

OceanSuite software works in conjunction with the Data Exploitation Software to provide Detection Reports.

## **12. Image Analyst Professional (IA Pro)**

Software utilized in the Aldergrove processing site. More information can be found at: [http://www.imstrat.ca/Image\\_Analyst\\_Pro](http://www.imstrat.ca/Image_Analyst_Pro)

## **13. SAAS in Image Analyst Professional (SAASI)**

Defence Research and Development Canada (DRDC) has created a tool to integrate SAR-AIS Association System (SAAS) into IA Pro to use alongside OceanSuite in order to reduce the number of false identifications.

## **14. OceanSuite Maintenance Contractor**

The OceanSuite Maintenance Contractor is the performer of the services for the maintenance of the OceanSuite software, which is proprietary to Canada.

## **15. Other Government Departments and Agencies (OGD)**

Departments and Agencies of the Government of Canada other than DND or the CAF. OGDs can retrieve NRTSD data products from CCMEO in Ottawa, ON.

## **16. Proprietary Hardware and Software**

Canada owns several different pieces of hardware and software within the PE NRTSD system. Canada also uses hardware and software for which proprietary rights are retained by the commercial company. The following is a list of the proprietary hardware and software items being used in the PE NRTSD system:

3. Gigabit Serial Ingest Board (GSIB) which is part of the Direct Archive System (DAS);
4. Direct Archive System (DAS) Segment software;
5. Archive Management System (AMS) software;
6. Cataloguing, Archive Preprocessing, Production System (CAPPS) software;
7. Reception, Archiving and Cataloguing Control (RACC) software;
8. Data Exploitation Segment (DES) software exclusive of the GFE OceanSuite software;
9. Catalogue Browse System (CBS) software, including the embedded COTS software;
10. R2 Acquisition Planning Tool (APT) software;
11. ExactEarth AIS integration; and
12. SAASI.

### **17. Proprietary Maintenance Contractor**

The Proprietary Maintenance Contractor is the deliverer of all services for proprietary hardware and software (excluding the Crown-owned OceanSuite software) in the NRTSD System.

### **18. Remote Sensing**

The science, technology and art of obtaining information about objects or phenomena from a distance (i.e. without being in physical contact with them).

### **19. Surveillance Officer**

The Surveillance Officer (SO) is responsible for the planning and reporting of the surveillance of their Joint Task Force Area of Responsibility (AOR). The SO is also responsible for the compilation and distribution of the Recognized Maritime Picture (RMP) to the different users.

**APPENDIX 2 OF ANNEX A**

**MAINTENANCE PLAN**

**Table of Contents**

1. Concept.....	2
2. Configuration Control.....	2
3. CFSS Process .....	2
Technical Data Packages .....	2
Software Data Packages .....	3
4. Types .....	3
5. Lines of Maintenance.....	3
First Line Maintenance.....	3
Second Line Maintenance .....	4
Third Line Maintenance .....	4
6. Maintenance Roles .....	4
7. Reporting and Coordinating Lines .....	6



## 1. Concept

The concept described in this section addresses all of the maintenance work done by all Maintenance Contractors for the NRTSD System.

Maintenance will be done at the five site locations in such a way to minimize the impact to operations. As reference, the five site locations and their staffing status are shown in Table 1-1 of the Requirement.

## 2. Configuration Control

A Configuration Control Board (CCB) will be established to provide ongoing management of the system configuration and control of changes to the system. The NRTSD CCB is expected to be chaired by the LCMM or TA and include representation from the Contractor, Maintenance Contractors and user groups. In-person meetings of the CCB representatives are to be convened as required with each meeting lasting one day and will normally be held at the West Reception Site.

## 3. CFSS Process

NRTSD System components will be catalogued by the LCMM with NATO Stock Numbers to the LRU level. DND/CAF will obtain NATO Stock Numbers for components that do not currently have such numbers assigned.

Technical Data Packages for each of the itemized hardware components and Software Data Packages for each of the software items will be in place and current prior to the beginning of the work described herein. These data packages must be maintained by the Maintenance Contractors throughout the lifetime of the NRTSD System.

All NRTSD System components will be supplied with a permanent name and model number identification.

