



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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

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

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

<b>Title - Sujet</b> Hyperspectral Target Detection		
<b>Solicitation No. - N° de l'invitation</b> W7701-166178/A	<b>Date</b> 2017-04-18	
<b>Client Reference No. - N° de référence du client</b> W7701-166178		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCW-028-17099		
<b>File No. - N° de dossier</b> QCN-6-39058 (028)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-05-10</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamann, Frédéric		<b>Buyer Id - Id de l'acheteur</b> qcn009
<b>Telephone No. - N° de téléphone</b> (418) 649-2975 ( )		<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE RDDC-R&D Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier Bâtisse 53 2459, route de la Bravoure Québec (Québec) G3J 1X5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No – N° de l'invitation

W7701-161178/A

Client Ref No. – N° de réf. du client

W7701-16-1178

Amd. No. – N° de la modif.

File No. – N° du dossier

QCN-6-39058

Buyer ID – id de l'acheteur

qcw028

CCC No./N° CCC - FMS No./N° VME

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- Annex E DND 626, Task Authorization Form

**TITLE : High performance hyperspectral target detection****PART 1 - GENERAL INFORMATION****1. Introduction**

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

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

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

**2. Summary****(A) TITLE**

High performance hyperspectral target detection and identification data processing capability for airborne wide area search – HEERD follow on.

**(B) Tasks**

The main objectives of this contract will be to improve the software HEERD and its computer HOP, the development and integration of data exploitation algorithms, engineering support for system demonstrations and analytical support for data exploitation and analysis.

HEERD and HOP ingest and process hyperspectral images from VNIR/SWIR and LWIR airborne sensors to achieve near real-time target detection and identification of gaseous, liquid or solid targets in near real-time using a combination of CPUs and GPUs to obtain optimum performances. The results are displayed along with acquired high resolution imagery and maps.

**(C) Client department**

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

**(D) Period of contract**

The period of the contract is from October 1<sup>st</sup>, 2017 to September 30<sup>th</sup>, 2022.

**(E) Key information**

- i. The Contract is limited to \$850,000.00, plus applicable taxes.
- ii. The Work will be carried out entirely on an "as and when requested basis" using Task Authorizations (TAs).
- iii. Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting Contract will belong to Canada.
- iv. With the exception of one task the Work will be performed on Contractor's site.
- v. For services requirements, Bidders must provide the required information, as detailed in article 3 of Part 2 of the bid solicitation, to comply with Treasury Board policies and directives on contracts awarded to Former Public Servant.
- vi. The requirement is limited to Canadian services.
- vii. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.
- viii. This procurement is subject to the Controlled Goods Program.
- ix. The requirement is subject to the Agreement on Internal Trade (AIT).
- x. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

Note: A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

**3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

#### 1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

### 2. Submission of Bids

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

**Bid Receiving - PWGSC  
1550, D'Estimauville Avenue  
Quebec, Quebec  
G1J 0C7**

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

### 3. Former Public Servant

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

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( )

No ( )

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

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

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

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( )

No ( )

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;

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- (v) rate of pay on which lump sum payment is based;
  - (vi) period of lump sum payment including start date, end date and number of weeks;
  - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

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

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at [Steve.Simoneau@tpsgc-pwgsc.gc.ca](mailto:Steve.Simoneau@tpsgc-pwgsc.gc.ca), no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **5. Applicable Laws**

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

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

#### **6. Basis for Canada's Ownership of Intellectual Property**

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

6.1 national security;

6.4.2 the main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation.

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

The maximum funding available for the contract resulting from the bid solicitation is **\$850,000.00** (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (5 hard copies) and 2 soft copies on CD or DVD

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

Section IV: Additional Information (1 hard copies)

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

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

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

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

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

To assist Canada in reaching its objectives, bidders should:

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

#### 1.1 Section I : Technical Bid

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

The technical bid should clearly address and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the

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order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

(b) The technical bid consists of the following:

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

## 1.2 Section II: Financial Bid

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

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

b. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work for services provided within the greater region of Quebec City (including Defence Research and Development Canada - Valcartier) and for any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier).

c. Prices must be in Canadian dollars, Applicable Taxes excluded FOB destination, Canadian customs duties and excise taxes included.

## 1.3 Section III: Certifications

Bidders must submit the certifications required under Part 5.

## 1.4 Section IV: Additional Information

### 1.4.1 Additional Information

- i. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- ii. For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- iii. Canada requests that bidders provide the following information:

#### **Administrative representative :**

Name :  
Telephone :  
Facsimile :  
Email :

#### **Technical representative :**

Name :  
Telephone :  
Facsimile :  
Email :

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

### **1. Evaluation Procedures**

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

### **1.1 Technical Evaluation**

#### **1.1.1 Bidder Experience**

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

#### **1.1.2 Supporting Information**

In the event that the Bidder fails to submit any supporting information pursuant to request for proposal (RFP) the Contracting Authority may request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three (3) business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

#### **1.1.3 Mandatory Technical Criteria**

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

#### **1.1.4 Point Rated Technical Criteria**

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

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

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

#### **1.2.2 Evaluation of Price**

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

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

## **2. Basis of Selection**

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

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum points specified for each criterion that has a minimum for the technical evaluation, and
  - (d) obtain the required minimum of 103 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 266 points.

