



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ**

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

**Issuing Office - Bureau de distribution**  
Science Procurement Directorate/Direction de l'acquisition de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

|   |  |
|---|--|
| <b>Title-Sujet</b><br>Polar Epsilon Environmental Sensing Capability Support and Maintenance  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W6369-16DC03  | <b>Date</b><br>2017-04-12  |
| <b>Client Reference No. - N° de référence du client</b><br>W6369-16DC03   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-17-00776194   |  |
| <b>File No. - N° de dossier</b><br>035sv W6369-16DC03   | <b>CCC No./N° CC - FMS NO. / N° VME</b>                                  |
| <b>Solicitation Closes - L'invitation prend fin</b><br><br>at - à 2:00 PM<br>on - le 2017-05-23   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Time (EDT) |
| <b>F.O.B. - F.A.B</b><br><br><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><br>Joseph Hulse   | <b>Buyer Id - Id de l'acheteur</b><br>035SV                              |
| <b>Telephone No. - N° de téléphone</b><br>873-469-4832  | <b>FAX No. - N° de FAX</b><br>819-957-2229                               |
| <b>Destination of Goods, Services and Construction:</b><br><b>Destinations des biens, services et construction :</b><br><br>Specified Herein<br>Précisé dans les présentes      |  |

**Instructions : See Herein**

**Instructions : voir aux présentes**

|   |  |
|---|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein   | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>  |  |
| <b>Telephone No. - N° de telephone</b><br><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><br><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>  | <b>Date</b>                                  |



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, DND 626 Task Authorization form, and Insurance Requirements.

### **3. Summary**

Canada intends to award a contract for the provision of hardware and software maintenance support services for the Polar Epsilon (PE) Environmental Sensing (ES) Capability in order to maintain the operational availability of the ES System. These services include: preventive and corrective maintenance; technical and engineering support; repair and overhaul of failed equipment; replacement of spare parts; operator and maintainer training; configuration management; upgrades; and special investigations and technical studies. The work will be pre scheduled and via Task Authorization.

The majority of the work is to take place at the contractors' location; however, some tasks will require a site visit at both PE ES transition sites (east coast and west coast).

The resulting contract is for a period of 2 years, with 3 additional, 1 year option periods.

There is a security requirement associated with this requirement.

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

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in attachment 3 of Part 5 of the bid solicitation.

The Contractor will own the Intellectual Property Rights in the Foreground Information.



This procurement is subject to the Agreement on Internal Trade (AIT).

There is a Federal Contractors Program (FCP) for Employment Equity requirement associated with this procurement; see Part 5 - Certifications, Part 6 - Resulting Contract Clauses and the attachment named Federal Contractors Program for Employment Equity - Certification.

#### **4. Debriefings**

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

#### **5. Communications**

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



## **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: 60 days

Insert: 120 days

### **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 in Attachment 3 before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **4. Communications - Solicitation Period**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies



to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **5. Applicable Laws**

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

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. Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Requirement contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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

### **1. Bid Preparation Instructions**

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

- Section I: Technical Bid (4 hard copies and 1 soft copy on CD in .doc 2013, or earlier, format)
- Section II: Financial Bid (1 hard copy and 1 soft copy on CD in .doc 2013, or earlier, format)
- 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 Bid**

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

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

Bidders must submit their financial bid in accordance with "Attachment 1" - Financial Bid Presentation Sheet. The total amount of Applicable Taxes must be shown separately.

### **1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Bidder Experience**

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

- 1. The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
- 2. The Bidder's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 4), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
- 3. The Bidder's subcontractors (maximum of 4), provided the Bidder identifies the roles and responsibilities of all parties under contractor's agreement with them and how their work will be integrated.
- 4. The experience of the Bidder's suppliers will not be considered.

##### **1.1.2 Supporting Information**

In the event that the Bidder fails to submit any supporting information pursuant to the technical or financial criteria the Contracting Authority may, but has no obligation to, request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

#### **1.2 Mandatory and Point Rated Criteria**

Mandatory and Point Rated Technical evaluation criteria are included in Attachment 2.

#### **1.3 Financial Evaluation**

##### **1.3.1 Evaluation of Price**

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

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 1, Financial Bid Presentation Sheet.