Return of failed items for third line maintenance must be in accordance with the CFSS policies and procedures.

### ***Technical Data Packages***

Technical Data Packages will include the following information:

1. Item name;
2. Model number;
3. Part number;
4. Manufacturer;
5. Next higher assembly;
6. List of all options included (if the item is to be provided in multiple optional configurations, each will require a separate NATO Stock Number);
7. Assembly level drawing (for cables, the cable type, the connector type and pin-out configuration shall be provided for both ends);
8. Photograph; and
9. Short paragraph describing what the part is and what it does including;
  - a) Its physical dimensions (length, width, height in centimetres);
  - b) Its weight (in kilograms); and
  - c) Its replacement cost.

### **Software Data Packages**

Software Data Packages will include the following:

1. Name and manufacturer of software program;
2. Version of software program;
3. Annual recurring license, license fees and support agreements;
4. Future software patch costs and schedule;
5. Installation Manuals, if not already delivered in Maintenance Manuals;
6. Trouble-shooting procedures, if not already delivered in Maintenance Manuals;
7. Inventory of Computer Software Configuration Item contents;
8. List of all delivered documents pertinent to the software; and
9. Release notes (e.g., for listing possible problems and known errors).

### **4. Types**

The different possible types of maintenance activities are defined in Table B- 1 Maintenance Types.

**Table B- 1 Maintenance Types**

<b>Maintenance Type</b>	<b>Definition</b>
Preventive	Maintenance performed for the purpose of preventing problems. (e.g., for software: database back-ups, virus scan updates, disk defragmentation; for hardware: routine inspections, alignments, cleaning, lubrication of motor bearings)
Corrective	Changes necessitated by actual faults and failures.

### **5. Lines of Maintenance**

There are three lines of maintenance – first, second and third. These are defined in the following paragraphs.

#### ***First Line Maintenance***

First line maintenance involves inspection of the equipment and simple preventive maintenance in the operational environment. At times corrective or restorative actions may need to be taken to support operations.

First line maintenance is done on-site and consists of periodic checks of equipment performance, fault determination and minor preventive maintenance tasks. First line maintenance activities include:

1. Preventive maintenance;
2. Corrective maintenance; and
3. Replacement and management of consumables.

Preventive maintenance will be performed as required to ensure that product quality and operation will not become degraded from normal operating conditions. Routine tests are performed by the system. Other maintenance activities may include performance of simple preventive maintenance recommended by the equipment suppliers and detailed in the individual equipment User Manuals.

Corrective maintenance will focus on fault recovery and, if possible, failure isolation to the subsystem or unit level. Contractor resources will be tasked to assist the Maintenance Contractors in isolating the failure to either hardware or software. Contractor resources may be required to take the steps necessary to recover from the failure, but only under the direction of the applicable Maintenance Contractors. If appropriate, replacement of system components by spares (where provided) or reconfiguration of system components may be done to permit emergency operation until Maintenance Contractor resources are on site.

### ***Second Line Maintenance***

This involves scheduled maintenance, corrective maintenance and removal or replacement of major assemblies at the operational site.

Second line maintenance includes, but is not limited to: board replacements; major component replacements; mechanical repairs; limited overhaul; and alignment and calibration work.

Second line maintenance will provide limited configuration and test support for COTS software. Second line maintenance will provide on-site preventive and corrective maintenance repairs necessary to maintain or restore the NRTSD System to an operational state.

### ***Third Line Maintenance***

Third line maintenance involves extensive overhaul and repair of equipment, or correction of software problems, which are typically performed at the manufacturer's or applicable Maintenance Contractor's site, with the exception of some antenna work that may need to be performed on-site. For hardware, third line maintenance (also called depot maintenance) includes the repair of failed units including the overhaul, rebuilding, and calibration of hardware components. For software, it includes modification of the software to fix errors in the code (corrective maintenance), adapt to environment or platform changes (adaptive maintenance) or adapt to changes in requirements (perfective maintenance). Third line maintenance is performed with the concurrence of the LCMM.

## **6. Maintenance Roles**

Five organizations are involved in maintenance activities at the NRTSD sites. These organizations and their responsibilities are shown in Table B- 2 Maintenance-Related Functions.