2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 266 and the lowest evaluated price is \$820 969.00.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

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Buyer ID – id de l'acheteur  
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**Example Basis of Selection:**

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

	<b>Bidder</b>		
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	235/266	200/266	215/266
<b>Bid Evaluated Price</b>	\$838 061.00	\$890 969.00	\$820 969.00
	<b>Calculations</b>		
<b>Technical Merit Score</b>	$235/266 \times 70$ = 61.84	$200/266 \times 70$ = 52.63	$215/266 \times 70$ = 56.58
<b>Pricing Score</b>	$820,969/838,061$ $\times 30$ = 29.39	$820,969/890,969$ $\times 30$ = 27.64	$820,069/820,068$ $\times 30$ = 30.00
<b>Combined Rating</b>	91.23	80.27	86.58
<b>Overall Rating</b>	<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>

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## PART 5 - CERTIFICATIONS

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

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

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

### 1. Certifications Required with the Bid

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

#### 1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

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

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

#### 2.1 Integrity Provisions – List of Names

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

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

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

#### 2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### **2.3 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

### **2.4 Status and Availability of Resources**

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

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

### **2.5 Education and Experience**

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

### **2.6 Language Capability**

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

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

### **1. Security Requirement**

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

Before the award of a Contract, the bidder must meet the following minimum security requirements:

- Category « Expert Software Engineer » : at least one of the proposed resources has a current “**SECRET**” security screening level;
  - Category « Junior Software Engineer » : at least one of the proposed resources has a current “**SECRET**” security screening level;
  - Category « Spectrum Specialist » : at least one of the proposed resources has a current “**SECRET**” security screening level;
  - Category « Project Manager » : at least one of the proposed resources has a current “**SECRET**” security screening level;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

### **2. Financial Capability**

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

### **3. Controlled Goods Requirement**

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



## PART 7 - RESULTING CONTRACT CLAUSES

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

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

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

### 1.1 Task Authorization

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

#### 1.1.1 Task Authorization Process

##### 1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

The description of TA tasks will include information on activities to be performed, a description of the deliverables and a schedule indicating completion dates for the major activities or submission dates for the deliverables. It will also include the applicable bases and methods of payment as specified in the Contract.

More specifically, the description of TA tasks will include the following information:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);
- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) the level of security clearance required of the Contractor's personnel;

Where applicable, the description of TA tasks must also include the following:

- (a) a description of any travel requirements including the content and format of any required travel report;
- (b) the language profile required of the Contractor's personnel;
- (c) categories of key resources;
- (d) any other constraints that might affect task completion.

##### 1.1.1.2 Contractor's TA proposal

Within **five (5) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract.

The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada.

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

#### 1.1.1.3 Approval of the Task Authorization

The Contractor must not begin the work until the approved TA has been received by Canada. The Contractor acknowledges that any work performed before the TA has been received will be done at the Contractor's own risk.

The work will be approved or confirmed by Canada through a "Task Authorization Form – DND 626" in Annex E.

#### 1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance

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

1. In this clause,

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

"Minimum Contract Value" means 10% including the Firm part of the Work and the Task Authorization part of the Work.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand

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in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **1.1.4 Task Authorization - Department of National Defence**

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

#### **1.2 Disclosure Certification**

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

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

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

#### **2.1 General Conditions**

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

#### **2.2 Supplemental General Conditions**

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

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

#### **2.3 SACC Manual Clauses**

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

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

### 3. Security Requirement

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### PSPC FILE # W7701-166178

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. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of **Public Services and Procurement Canada** (PSPC).
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PSPC.
4. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PSPC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
  - (b) *Industrial Security Manual* (Latest Edition).

### 3.2 Visit Clearance Requests for Employees

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

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

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

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

**4. Term of Contract****4.1 Period of Contract**

The period of the contract is from October 1<sup>st</sup>, 2017 to September 30<sup>th</sup>, 2022.

**5. Authorities****5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Steve Simoneau

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Telephone: 418-649-2816

Facsimile: 418-648-2209

E-mail address: steve.simoneau@tpsgc-pwgsc.gc.ca

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

**5.2 Technical Authority (to be completed at contract award)**

The Technical Authority for the Contract is:

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

Title : \_\_\_\_\_

Organization : \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

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

**5.3 Contractor's Representative (to be completed)****Administrative representative :**

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

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

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

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

**Technical representative :**

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

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

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

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

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

The Procurement Authority for the Contract is:

Name of DND Procurement Authority: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_.

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

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

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

#### 7. Payment

##### 7.1 Basis of Payment

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

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

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

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

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Applicable Taxes are extra.

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

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

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

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

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

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

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

**(iv) Travel and Living Expenses:**

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 route de la Bravoure, Quebec, Quebec.

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

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

All travel must have the prior authorization of the Technical Authority.