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

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



*In this clause, Technical Merit refers to the Technical Evaluation Score*

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria; and,
  - (c) obtain the required minimum of 60% percent overall score for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) 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 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows:
  - $(\text{total number of points obtained}) / (\text{maximum number of points available}) \times (\text{by the ratio of } 60 \%)$ .
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating, calculated to 2 decimal points.
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. In the event that two or more responsive bids have the same combined rating of technical merit and price, the responsive bid with the lowest evaluated 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 60/40 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 (60%) and Price (40%)**

|                                | <b>Bidder</b>               |                             |                             |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|
|                                | <b>Bidder 1</b>             | <b>Bidder 2</b>             | <b>Bidder 3</b>             |
| <b>Overall Technical Score</b> | 120/135                     | 102/135                     | 115/135                     |
| <b>Bid Evaluated Price</b>     | \$55,000.00                 | \$50,000.00                 | \$45,000.00                 |
|                                | <b>Calculations</b>         |                             |                             |
| <b>Technical Merit Score</b>   | $120/135 \times 60 = 53.33$ | $102/135 \times 60 = 45.33$ | $115/135 \times 60 = 51.11$ |
| <b>Pricing Score</b>           | $45/55 \times 40 = 32.73$   | $45/50 \times 40 = 36.00$   | $45/45 \times 40 = 40.00$   |



|                        |            |            |            |
|------------------------|------------|------------|------------|
| <b>Combined Rating</b> | 86.06      | 81.33      | 91.11      |
| <b>Overall Rating</b>  | <b>2nd</b> | <b>3rd</b> | <b>1st</b> |



## ATTACHMENT 1 FINANCIAL BID PRESENTATION SHEET

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

1. The estimated level of effort per year specified is only an approximation of requirements.
2. The Bidder must complete the following table identifying price information for year one through year five. Bidder must indicate a firm all inclusive monthly rate for the monthly maintenance and support, and a firm all inclusive hourly rate for each resource listed below.
3. Total Bid Price for Evaluation Purposes = Cumulative Total for all categories. Each category total will be calculated as follows:
  - a.  $g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$
  - b.  $n = (h \times i) + (h \times j) + (h \times k) + (h \times l) + (h \times m)$  'for each resource'
  - c. **Total bid price =  $g + n(i) + n(ii) + n(iii) + n(iv)$**

|   | Category                        |  | Period     |            | Option Period 1   | Option Period 2 | Option Period 3 |  |
|---|---------------------------------|--|------------|------------|---|-----------------|-----------------|--|
|   |                                 | <b>Firm All Inclusive Monthly Rate</b> |            |            |   |                 |                 |  |
|   |                                 | level of effort per year (a)           | Year 1 (b) | Year 2 (c) | Year 3 (d)  | Year 4 (e)      | Year 5 (f)      | Total (g)<br>= (a x b) + (a x c) + (a x d) + (a x e) + (a x f) |
| i | Monthly Maintenance and Support | 12 months                              | \$         | \$         | \$  | \$              | \$              |  |
|   |                                 |  |            |            | Total bid price for monthly maintenance and support (g) |                 |                 | =g   |

|     | Labour Category                      |  | Period     |            | Option Period 1                   | Option Period 2 | Option Period 3 |  |
|-----|--------------------------------------|--|------------|------------|-----------------------------------|-----------------|-----------------|--|
|     |                                      | <b>Firm All Inclusive Hourly Rate</b>        |            |            |                                   |                 |                 |  |
|     |                                      | Estimated total level of effort per year (h) | Year 1 (i) | Year 2 (j) | Year 3 (k)                        | Year 4 (l)      | Year 5 (m)      | Total (n)<br>= (h x i) + (h x j) + (h x k) + (h x l) + (h x m) |
| i   | Maintenance Support Manager Resource | 50 hours                                     | \$         | \$         | \$                                | \$              | \$              |  |
| ii  | Senior Technical Resource            | 250 hours                                    | \$         | \$         | \$                                | \$              | \$              |  |
| iii | Junior Technical Resource            | 250 hours                                    | \$         | \$         | \$                                | \$              | \$              |  |
| iv  | Administrative Level Resource        | 50 hours                                     | \$         | \$         | \$                                | \$              | \$              |  |
|     |                                      |  |            |            | Total bid price for resources (n) |                 |                 | = n(i) + n(ii) + n(iii) + n(iv)                                |



## Attachment 2 Mandatory and Point Rated Technical Criteria

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

### Information Delineation

- a) The Bidder must submit supporting information of each proposed resource for each labour category to demonstrate the resources' experience in response to the mandatory and point rated technical criteria.
- b) The Bidder must demonstrate its experience and each proposed resource's experience in terms of months. Unless otherwise specified, 1 year of experience is equivalent to 1200 hours. For the purpose of calculating months and years of experience, overlapping experience will only be counted once (e.g. Project #1 time frame is July 2016 to December 2016; Project #2 time frame is October 2016 to January 2017; the total experience for these two project references is seven months).
- c) University degree requirements specified under the labour categories must be from a recognized Canadian university, or the equivalent, as established by a recognized Canadian academic credentials assessment service\*, if obtained outside Canada.  
  