Table B- 2 Maintenance-Related Functions

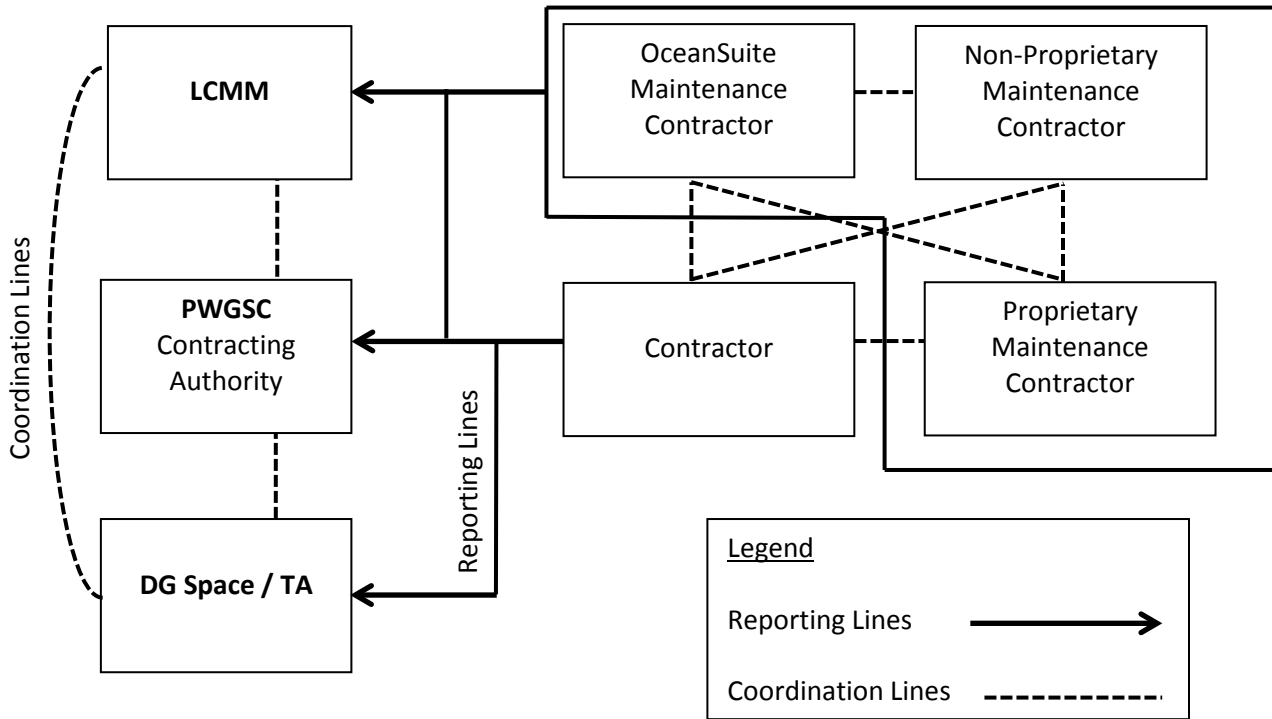
Organization	Maintenance-Related Functions
Contractor	<ol style="list-style-type: none"> <li>1. Monitor the automated process of reception and processing to identify any problems;</li> <li>2. Monitor reception and processing reports for problem indications;</li> <li>3. Report and track problems, including the analysis of any logs generated by proprietary software;</li> <li>4. Configure processing parameters as required;</li> <li>5. Perform routine computer system administration including backups, user account administration, disk defragmentation, archive tape handling (if applicable), SAASI manipulation / configuration;</li> <li>6. Provide fault diagnostic and troubleshooting support as required to Maintenance Contractors by phone or email;</li> <li>7. Assist Maintenance Contractors and CAF personnel as required in performing maintenance for the NRTSD System hardware and software located at both RJOC sites;</li> <li>8. Assist Maintenance Contractors and CAF personnel as required in performing maintenance for system hardware and software located at the East Reception Site and the West Reception/Central Processing;</li> <li>9. Participate in NRTSD Configuration Control Board (CCB).</li> </ol>
Non-Proprietary Maintenance Contractor	<ol style="list-style-type: none"> <li>1. Perform second and third line maintenance for system non-proprietary hardware and software located at the East and West Reception an/or Central Processing Sites and the RJOC Atlantic and Pacific sites, including; <ul style="list-style-type: none"> <li>- Repairs to antenna assemblies;</li> <li>- Repair and overhaul of failed or degraded equipment;</li> <li>- Major upgrades to COTS operating systems, anti-virus software, remote access software, GIS software,</li> </ul> </li> <li>2. Participate in NRTSD CCB.</li> </ol>