## 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for the firm part of the contract and all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$850,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) **when it is 75 percent committed, or**
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
 whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.3 Method of Payment

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

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

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

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

**7.3.2.2 Milestone Payments** (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:



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

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

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

**7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0305C (2008-05-12), Cost Submission

**7.5 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

**8. Invoicing Instructions**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the Task Authorization (TA) number;
  - (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by :
  - (a) a list of all expenses, in accordance with the TA;
  - (b) a copy of time sheets to support the time claimed;
  - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - (d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

**ATTN: \_\_\_\_\_ (will be inserted at contract award)**

Public Works and Government Services Canada  
601-1550 D'Estimauville  
Québec, QC.  
G1J 0C7

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

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

**9. Certifications****9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide

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the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9.2 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2016-04-04), General Conditions - Research & Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List;
- (h) Annex E, Form DND 626, Task Authorization Form
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_\_ (insert date of bid).

## **12. Defence Contract**

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

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

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

## **14. Insurance**

SACC Manual clause G1005C (2016-01-28), Insurance - No Specific Requirement

## **15. Controlled Goods Program**

**15.1** SACC Manual clause A9131C (2014-11-27), Controlled Goods Program

**15.2** SACC Manual clause B4060C (2011-05-16), Controlled Goods

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## 16. Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:
  - (a) PART 1: The Contractor must answer the following three questions:
    - (i) Is the project on schedule?
    - (ii) Is the project within budget?
    - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.
  - (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
    - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
    - (ii) An explanation of any variation from the work plan.
    - (iii) A description of trips or conferences connected with the Contract during the period of the report.
    - (iv) A description of any major equipment purchased or constructed during the period of the report.
  - (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:
    - (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

## 17. Canadian Forces Site Regulations

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

## 18. Identification Badge

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

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## ATTACHMENT 1- FINANCIAL BID PRESENTATION SHEET

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

**Note to Bidders:**

- a. The Bidder must submit a firm all-inclusive hourly rate (including profit and overhead) for each resource proposed, for each year of the Contract period. If a different rate is proposed for the same category of resource, the difference between the lowest hourly rate and the highest hourly rate for the same category and for the same period must be equal to or less than 30%. **If the difference is more than 30%, the bid will be declared non-responsive.**
- b. **Variation in Professional Services Resource Rates:** the rate bid for a Category of resource or for a resource must not increase by more than 3% from one time period to the next. If the increase is more than 3%, the bid will be declared non responsive.
- c. Prices include all travel and living expenses for Work perform within 50 km or less than the contractor's place of business.
- d. Prices must be in Canadian dollars, Applicable taxes excluded, FOB Destination, Canadian customs duties and excise taxes included.
- e. The Bidder must submit the required number of resources required according to the mandatory criteria of Attachment 3.

Solicitation No – N° de l'invitation  
W7701-161178/A  
Client Ref No. – N° de réf. du client  
W7701-16-1178

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCN-6-39058

Buyer ID – id de l'acheteur  
qcw028  
CCC No./N° CCC - FMS No./N° VME

Labour Category  (minimum of 1 ressource per category)	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From October 1, 2017, To September 30, 2018	2nd year of contract* From October 1, 2018 To September 30, 2019	3rd year of contract* From October 1, 2019 To September 30, 2020	4th year of contract* From October 1, 2020 To September 30, 2021	5th year of contract* From October 1, 2021 To September 30, 2022
<b>a) Expert Software Engineer</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>b) Junior Software Engineer</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>c) Spectrum Specialist</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>d) Project Manager</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

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

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**2. MATERIALS AND SUPPLIES and EQUIPMENT:** at laid down cost without markup**3. TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within 50 km the Contractor's place of business.
- (b) For services to be provided at more than 50 km from the Contractor's place of business, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**Limitation of expenditure, task authorizations Contract (applicable taxes extra): \$850,000.00**

## ATTACHMENT 2 - EVALUATION OF PRICE

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

### 1- Approximate percentage of use:

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

Project Manager category: 10%  
Expert Software Engineer category: 75%  
Junior Software Engineer category: 5%  
Spectrum Specialist category: 10%

### 2 - Cost of labour:

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

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

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category (for a given bid).

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

### 3 – Example of calculations for 3 bids with Total limitation of expenditure for the contract (applicable taxes extra) of \$808,000.00

Labour category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Average rate	Effort available
Expert Software Engineer	75%	80	\$637,500.00	85	\$677,343.75	75	\$597,656.25	80	7968.75
Junior Software Engineer	5%	60	39,231.00\$	70	45,769.50\$	65	42,500.25\$	65	653.85
Spectrum Specialist	10%	75	\$78,061.50	85	\$88,469.70	85	\$88,469.70	81.66	1040.82
Project Manager	10%	80	\$80,000.00	80	\$80,000.00	95	\$95,000.00	85	1000
TOTAL			\$834,792.50		\$891,582.95		\$823,626.20		
RANK			2 <sup>nd</sup>		3 <sup>rd</sup>		1 <sup>st</sup>		



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

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

## ATTACHMENT 3 - MANDATORY AND POINT RATED TECHNICAL CRITERIA

### **Instructions**

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

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

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

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

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

### **Minimum and maximum number of resources proposed by the Bidder**

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

Resource Category	Minimum Number of Resources
Expert Software engineer	1
Junior Software engineer	1
Spectrum Specialist	1
Project Manager	1