\* The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link:  
<http://www.cicic.ca/indexe.stm>
- d) Where the post-secondary degree or diploma was completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document to be provided by the Bidder and issued by a recognized academic credentials assessment organization showing the academic level obtained.
- e) In evaluating resource past performance experience, compliance must be demonstrated through a well written, coherent, brief (if possible), past project description containing the following as a minimum:
  - Name of the project.
  - Resource's position.
  - Resource's work start date.
  - Resource's work completion date.
  - Duration of the experience in months.
  - Description of the project and other relevant details that document how this experience has been acquired by the Bidder (for organizational level criteria) and proposed resources (for proposed resource criteria).
  - An explanation how this experience meets the specific criteria of this solicitation.
- f) For each resource category, if the Bidder submits more than 1 resource, Canada will evaluate only the first named resource presented in the proposal.
- g) **Process to add a "Resource"** The Resources identified and described in each bid will be scored for bid evaluation purposes. These resources will become the named resources in the contract of the successful bidder. As a result of a larger than anticipated volume of transactions, it is possible that additional resources will be required in any of the stated categories. The bidder must be able to propose additional resources for the



stated categories as required to meet this increased demand. Additional Resources, beyond the present Resources must meet the same or higher technical, minimal, and mandatory evaluation scoring as the current resource within 2 points.

**1. Mandatory Criteria**

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

1.2 The following criteria will be applied to the evaluation. This table should be completed and submitted by each Bidder.

|    | <b>MANDATORY CRITERIA</b>   | <b>Page Reference</b> | <b>Supporting Comments if any</b> |
|----|---|-----------------------|-----------------------------------|
| M1 | The Bidders organization must have obtained, within the last 5 years from date of bid closing, a minimum of twelve 12 months experience, providing Scheduled and Corrective Maintenance on at least one satellite ground system that receives and processes satellite data. |                       |                                   |
| M2 | The Technical Bid must include the Bidder's Work Plan for performance of the Work.<br><br>The Bidders Work Plain must specifically address Annex A - Statement of Work, Sections 4.1, 4.2, and 4.3.   |                       |                                   |
| M3 | The Technical Bid must include the Bidder's Configuration Management Plan (Initial Version).<br><br>The Bidders Configuration Management Plan must be in accordance with Annex A - Statement of Work, Sections 8.9 CM-01 Configuration Management Plan.                     |                       |                                   |
| M4 | The Maintenance Support Manager must have a minimum of 12 months of experience obtained within the last 72 months, from date of bid closing, in managing maintenance support of at least one satellite  |                       |                                   |



|    |   |  |  |
|----|---|--|--|
|    | ground system.  |  |  |
| M5 | The Senior Technical resource must have, as a minimum, a Bachelor's degree from an accredited post-secondary institution, or equivalent as established by a recognized Canadian credential assessment service, in any one or more of the following disciplines: engineering or physics. |  |  |
| M6 | The Senior Technical resource must have a minimum of 12 months of experience obtained within the last 72 months, from date of bid closing, troubleshooting and providing solutions within SeaDAS or an equivalent MODIS processing software.  |  |  |
| M7 | The Junior Technical resource must have, as a minimum, a Bachelor's degree from an accredited post-secondary institution, or equivalent as established by a recognized Canadian credential assessment service, in any one or more of the following disciplines: engineering or physics. |  |  |
| M8 | The Junior Technical resource must have a minimum of 6 months of experience obtained within the last 72 months, from date of bid closing, troubleshooting and providing solutions within SeaDAS or an equivalent MODIS processing software.   |  |  |
| M9 | The Administrative support resource must have obtained a minimum of 6 months of experience within the last 72 months, from date of bid closing, providing Clerical/logistical support.  |  |  |





## 2. Rated Criteria

2.1 The Bidder should complete the table below for each criterion and provide the supporting narrative immediately below each table.

|    | <b>POINT-RATED EVALUATION CRITERIA</b>  | <b>Self-evaluation score</b> | <b>Page Reference</b> | <b>Supporting Comments if any</b> |
|----|---|------------------------------|-----------------------|-----------------------------------|
| P1 | <p>The Bidder's proposed Maintenance Support Manager should have experience, obtained within the last 72 months from date of bid closing, managing maintenance support services on at least one satellite ground system that receives and/or processes satellite data;</p> <p>&gt; 12 to 23 months experience = 1 points<br/>           24 to 35 months experience = 2 points<br/>           36 to 47 months experience = 3 points<br/>           48 to 59 months experience = 4 points<br/>           60 months or more experience = 5 points</p>        |                              |                       |                                   |
| P2 | <p>The Bidder's proposed Senior Technical resource should have experience, obtained within the last 72 months from date of bid closing, providing Scheduled and Corrective Maintenance on at least one satellite ground system that receives and/or processes satellite data;</p> <p>&gt; 12 to 23 months experience = 1 points<br/>           24 to 35 months experience = 2 points<br/>           36 to 47 months experience = 3 points<br/>           48 to 59 months experience = 4 points<br/>           60 months or more experience = 5 points</p> |                              |                       |                                   |
| P3 | <p>The Bidders organization should have experience, obtained within the last 72 months from date of bid closing, in managing Scheduled and Corrective Maintenance (SCM) for a satellite ground system at multiple sites or for 2 or more SCM systems with an overlapping maintenance service period of at least 12 months;</p> <p>1 site and system = 0 points<br/>           2 or more sites or systems with an overlapping maintenance service period of at least 12 months = 5 points</p>  |                              |                       |                                   |