Organization	Maintenance-Related Functions
Proprietary Maintenance Contractor	<ol style="list-style-type: none"> <li>1. Provide telephone or email assistance to Contractor as required to address proprietary software issues necessary to return system to operations;</li> <li>2. Provide second and third line maintenance for all proprietary NRTSD System hardware and software (other than what is considered proprietary to Canada) including:               <ol style="list-style-type: none"> <li>a. Repair and overhaul of proprietary hardware;</li> <li>b. Major upgrades of proprietary software;</li> <li>c. Coordination with the other two Maintenance Contractors.</li> </ol> </li> <li>3. Participate in NRTSD CCB.</li> </ol>
OceanSuite Maintenance Contractor	<ol style="list-style-type: none"> <li>1. Provide maintenance for OceanSuite software (which is proprietary to Canada) including:               <ol style="list-style-type: none"> <li>a. Implement fixes to OceanSuite software;</li> <li>b. Coordination with Proprietary Maintenance Contractor to ensure compatibility of OceanSuite software with proprietary software.</li> </ol> </li> <li>2. Participate in NRTSD CCB.</li> </ol>
DND/LCMM/TA	<ol style="list-style-type: none"> <li>1. Provide maintenance for all site services, facilities and infrastructure;</li> <li>2. Chair and participate in NRTSD CCB.</li> </ol>

**7. Reporting and Coordinating Lines**

Figure B - 1 Reporting and Coordinating Lines shows the reporting and coordination lines among the various organizations involved in the O&M of the NRTSD System.

Figure B-1 Reporting and Coordinating Lines



**APPENDIX 3 OF ANNEX A**

**DATA ITEM DESCRIPTION FOR MONTHLY REPORTS**

<b>1. TITLE – TITRE</b> Monthly Status Report		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b> DID NRTSD_OPS001	
<b>3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET</b> The Monthly Status NRTSD Report must summarize the Contractor's work in relation to the NRTSD operational activities			
<b>4. APPROVAL DATE - DATE D'APPROBATION</b> Must be submitted to the OPI not later than 5 days after the last day of the month.	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIÈRE RESPONSABILITÉ (BPR)</b> Technical Authority		<b>6. GIDEP APPLICATION - PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENTES</b> N/A
<b>7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE</b> SOW-PENRTSD-OPS, Section 3.3.2			
<b>8. ORIGINATOR – AUTEUR</b> N/A		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b> N/A	
<b>10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> 10.1 Format. It is preferable that electronic submissions be in the word processor specified in the Requirement paragraph 3.2. 10.2 The Monthly Status Report must, as a minimum, include the following information: a) A summary of statistics on the NRTSD System's activities, the data products delivered and the amount of down time that was experienced; b) Monthly # of R2 scenes received including: a. Overall total; b. Total per Reception Site; c. Total per customer (e.g. RJOC Atlantic, RJOC Pacific, DND/CAF Order Desk); and d. Total per type (e.g. ScanSAR, MSSR, Spotlight). c) Scenes by number and type forwarded to Natural Resources Canada's raw data Archive and image product library (OGD Server); d) Number of scenes not forwarded to the image product library (OGD server); e) Number of scenes used for ship detection purposes; f) A list of operational issues that were addressed and closed in the last month; g) A list of operational issues that are currently open and the plan to close them;			

- h) A schedule of any planned system outages over the next month;
- i) Any operational issues that must be addressed;
- j) Any trends in operational activities;
- k) Any staffing or training issues and the plans to address them;
- l) Any security related issues; and
- m) A list of all remote access activities including who accessed the system, start and end times of access.