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

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

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

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

MANDATORY TECHNICAL EVALUATION CRITERIA		YES	NO	REFERENCE (Location in the proposal where the mandatory technical criteria are demonstrated)
<b>A</b>	The Bidder must have a minimum of 24 months' combined experience in the past 60 months prior to the closing of the request for proposal in: <ul style="list-style-type: none"> <li>- graphic processing unit (GPU)–oriented programming projects applied to real-time hyperspectral target detection and identification (minimum 12 months); and</li> <li>- C++ programming projects applied to real-time hyperspectral target detection and identification (minimum 12 months).</li> </ul>			
<b>B</b>	In the past 60 months prior to the closing of the request for proposal, the Bidder must have completed at least one project, with a minimum duration of 6 months, involving the implementation of hyperspectral image algorithms, processing or analysis for target detection and identification.			
<b>C</b>	The resources proposed by the Bidder must include at least one person who holds a bachelor's degree in engineering and has performed, in the past 60 months prior to the closing of the request for proposal, at least one hyperspectral imagery collection operation for imagery processing.			
<b>D</b>	In the past 60 months prior to the closing of the request for proposal, the Bidder must have completed at least one project, with a minimum duration of 3 months, using a real-time geographic information system (GIS) with the Geospatial Data Abstraction Library (GDAL) in support of hyperspectral image exploitation.			
<b>E</b>	The Bidder must propose at least one resource for the following job categories: Expert Software Engineer, Junior Software Engineer Spectrum Specialist, Project Manager.			

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Point-Rated Criteria		Min	Max	Points
	<b>TOTAL</b>	<b>103</b>	<b>266</b>	
<b>1</b>	<b>TECHNICAL AND MANAGEMENT PROPOSAL</b> The three criteria will be evaluated using the General Evaluation Table provided at the end of this attachment.	<b>21</b>	<b>30</b>	
<b>1.1</b>	<b>Demonstrated understanding of context, scope and objectives</b>  Demonstrated understanding of the context, scope, tasks and objectives should be complete and not limited to the description in each activity. The Bidder should use its own words to provide a convincing demonstration of its understanding of the context, scope and objectives of each activity.		10	
<b>1.2</b>	<b>Clarity of information provided</b>  The Bidder will be evaluated on the clarity of the content of its proposal. The proposal should be well structured and easy to understand.		10	
<b>1.3</b>	<b>Control system for resources</b>  The Bidder should propose an appropriate system for the control of resources. The Bidder should describe how it plans to control the management of the project with regard to the evaluation of priorities, work overload, the availability of resources and the quality of services offered within the task authorization process.		10	
<b>2</b>	<b>RESOURCE EXPERIENCE</b> If more than one resource is proposed in a given resource category, each resource will be evaluated individually. Resources that do not meet the minimum number of points required for the rated technical criteria will not be included in the contract. The scores for each resource in the category in question will be added together and then divided by the number of resources proposed in order to obtain an average. The average will be the score awarded to the Bidder.	<b>77</b>	<b>206</b>	
<b>2.1</b>	<b>Experience of proposed resources in the Expert Software Engineer category</b>	<b>60</b>	<b>146</b>	
<b>2.1.1</b>	<b>Experience in GPU programming</b>  The Bidder must demonstrate that the resource has experience, in the past 60 months prior to the closing of the request for proposal, in using graphic processing unit (GPU) cards and NVIDIA CUDA libraries for the programming of data processing algorithms.  1 point per month of experience up to a maximum of 36 months (36 points maximum).	12	36	

<b>2.1.2</b>	<b>Experience in C++ programming</b> <p>The Bidder should demonstrate that the resource has experience, in the past 60 months prior to the closing of the request for proposal, in C++ programming.</p> <p>1/2 point per month of experience up to a maximum of 36 months (18 points maximum).</p>	12	18	
<b>2.1.3</b>	<b>Experience in hyperspectral data processing</b> <p>The Bidder should demonstrate that the resource has experience, in the past 60 months prior to the closing of the request for proposal, in software or algorithm programming for target detection and identification projects related to the processing or analysis of hyperspectral images or the implementation of hyperspectral image processing algorithms.</p> <p>1 point per month of experience up to a maximum of 24 months (24 points maximum).</p>	12	24	
<b>2.1.4</b>	<b>Experience in real-time processing</b> <p>The Bidder should demonstrate that the resource has experience, in the past 60 months prior to the closing of the request for proposal, in the real-time processing of data and/or images, such as during an airborne campaign.</p> <p>1 point per month of experience up to a maximum of 24 months (24 points maximum).</p>	12	24	
<b>2.1.5</b>	<b>Experience with geographic information systems</b> <p>The Bidder should demonstrate that the resource has experience in software programming for a geographic information system with the GDAL library.</p> <p>1/2 point per month of experience up to a maximum of 20 months (10 points maximum).</p>	6	10	
<b>2.1.6</b>	<b>Expertise in various programming languages</b> <p>The Bidder should demonstrate that the resource has at least 12 months' combined experience in any of the following programming languages:</p> <ul style="list-style-type: none"> <li>• 1/2 point per month of experience up to a maximum of 12 months (6 points maximum) in Python programming.</li> <li>• 1/2 point per month of experience up to a maximum of 12 months (6 points maximum) in ENVI/IDL programming.</li> <li>• 1/2 point per month of experience up to a maximum of 12 months (6 points maximum) in Matlab programming.</li> <li>• 1/2 point per month of experience up to a maximum of 12 months (6 points maximum) in JavaScript programming.</li> </ul>	6	24	
<b>2.1.7</b>	<b>Experience in programming and using the HEERD and HOP hyperspectral imagery analysis and exploitation tools</b>	0	10	