|    | <b>POINT-RATED EVALUATION CRITERIA</b>  | <b>Self-evaluation score</b> | <b>Page Reference</b> | <b>Supporting Comments if any</b> |
|----|---|------------------------------|-----------------------|-----------------------------------|
| P4 | <p>The Bidder's proposed Senior Technical resource should have experience, obtained within the last 72 months from date of bid closing, troubleshooting and providing solutions within SeaDAS or an equivalent MODIS processing software.;</p> <p>&gt;12 to 23 months experience = 2 points<br/>24 to 35 months experience = 4 points<br/>36 to 47 months experience = 6 points<br/>48 to 59 months experience = 8 points<br/>60 months or more experience =10 points</p> |                              |                       |                                   |
| P5 | <p>The Bidder's Junior Technical resource should have experience, obtained within the last 72 months from date of bid closing, troubleshooting and providing solutions within SeaDAS or an equivalent MODIS processing software.;</p> <p>&gt;6 to 11 months experience = 1 point<br/>12 to 17 months experience = 2 points<br/>18 to 23 months experience = 3 points<br/>24 to 29 months experience = 4 points<br/>30 months or more experience = 5 points</p>            |                              |                       |                                   |

2.2 The below tables will evaluate the Bidder's technical proposal to ensure that enough information has been provided to assess the Bidder's understanding of the Work. Each item must equal or exceed its applicable minimum score.

Scoring for each item will be:

- a) not addressed = 0 points
  - a. The Bidder has addressed 69% or less of the information requested in the criteria and / or 50% or more of the Bidders response contains technical flaws and lacks operations practicality such to cause the Technical Authority to doubt the Bidders ability for the specified criteria.
- b) partially addressed = 3 points
  - a. The Bidder has addressed between 70-89% of the information requested in the criteria and/or 25% or less of the Bidders response contains technical flaws and lacks operations practicality such to cause the Technical Authority to doubt the bidders ability for the specified criteria.
- c) fully addressed = 5 points
  - a. The Bidder has addressed 90% or more of the information requested in the criteria and/or 5% or less of the Bidders response contains technical flaws and lacks operations practicality such to cause the Technical Authority to doubt the Bidders ability for the specified criteria.



|   | <b>POINT-RATED EVALUATION CRITERIA</b>  | <b>Self-<br/>evaluation<br/>score</b> | <b>Page<br/>Reference</b> | <b>Supporting Comments if<br/>any</b> |
|---|---|---------------------------------------|---------------------------|---------------------------------------|
| <b>2.2.1 The Work Plan approach and methodology</b><br>- Maximum points available: 5 points per criterion and 25 cumulative (p6 –p10).<br>- Bidders must score a minimal of 3 points for each criterion and 15 points cumulative (p6 –p10). |   |                                       |                           |                                       |
| P6  | The Bidder's Work Plan details an approach that will effectively plan, undertake, monitor and control the contract in terms of<br>a. scope;<br>b. cost; and,<br>c. risk,<br>for the performance of Work under Annex A - Statement of Work, Sections 4.1, 4.2, and 4.3.<br><br>Criteria not addressed = 0 points<br>Criteria partially addressed = 3 points<br>Criteria fully addressed = 5 points |                                       |                           |                                       |
| P7  | The Bidder's Work Plan describes how the Bidder will manage and coordinate both Components (A and B) of the Work detailed under Annex A - Statement of Work, Sections 4.1, 4.2, 4.3 and 4.5.<br><br>Criteria not addressed = 0 points<br>Criteria partially addressed = 3 points<br>Criteria fully addressed = 5 points   |                                       |                           |                                       |
| P8  | For each of the tasks identified under Annex A - Statement of Work, Section 4, the Bidder's Work Plan should identify:<br>a. their frequency;<br>b. limiting activities; and,<br>c. time frames.<br><br>Criteria not addressed = 0 points<br>Criteria partially addressed = 3 points<br>Criteria fully addressed = 5 points   |                                       |                           |                                       |
| P9  | The Bidder's Work Plan describes the proposed SRR database and how it meets the criteria detailed under Annex A - Statement of Work, Section 4.2.4.<br><br>Criteria not addressed = 0 points<br>Criteria partially addressed = 3 points<br>Criteria fully addressed = 5 points  |                                       |                           |                                       |