	<p>The Bidder should demonstrate that the resource has experience in programming and using the HEERD and HOP hyperspectral imagery analysis and exploitation tools.</p> <p>10 points: The resource has experience with HEERD and HOP.</p> <p>0 points: The resource does not have experience with HEERD and HOP.</p>			
<b>2.2</b>	<b>Experience of proposed resources in the Junior Software Engineer category</b>	<b>0</b>	<b>6</b>	
<b>2.2.1</b>	<p><b>Experience in C++ programming</b></p> <p>The Bidder should demonstrate that the resource has experience, in the past 60 months prior to the closing of the request for proposal, in C++ programming.</p> <p>1/2 point per month of experience up to a maximum of 12 months (6 points maximum).</p>	0	6	
<b>2.3</b>	<b>Experience of proposed resources in the Spectrum Specialist category</b>	<b>5</b>	<b>30</b>	
<b>2.3.1</b>	<p><b>Experience of the spectrum specialist</b></p> <p>The Bidder should demonstrate that the resource has experience as a spectrum specialist. Specifically, the Bidder should detail the resource's professional experience with hyperspectral image processing in the following areas:</p> <ol style="list-style-type: none"> <li>1) target detection;</li> <li>2) target identification;</li> <li>3) geo-referencing;</li> <li>4) multisource data fusion; and</li> <li>5) extraction of information in a production environment.</li> </ol> <p>The Bidder should detail the resource's professional experience by providing a list and a description of the projects in which the resource was involved, including, for each project, the project name, dates (years), scope (financial), objectives and deliverables, the nature of the resource's duties, his/her achievements, his/her level of effort, and the technological environment for the project. "Experience" is defined as significant participation in at least one documented project with a scope of more than 6 months or more than \$50,000.</p> <p>30 points: The resource has demonstrated experience in all of the above fields.</p> <p>20 points: The resource has demonstrated experience in four of the above fields.</p> <p>15 points: The resource has demonstrated experience in three of the above fields.</p> <p>10 points: The resource has demonstrated experience in two of the above fields.</p>	5	30	

	<p>5 points: The resource has demonstrated experience in one of the above fields.</p> <p>0 points: The resource has no demonstrated experience in any of the above fields.</p>			
<b>2.4</b>	<b>Experience of proposed resources in the Project management category</b>	<b>12</b>	<b>24</b>	
<b>2.4.1</b>	<p><b>Experience in the past 60 months prior to the closing of the request for proposal</b></p> <p>The Bidder should clearly demonstrate that the resource has experience and competence as a manager of research and development projects.</p> <p>1/2 point per month of experience up to a maximum of 48 months (24 points maximum).</p>	12	24	
<b>3</b>	<b>BIDDER EXPERIENCE</b>	<b>5</b>	<b>30</b>	
<b>3.1</b>	<p><b>Research and Development projects</b></p> <p>Number of projects involving Research and Development (R&amp;D) or any other projects of similar nature to this statement of work (SOW) completed by the Bidder in the past 5 years. The minimum acceptable duration of a project is 3 months, and the project must have had a budget of at least \$50,000.</p> <p><i>The Bidder must provide a description of the relevant projects. For each project described, the Bidder should include as a minimum the following information:</i></p> <ul style="list-style-type: none"> <li><i>a) title;</i></li> <li><i>b) budget;</i></li> <li><i>c) objectives;</i></li> <li><i>d) scope of the work;</i></li> <li><i>e) project start and end dates (dd/mm/yyyy);</i></li> <li><i>f) exact dates of involvement and roles of personnel from the Bidder's company;</i></li> <li><i>g) tasks performed by personnel from the Bidder's company;</i></li> <li><i>and</i></li> <li><i>h) any other relevant information.</i></li> </ul> <p><i>A task authorization (TA) may be considered a project.</i></p> <p><i>"Project of similar nature" is defined as real-time image processing, development of image processing software, or hyperspectral image processing for target detection or identification.</i></p> <p>20 points: The bidder has completed at least four R&amp;D projects or projects of similar nature.</p> <p>15 points: The bidder has completed three R&amp;D projects or projects of similar nature.</p>	5	20	

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	10 points: The bidder has completed two R&D projects or projects of similar nature.  5 points: The bidder has completed one R&D project or project of similar nature.  0 points: The bidder has not completed any R&D projects or projects of similar nature.			
<b>3.2</b>	<b>Experience with the HEERD and HOP hyperspectral imagery analysis and exploitation tools</b>  The Bidder should clearly demonstrate that it has experience with the HEERD and HOP hyperspectral imagery analysis and exploitation tools. The experience may involve development, design or operation.  10 points: The Bidder has experience with HEERD and HOP.  0 points: The Bidder does not have experience with HEERD and HOP.	0	10	

## Generic Evaluation Table

Non-Responsive	Extremely Weak	Very Weak	Weak	Acceptable	Average	Above Average	Exceptional
0 points	1–2 points	3–4 points	5 points	6 points	7–8 points	9 points	10 points
Did not submit information that could be evaluated	Does not meet the requirements	Generally does not meet the requirements	Lacks details	Barely meets the requirements	Meets the requirements	Exceeds the requirements	Greatly exceeds the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses	No weaknesses
	Unacceptable	Extremely weak; is insufficient to meet performance requirements	Has little capability of meeting performance requirements	Minimum acceptable capability; should meet minimum performance requirements	Average capability; should ensure effective results	Above average capability; should ensure very effective results	Exceptional capability; should ensure extremely effective results



## **ANNEX A - STATEMENT OF WORK**

### **1. TITLE**

High performance hyperspectral target detection and identification data processing capability for airborne wide area search – HEERD follow on.

### **2. BACKGROUND**

The software HEERD and the computer HOP were developed through the contract W7701-125249 "High performance hyperspectral target detection and identification data processing capability for airborne wide area search". HEERD and HOP ingest and process hyperspectral images from VNIR/SWIR and LWIR airborne sensors to achieve near real-time target detection and identification of gaseous, liquid or solid targets in near real-time using a combination of CPUs and GPUs to obtain optimum performances. The results are displayed along with acquired high resolution imagery and maps.

HEERD is written in C++ and uses NVIDIA CUDA libraries with NVIDIA TESLA GPU cards. It contains an application programming interface (API) to include third party exploitation. The third party exploitation algorithms can be in Matlab, Python, C++ or IDL.

HEERD/HOP project is to develop a flexible hyperspectral image processing framework that can connect algorithms to form processing pipelines that can produce target detection reports that are reviewed in a map-based graphical user interface (GUI). HEERD combines a processing framework with a GUI for reviewing processing outputs.

In the context of this project, "near real-time" hyperspectral imagery processing is related to the data collection rate: the time needed to complete a full processing chain (including data conditioning, calibration, atmospheric compensation, target detection and identification, geo-referencing, and production of an output report) should be about the same or shorter as the time taken to collect a block of imagery. This will have the effect of producing output reports at a rate equal or better than the imagery acquisition rate, with a lag time equivalent to the imagery block size.

The main objectives of this contract will be to improve the software HEERD and its computer HOP, the development and integration of data exploitation algorithms, engineering support for system demonstrations and analytical support for data exploitation and analysis.

### **3. ACRONYMS**

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority
CPU	CENTRAL PROCESSING UNIT
CUDA	NVIDIA COMPUTE UNIFIED DEVICE ARCHITECTURE
DRDC	DEFENCE RESEARCH AND DEVELOPMENT CANADA
FPS	FRAME PER SECOND
GPU	GRAPHIC PROCESSING UNIT
HEERD	HYPERSPPECTRAL EXPLOITATION ENVIRONMENT FOR REAL-TIME DATA PROCESSING
HPC	HIGH PERFORMANCE COMPUTING
LWIR	LONGWAVE INFRARED
SWIR	SHORTWAVE INFRARED
VNIR	VISIBLE NEAR-INFRARED

#### **4. APPLICABLE DOCUMENTS & REFERENCES**

None

#### **5. TASKS**

##### **Task 5.1: Exploitation environment maintenance and improvements**

Under this task, the Contractor must:

- 5.1.1 Fix bugs and errors, change/remove/add functionalities, re-design part of the environment or architecture, optimize processing workflows, and/or upgrade system to support future advances in software/hardware configurations.
- 5.1.2 Perform end-to-end testing and evaluation of the software using simulated data and/or real data
- 5.1.3 In case a third party software is provided by DRDC for this activity, suggest modifications and/or updates to the provided software in order to meet the requirements, and implement the modifications / updates upon approval by DRDC Technical Authority.
- 5.1.4 Provide a system architecture report.

Specifics requirements and functionalities will be detailed when/if the activity is activated.

##### **Task 5.2: Development, modification and/or integration of target detection and identification or other supporting algorithms**

For this task, it could be necessary for the Contractor to supply a spectral scientist having relevant expertise covering the spectral bands from the visible to the longwave infra-red.

Under this task, the Contractor must:

- 5.2.1 Develop or modify detection and identification and/or supporting algorithms. Supporting algorithms can involve the hyperspectral images, the geo-referencing data, the display (graphical user interface) and the processing of imagery from high resolution panchromatic and multispectral cameras.
  - 5.2.2 Integrate algorithms and methods in exploitation environment;
  - 5.2.3 Test and evaluate tools integrated in exploitation environment;
  - 5.2.4 Demonstrate that the new algorithms meet the requirements.
  - 5.2.5 Evaluate algorithm performances;
  - 5.2.6 Document the algorithms development, modification, integration, testing, evaluation, and demonstration.
  - 5.2.7 Provide technical report(s) and briefings(s) on integration activities and system performance
- Specifics requirements will be detailed when/if the sub task is activated.

##### **Task 5.3: Engineering support for high-performance hyperspectral imagery processing**

Under this task, the Contractor will be required to travel to DRDC - Valcartier Research Centre and/or to the other trial locations. The Contractor could be required to transit (by car, pickup, truck, plane or other transportation means) with DRDC employees on DRDC Valcartier Research Centre site or other. Specific activities and requirements (including location of the required support and expected duration) will be detailed when/if the task it is activated. System design details, specifications, and performances could sensitive.