|  | <b>POINT-RATED EVALUATION CRITERIA</b>  | <b>Self-evaluation score</b> | <b>Page Reference</b> | <b>Supporting Comments if any</b> |
|--|---|------------------------------|-----------------------|-----------------------------------|
| P10  | <p>The Bidder's Work Plan includes a responsibility assignment matrix which demonstrates the responsibility areas for the Bidder, each subcontractor, affiliates, or joint venture partner in the performance of this Work. If there are subcontracts proposed, the Bidder has provided a list of the individual subcontracts, affiliates, or joint venture partner, described the portion of the Work to be performed by each and explained why that section of the work is being outsourced.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p> |                              |                       |                                   |
| <p><b>2.2.2 Allocation of labour and non-labour</b> (purchased equipment, travel and living, materials and supplies, software licenses) <b>resources.</b></p> <p>- Maximum points available: 5 points per criterion and 25 cumulative (p11 –p15).<br/>- Bidders must score a minimal of 3 points for each criterion and 15 points cumulative (p11 –p15).</p> |   |                              |                       |                                   |
| P11  | <p>For Component A – The Bidder's Work Plan should show the assignment of all the team members including;</p> <p>a. the four key resources; and,<br/>b. any other resources who will participant in the work.</p> <p>This should be complete with all resources' individual level of effort for each task identified by the Bidder for the performance of the Work under Annex A – Statement of Work, Sections 4.1, 4.2, and 4.3.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p>  |                              |                       |                                   |
| P12  | <p>The Bidder's Work Plan shows how labour resources, used in the performance of Component A Work under Annex A – Statement of Work, Sections 4.1, 4.2, and 4.3, will be coordinated with those used in performing Component - B task authorized Work authorized under Annex A – Statement of Work, Section 4.5.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p>   |                              |                       |                                   |



|     | <b>POINT-RATED EVALUATION CRITERIA</b>   | <b>Self-evaluation score</b> | <b>Page Reference</b> | <b>Supporting Comments if any</b> |
|-----|--|------------------------------|-----------------------|-----------------------------------|
| P13 | <p>The Bidder's Work Plan provides details regarding the Bidder's contingency plan, if one or more the four key resource team members is no longer available for the management and/or performance of the Work.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p>   |                              |                       |                                   |
| P14 | <p>The Bidder's Work Plan details how the bidder will manage non-labour resources (purchased equipment, travel and living, materials and supplies, software licenses), that will be utilized in the course of the Work.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p>   |                              |                       |                                   |
| P15 | <p>For the provision of technical and engineering support via telephone and email, the Bidder has detailed its approach for ensuring the sufficiency and availability of trained and qualified personnel to provide this support, in respect of the equipment, hardware, and software detailed in Appendices 2 to 5 of Annex A.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 3 points<br/>Criteria fully addressed = 5 points</p> |                              |                       |                                   |

**2.2.3 Configuration Management Plan (CMP) methods and approach for performance of the Configuration Management work detailed in Annex "A" – Statement of Work, Section 4.4**

- Maximum points available: 6 points per criterion and 24 cumulative (p16 –p19).
- Bidders must score a minimal of 4 points for each criterion and 16 points cumulative (p16 –p19).

|     |   |  |  |  |
|-----|---|--|--|--|
| P16 | <p>The Bidder's CMP details the Bidder's approach for the unique identification and tracking of each configuration item within the ES system (configuration management).</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 4 points<br/>Criteria fully addressed = 6 points</p> |  |  |  |
|-----|---|--|--|--|



|     |   |  |  |  |
|-----|---|--|--|--|
| P17 | <p>The Bidder's CMP details the Bidder's approach for supporting the management of configuration item releases and changes thereto (change management).</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 4 points<br/>Criteria fully addressed = 6 points</p>                      |  |  |  |
| P18 | <p>The Bidder's CMP details the Bidder's approach for managing and disseminating of documentation and information governing the configuration item within the ES System.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 4 points<br/>Criteria fully addressed = 6 points</p>     |  |  |  |
| P19 | <p>The Bidder's CMP details the quality control process of configuration item information against actual and current status of each configuration item within the ES System.</p> <p>Criteria not addressed = 0 points<br/>Criteria partially addressed = 4 points<br/>Criteria fully addressed = 6 points</p> |  |  |  |

|   |   |  |
|---|---|--|
| <p><b>GRAND TOTAL</b></p> <p><b>Minimal total score required = 62 points (60%) including the minimal pass mark for individual point rated criteria in section 2.2</b></p> | <p><b>Total points available = 104 points</b></p> | <p><b>Section 2.1 = 30 points</b><br/><b>Section 2.2 = 74 points</b></p> |
|---|---|--|



## PART 5 - CERTIFICATIONS

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

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

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

### 1.0 Certifications Required Precedent to Contract Award

#### 1.1 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.

#### 1.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and



A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

**OR**

B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

### 1.3 Former Public Servant - Competitive Requirements

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, 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 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 ( )

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.

## **1.4 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 (technical evaluation must be equal or higher). 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.



### 1.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### 2. Acknowledgment:

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

The bid must contain no condition. Any condition, whatsoever, will render the bid non-responsive.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **PART 6 - Security, Financial and Other Requirements**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - a. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
  - b. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
  - c. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  - d. The Contractor/Offeror must comply with the provisions of the:
    - i. Security Requirements Check List and security guide (if applicable), attached at Annex D
    - ii. Industrial Security Manual (Latest Edition).



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

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

### **1.0 Statement of Work**

The Contractor must perform the work in accordance with the Statement of Work at Annex A.

### **1.1 Task Authorization**

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

#### **1.1.1 Task Authorization Process**

- a) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- c) The Contractor must provide the Technical Authority and the Contracting Authority, within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Technical Authority or Contracting Authority (whichever is applicable) 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.

#### **1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of **\$150,000.00**, 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.

#### **1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

SACC Manual Clause B9031C (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

#### **1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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



The Contractor must provide this data in accordance with the reporting requirements detailed below. 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 period 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 15 calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

### **1.1.5 Task Authorization - Department of National Defence (DND)**

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

## **2. Standard Clauses and Conditions**

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

### **2.1 General Conditions**

2035 (2016-04-04), General Conditions – High Complexity Services, apply to and form part of the Contract.



## 2.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance

4003 (2010-08-16) [Licensed Software](#)

4004 (2010-08-16) [Maintenance and Support Services for Licensed Software](#)

## 3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) Industrial Security Manual (Latest Edition).

## 4. Term of Contract

### 4.1 Period of the Contract

The Contract is for a 2 year period from date of contract award.

### 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 3 additional 1 year periods 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 1 calendar day prior to the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joseph Hulse  
Public Works and Government Services Canada



Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (873) 469-4832  
Facsimile: (819) 997-2229  
E-mail address: [Joseph.Hulse@pwgsc.gc.ca](mailto:Joseph.Hulse@pwgsc.gc.ca)

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

**5.2 Technical Authority**

The Technical Authority for the Contract is:

(To be entered at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

**5.3 Procurement Authority**

The Procurement Authority for the Contract is:

(To be entered at contract award)

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



## 5.4 Contractor's Representative

(To be entered at contract award)

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

SACC Manual Clause A3025C (2013-03-21)

## 7. Payment

### 7.1 Basis of Payment

#### 7.1.1 Firm Unit Price Component

The Contractor will be paid the firm monthly price in accordance with the Basis of Payment as specified in the Statement of Work and in consideration of the Contractor satisfactorily completing all of its obligations under the contract. Customs duties are included and Applicable Taxes are extra.

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

#### 7.1.2 Task Authorization Component

One of the following types of basis (bases) of payment 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 Lot Price TA

The Contractor will be paid the firm lot price(s) in accordance with the Basis of Payment as specified in the authorized Task Authorization (TA) and in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

##### (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, to the ceiling price specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Technical 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 specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Technical Authority or Contracting Authority (whichever is applicable) before their incorporation into the Work.

**7.2 Limitation of Expenditure – Cumulative Total of the Firm Price component and all Task Authorizations components.**

1. Canada's total liability to the Contractor under the Contract for all work (Firm price and TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (amount to be inserted at contract award) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the Contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, inclusive of any revisions,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**7.3 Method of Payment – Firm Price Component**

**7.3.1** SACC Manual Clause - Monthly Payment (2008-05-12) H1008C

**7.4 Method of Payment – Task Authorization Component**

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

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



**7.4.2.1 Single Payment** (For a TA subject to a Limitation of Expenditure or a Ceiling Price or a Firm Price)

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 claim for payment using PWGSC-TPSGC 1111, 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.

**7.4.2.2 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 claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (b) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**7.4.2.2.1 Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

| Milestone No. | Description OR Deliverable | Firm Amount | Due Date OR Delivery Date |
|---------------|----------------------------|-------------|---------------------------|
|               |                            |             |                           |
|               |                            |             |                           |
|               |                            |             |                           |

**7.4.2.3 Progress Payments** (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work if:
  - (i) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
  - (iii) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;



- (b) 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.

## 7.5 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0711C (2008-05-12), Time Verification  
C0305C (2014-06-26), Cost Submission  
C2000C (2007-11-30), Taxes - Foreign-based Contractor  
C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

## 7.6 Discretionary Audit *(this clause may be deleted at contract award)*

C0705C (2010-01-10), Discretionary Audit

## 8. Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.  
Each claim must show (if applicable from the resulting TA):
  - a. all information required on form PWGSC-TPSGC 1111;
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - c. for T.A.s subject to Progress Payments, a copy of time sheets to support the time claimed;
  - d. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - e. a copy of the monthly progress report,
  - f. for milestone payments, the description and value of the milestone claimed as detailed in the Contract.
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.
3. The Contractor must not submit claims until all work identified in the claim is completed.