Under this task, the contractor must:

- 5.3.1 Integrate the imagery exploitation environment with DRDC's airborne imaging systems;

5.3.2 Support airborne end-to-end system performance demonstrations. During the demonstrations, contractor's personnel will be on-site for management and operation of the processing system and will be responsible for demonstrating processing system performance in a simulated operational scenario;

5.3.3 Evaluate the full airborne system performance;

5.3.3 Provide technical report(s) and/or briefings(s) on integration activities and system performance.

#### **Task 5.4: System analysis support**

System design details, specifications, and performances will be sensitive. Under this task, the Contractor must:

5.4.1 Process hyperspectral imagery collected with hyperspectral imaging systems

5.4.2 Evaluate target detection and identification algorithms performance for specific targets using specified metrics

5.4.3 Evaluate the hyperspectral imaging system performances;

#### **Task 5.5: High-performance data processing and archiving hardware**

Under this task, the Contractor must:

5.5.1 Design hardware architecture to support near real-time hyperspectral processing using the exploitation environment with the airborne system;

5.5.2 Acquire hardware and/or software needed for the high performance prototype computer

5.5.3 Install hardware and/or software for high performance computing.

A more specific description and the requirements of this task will be available when/if this task is activated.

### **6. DELIVERABLES**

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1.1	5.1.1	Provide custom software (including source code and executables) as described in clauses 4002 and 4007	Electronic files
6.1.2	5.1.2	Provide a report	Electronic files of reports (in Word)
6.1.3	5.1.3	Provide a report	Electronic files of reports (in Word)
6.1.4	5.1.4	Provide a report	Electronic files of reports (in Word)
6.2.1	5.2.1	Provide custom software (including source code and executables) as described in clause 4002 and 4007	Electronic files
6.2.2	5.2.2	Provide custom software (including source code and executables) as described in clause 4002 and 4007	Electronic files
6.2.3	5.2.3	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
6.2.4	5.2.4	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
6.2.5	5.2.5	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
6.2.6	5.2.6	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)

<b>6.2.7</b>	<b>5.2.7</b>	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
<b>6.3.1</b>	<b>5.3.1</b>	Provide HEERD installed and fully operational on the system	Electronic files
<b>6.3.2</b>	<b>5.3.2</b>	Provide feedback to the scientific authority, provide performance results, provide custom software (including source code and executables) as described in clause 4002 and 4007	Source code and executable (electronic files) Reports and feedbacks (Word)
<b>6.3.3</b>	<b>5.3.3</b>	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
<b>6.4.1</b>	<b>5.4.1</b>	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
<b>6.4.2</b>	<b>5.4.2</b>	Provide a report	Electronic files of reports (in Word)
<b>6.4.3</b>	<b>5.4.3</b>	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
<b>6.5.1</b>	<b>5.5.1</b>	Report or brief as requested	Electronic files of reports (in Word) or briefs (PowerPoint)
<b>6.5.2</b>	<b>5.5.2</b>	Provide hardware and/or software	
<b>6.5.3</b>	<b>5.5.3</b>	Provide installed hardware and/or software	

## Report

A report will contain a detailed account of all work performed under the Contract. This will enable a full and accurate evaluation of the work by the Technical Authority. The report should include, as appropriate, the following:

- A. Covering page;
- B. Executive Summary;
- C. Background information and references to relevant documentation;
- D. Review of results and accomplishments. Where applicable, the following items should be included:
- E. The system requirements specification and the interface requirements specification,
- F. Design documents,
- G. Implementation documents,
- H. Test and evaluation plan, procedures, and results;
- I. Demonstration results;
- J. Detailed description of all equipment purchased during this period;
- K. All other Contractor findings;
- L. Recommendations including the potential for any further R&D of a follow-on nature;
- M. An explicit and detailed description of all Foreground Intellectual Property (FIP) and Background Intellectual Property (BIP), if any;
- N. Conclusion;
- O. Supporting tables, technical drawings and figures;
- P. A copy of all R&D and/or commercial licenses required securing access to third party BIP, if applicable; and
- Q. Any additional relevant information deemed important by the Contractor.

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### Presentations, publications, and briefings

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Scientific Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Scientific Authority will provide a written objection if there are specific elements (e.g. audience) that are not in the federal government's best interests. If the Scientific Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

Presentations, publications, and briefings provided to any third party should be provided to the Scientific Authority in digital format.

### Prototypes and equipment

All prototypes developed during the Contract will be the property of Canada and reviewed by the Technical Authority who will advise on their final disposal. The Contractor should maintain a list of all non-consumable items procured or fabricated under the contract and/or provided by the government.

Prototype and equipment deliverable should include, but not be limited to:

- A. The developed hyperspectral processing system, with all associated software and hardware;
- B. Data collected throughout the project and archived on storage devices;
- C. All the hardware and software developed, produced or procured using funds from this project;
- D. Any additional item deemed important by the contractor.