## 9. Certifications

### 9.1 Compliance

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



right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

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

- (1) the Articles of Agreement;
- (2) the supplemental general conditions
  - (a) 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance
  - (b) 4002 (2010-08-16) [Licensed Software](#)
  - (c) 4003 (2010-08-16) [Maintenance and Support Services for Licensed Software](#)
- (3) the general conditions 2035 (2016-04-04), General Conditions – High Complexity Services;
- (4) Annex A, Statement of Requirement;
- (5) Annex B, Basis of Payment;
- (6) Annex C, Security Requirements Check List
- (7) Annex D, Insurance
- (8) Annex E, DND 626Task Authorization Form ; and,
- (9) the Contractor's bid dated \_\_\_\_\_.

## 12. Insurance

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.

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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if



requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**13. Foreign Nationals (Canadian Contractor)**

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

**14. Canadian Forces Site Regulations**

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



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Canada

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Government Services  
Canada

**ANNEX A**  
**Statement of Work**  
**(see separate attachment)**



**ANNEX B  
BASIS OF PAYMENT**

**1. Basis of Payment - Firm (Component A)**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm all-inclusive monthly rate below.

|                                 | Period |        | Option Period 1 | Option Period 2 | Option Period 3 |
|---------------------------------|--------|--------|-----------------|-----------------|-----------------|
|                                 | Year 1 | Year 2 | Year 3          | Year 4          | Year 5          |
| Monthly Maintenance and Support | \$     | \$     | \$              | \$              | \$              |

**Firm Price (Contract Period): \$ \_\_\_\_\_  
(Applicable Taxes extra)**

**2. Basis of Payment – Task Authorizations (Component B)**

**Use of any item under this section requires advance approval from the Technical Authority.**

**2.1 LABOUR:**

The Contractor will be paid firm all-inclusive hourly rates for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra, if applicable.

| Labour Category                      | Contract Period |        | Option Period 1 | Option Period 2 | Option Period 3 |
|--------------------------------------|-----------------|--------|-----------------|-----------------|-----------------|
|                                      | Year 1          | Year 2 | Year 3          | Year 4          | Year 5          |
| Maintenance Support Manager Resource | \$              | \$     | \$              | \$              | \$              |
| Senior Technical Resource            | \$              | \$     | \$              | \$              | \$              |
| Junior Technical resource            | \$              | \$     | \$              | \$              | \$              |
| Administrative Level Resource        | \$              | \$     | \$              | \$              | \$              |

**TOTAL ESTIMATED LABOUR (Contract Period): \$ \_\_\_\_\_  
(Applicable Taxes extra)**



**2.2 TRAVEL AND LIVING EXPENSES:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have prior authorization of the Technical Authority as evidenced through an authorized Task Authorization. All payments are subject to government audit.

**Est.: \$ 10,000.00**  
**(Applicable Taxes extra)**

**2.3 SOFTWARE, MATERIALS, AND SUPPLIES:** at laid down cost without markup

**Est.: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

**2.4 SUBCONTRACTOR LABOUR:** at actual cost without markup

(Use of Subcontractor labour is only for exceptional circumstances where a specialized labour resource(s) is required. All use of any subcontractor is subject to review and prior approval from the Technical Authority and/or the Contracting Authority)

**Est.: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

**2.5 OTHER DIRECT CHARGES:** at actual cost without markup

**Est.: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

**3.0 ESTIMATED COST TO A LIMITATION OF EXPENDITURE CUMULATIVE TOTAL OF ALL TASK AUTHORIZATIONS AND MONTHLY MAINTENANCE:**

**\$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

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





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Annex C  
Security Requirements Check List  
**(see separate attachment)**



## Annex D Insurance Requirements

### 1. Commercial General Liability Insurance

- a. 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.
- b. 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) (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 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. Errors and Omissions Liability Insurance**

- a. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- b. 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.
- c. The following endorsement must be included: Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **3. Automobile Liability Insurance**

- a. The Contractor must obtain Automobile 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.
- b. The policy must include the following:
  - a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b) Accident Benefits - all jurisdictional statutes
  - c) Uninsured Motorist Protection
  - d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement



**ANNEX E**  
**DND 626 Task Authorization form**

DEPARTMENT OF NATIONAL DEFENCE

MINISTÈRE DE LA DÉFENSE NATIONALE

**TASK AUTHORIZATION**

**AUTORISATION DES TÂCHES**

|  |                                       |              |               |                    |             |                    |   |
|--|---------------------------------------|--------------|---------------|--------------------|-------------|--------------------|---|
| ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT, REFERENCE NUMBERS.<br>TOUTES LES FACTURES, TOUTS LES CONNAISSEMENTS ET BORDEREUX D'EMBALLAGE DOIVENT INDIQUER LES NUMÉROS SUIVANTS RELATIFS AU CONTRAT. |                                       |              |               |                    |             |                    | *Agreement/Contract No.<br>*No de la convention ou du contrat |
| Cost Centre  | Organization Code Code d'organisation | COMFEB/ FMAS | S.A. Sous Rep | WBS/Internal Order | Gr. Account | Amount Montant     |   |
| 9-15   | 22-27                                 | 28-34        | 35-36         | 37-41              | 42-46       | 47-56              |   |
|  |                                       |              |               |                    |             | \$ (Including GST) | Requ. No. - No de la demande<br>TASK No.                      |