### Source code

The developed software and associated documentation will be in accordance with the software design standards and/or specifications stated in the contractor's proposal. The Contractor must provide an electronic copy of all Contractor documents describing the software development cycle, including user, maintenance and operation manuals. The developed software must also be provided in the form of well-documented source code in computer compatible format, with runtime libraries and executable files. Contractors whose projects improved upon existing software programs/applications will be required to provide the initial source code, run-time libraries, executable files, and associated documentation along with the final deliverables. This is required unless the improvements can be clearly distinguished from the existing software (i.e. can be divided in different modules), in which case the Interface Configuration Document (ICD) between the existing modules and the new modules, and the executables of the existing modules would be a deliverable

In this document, source code refers to any series of statements written in a human-readable computer programming language and/or environment. For example, in modern programming languages, the source code, which constitutes a software program, is usually in several text files. A computer program's source code is the collection of files that can be converted from a human readable form to an equivalent computer-executable form. The source code is either converted into executable form by a software development tool for a particular computer architecture, or executed from a human-readable form with the aid of an interpreter. In the case of automatically generated code, source code not only includes the output of the code generator but also extends to those input source files used by a code generator to generate the source code.

## **7. DATE OF DELIVERY**

The delivery dates will be defined in the Task Authorisations.

## **8. LANGUAGE OF WORK**

Documents must be written in English and the code must be commented in English. Meetings can be held in French or in English.

## **9. LOCATION OF WORK**

For all tasks excluding 5.3, the work will be performed on the Contractor's site.

For task 5.3, the location of work will be specified in the Task Authorisations statement of work. Depending on the Task Authorisation instruction, the work will have to be performed at one of the following sites: DRDC sites or other locations such as, but not limited to Canada, USA, Australia, United Kingdom.

## **10. TRAVEL**

**For all tasks excluding 5.3 travel will not be required.**

For task 5.3 travel requirement will be specified in the task authorisation Statement of Work. The Contractor could be required to travel (by car, pickup, truck, plane or any other transportation means) with DRDC employees to DRDC sites or other locations such as, but not limited to Canada, USA, Australia, United Kingdom.

## **11. MEETINGS**

### **a. Kick-off meeting at Contract Award**

The Contractor will host a kick-off meeting (via teleconference) 7 days after Contract award. The Contractor must prepare and submit a meeting agenda to DRDC technical authority at least three days before the meeting for possible revisions. The Contractor will be responsible for producing the meeting minutes and action items within 5 working days after the meeting.

### **b. Kick-off meeting after a Task Authorization**

The Contractor will host a kick-off meeting (via teleconference) 7 days after a task is authorised. The Contractor must prepare and submit a meeting agenda to DRDC technical authority at least three days before the meeting for possible revisions. A detailed work breakdown structure must be presented by the Contractor and discussed at the meeting for acceptance by the scientific authority. The Contractor will be responsible for producing the meeting minutes and action items within 5 working days after the meeting.

### **c. Final meeting**

The final meeting (via teleconference) must occur 1 month before the end of the authorised tasks. For the meeting, a draft of the final report must be presented by the Contractor for initial review by DRDC's scientific authority. The Contractor must be responsible for producing the meeting minutes within 5 working days after the meeting.

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

None

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

Multi CPU / GPU high performance development computer:

- System configuration:
  - 2x Quad Core Intel Xeon 5600 CPU
  - 48GB ECC DDR3 internal memory
  - 4x NVIDIA Tesla K20 GPU
  - Genuine Windows 7 Professional 64 bits
  - 10 Gigabit Network Adapter
  - Serial # 102389733
  - DRDC inventory # 1896440002
  - ENVI/IDL version 4.8

**14. SPECIAL CONSIDERATIONS**

None

## ANNEX B - BASIS OF PAYMENT

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

Labour Category  (minimum of 1 ressource per category)	Firm all- inclusive hourly rates for the following periods:				
	1st year of contract* From October 1, 2017, To September 30, 2018	2 <sup>nd</sup> year of contract* From October 1, 2018 To September 30, 2019	3rd year of contract* From October 1, 2019 To September 30, 2020	4th year of contract* From October 1, 2020 To September 30, 2021	5th year of contract* From October 1, 2021 To September 30, 2022
<b>a) Expert Software Engineer</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>b) Junior Software Engineer</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>c) Spectrum Specialist</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>d) Project Manager</b>					
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr



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

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

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

**3. TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within 50 km the Contractor's place of business.
  - (b) For services to be provided at more than 50 km from the Contractor's place of business, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
  - (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
  - (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**Total Limitation of expenditure, task authorizations contract (applicable taxes extra): \$850,000.00**

## ANNEX C

### CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information::

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

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

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

\_\_\_\_\_  
Name Title

-----  
(Internal DRDC Valcartier)

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

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

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**QCN-6-39057**

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**qcn009**  
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## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

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



Government  
of Canada

Gouvernement  
du Canada

MAR 08 2016

Contract Number / Numéro du contrat

W7701-166178

Security Classification / Classification de sécurité

Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

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





**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Secret requis en raison des marchandises contrôlées et de l'accès à RDDC Valcartier

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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Security Classification / Classification de sécurité  
Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

"Classification de sécurité" au haut et au bas du formulaire.

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

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

☒ No  
Non

☐ Yes  
Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

"Classification de sécurité" au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**W7701-16-1181**

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

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

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## **ANNEX E**

### **DND 626, TASK AUTHORIZATION FORM**

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

DND 626 (01-05)



## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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