TO - A  
Company Name and Address:  
  
ATTN: Company Contract Manager Name

**TO THE CONTRACTOR**  
You are requested to supply the following materiel/services in accordance with the terms of the above reference contract. Only materiel/services included in the contract shall be supplied against this task.  
Each delivery shall be accompanied by a packing note or delivery slip. Please advise the undersigned if the delivery date cannot be met. Invoices shall be prepared in accordance with the instructions set out in the contract.

DELIVER TO - EXPÉDIEZ A

**A L'ENTREPRENEUR**  
Vous êtes prié de fournir le matériel ou les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls le matériel ou les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Chaque livraison doit être accompagnée d'un bordereau d'emballage ou de livraison. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.

DELIVERY DATE - DATE DE LIVRAISON

Date \_\_\_\_\_ for Department of National Defence  
Pour le Ministère de la Défense Nationale

Date \_\_\_\_\_ Procurement Authority  
Pour l'autorité d'approvisionnement

| Contract Item No.<br>No d'article du contrat | Materiel/Services<br>Matériel/Services | Cost<br>Prix      |
|--|--|-------------------|
|  |  |                   |
|  |  | GST/HST<br>TP&TVH |
|  |  | Total             |

**APPLICABLE ONLY TO PWGSC CONTRACTS:** The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

**NE S'APPLIQUE QU'ÀUX CONTRATS DE TP&SGC :** La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.



| Instructions for completing<br>DND 626 - Task Authorization   | Instructions pour compléter le formulaire<br>DND 626 - Autorisation des tâches   |
|---|--|
| <p><b>Contract no.</b><br/>Enter the PWGSC contract number in full.</p>   | <p><b>N° du contrat</b><br/>Inscrivez le numéro du contrat de TPSGC en entier.</p>   |
| <p><b>Task no.</b><br/>Enter the sequential Task number.</p>  | <p><b>N° de la tâche</b><br/>Inscrivez le numéro de tâche séquentiel.</p>  |
| <p><b>Amendment no.</b><br/>Enter the amendment number when the original Task is amended to change the scope or the value.</p>  | <p><b>N° de la modification</b><br/>Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.</p>   |
| <p><b>Increase/Decrease</b><br/>Enter the Increase or decrease total dollar amount including taxes.</p>   | <p><b>Augmentation/Réduction</b><br/>Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.</p>  |
| <p><b>Previous value</b><br/>Enter the previous total dollar amount including taxes.</p>  | <p><b>Valeur précédente</b><br/>Inscrivez le montant total précédent, y compris les taxes.</p>   |
| <p><b>To</b><br/>Name of the contractor.</p>  | <p><b>A</b><br/>Nom de l'entrepreneur.</p>   |
| <p><b>Delivery location</b><br/>Location where the work will be completed, if other than the contractor's location.</p>   | <p><b>Expédiez à</b><br/>Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.</p>  |
| <p><b>Delivery/Completion date</b><br/>Completion date for the task.</p>  | <p><b>Date de livraison/d'achèvement</b><br/>Date d'achèvement de la tâche.</p>  |
| <p><b>for the Department of National Defence</b><br/>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 delegation of financial authorities).</p>  | <p><b>pour le ministère de la Défense nationale</b><br/>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 les délégations des pouvoirs financiers).</p>   |
| <p><b>Note:</b> 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.</p>   | <p><b>Nota :</b> 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.</p>   |
| <p><b>Matériel/Services</b><br/>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/celling 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.</p> | <p><b>Matériel/Services</b><br/>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'oeuvre; 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.</p> |
| <p><b>Cost</b><br/>The cost of the Task broken out into the individual costed Items in Services.</p>  | <p><b>Prix</b><br/>Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.</p>  |
| <p><b>GST/HST</b><br/>The GST/HST cost as appropriate.</p>  | <p><b>TPS/TVH</b><br/>Mentionnez le montant de la TPS/TVH, s'il y lieu.</p>  |
| <p><b>Total</b><br/>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.</p>   | <p><b>Total</b><br/>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.</p>   |
| <p><b>Applicable only to PWGSC contracts</b><br/>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.</p>   | <p><b>Ne s'applique qu'aux contrats de TPSGC</b><br/>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.</p>  |
| <p><b>Note:</b><br/>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.</p>   | <p><b>Nota :</b><br/>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.</p>  |