



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet ENGINEERING AND TECHNICAL SERVICES	
Solicitation No. - N° de l'invitation W7702-175861/A	Date 2017-07-06
Client Reference No. - N° de référence du client W7702-175861	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-064-11129	
File No. - N° de dossier EDM-6-39294 (064)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-28	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Dallas	Buyer Id - Id de l'acheteur edm064
Telephone No. - N° de téléphone (780) 224-7200 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 560 MOUNT SORRELL ROAD RALSTON ALBERTA T0J2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

TITLE: ENGINEERING AND TECHNICAL SERVICES FOR EXPLOSIVE DEVICE FIELD TRIALS

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W7702-175861/A
Client Ref. No. - N° de réf. du client
W7702-175861

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-6-39294

Buyer ID - Id de l'acheteur
EDM064
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

- 1.2.1** Defence Research and Development Canada (DRDC), Suffield Research Centre (SRC) has conducted studies of high energy explosive phenomena using a variety of energetic material devices, explosive detection devices and explosive neutralization devices, in support of the Canadian Forces (CAF) to enhance existing capability and introduce new capabilities, and to produce a rapidly deployable, easily sustainable, force capable of providing relevant capabilities to train for and conduct full spectrum, Adaptive Dispersed Operations (ADO) in the future operating environment. Currently, SRC has requirements to continue studies in these areas. In order to lead these studies to success, support of engineering and technical services is required from outside sources.

The estimated period of the contract is from date of award to 2019-03-31.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3** The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.4** The requirement is limited to Canadian goods and/or services.
- 1.2.5** This procurement is subject to the Controlled Goods Program. The [*Defence production Act*](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

(To be completed by the Bidder)

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

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one [1] hard copy OR one [1] fax copy)
- Section II: Financial Bid (one [1] hard copy OR one [1] fax copy)
- Section III: Certifications (one [1] hard copy OR one [1] fax copy)
- Section IV: Additional Information (one [1] hard copy OR one [1] fax copy)

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

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

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

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

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

Section I: Technical Bid

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

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

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

In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

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

Section II: Financial Bid

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

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

(To be completed by the Bidder)

Street Number / Street Name, Unit / Suite / Apartment Number	
City, Province, Territory / State	
Postal Code / Zip Code	
Country	

- 3.1.3.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

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

4.1.2 Financial Evaluation

4.1.2.1 The Financial bid will be assessed as follows:

- (a) Financial evaluation will be based on the total Ceiling Price quoted under Appendix 1 to Annex "G", section B, Basis of Payment for Sample Task Authorization. For evaluation purposes an example of a typical task that would be authorized against this contract is provided in Appendix 1 to Annex "G" (SAMPLE TASK AUTHORIZATION).
- (b) The costs for the items in Appendix 1 to Annex "G", section B, will be added together to obtain the Total Ceiling Price for Sample Task Authorization. The total Ceiling Price quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described in the Basis of Selection.
- (c) Rates provided for pricing in Appendix 1 to Annex "G", section B. Basis of Payment for Sample Task Authorization for use in the evaluation should be the same as those proposed in the Part One of the Financial Bid, Annex "B", Basis of Payment. Rates quoted must remain firm for the duration of the contract, Applicable taxes extra.

4.1.2.2 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$80,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2 Basis of Selection – Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating:
 - i. SAMPLE TASK AUTHORIZATION EVALUATION: 22/32 points
 - ii. OVERALL PROPOSAL EVALUATION: 31/44 points
 - iii. PROJECT AUTHORIZATION: 17/24 points
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

(To be completed by the Bidder)

This procurement is limited to Canadian services.
The Bidder certifies that:

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

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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

5.2.3.3.1 SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Controlled Goods Requirement

SACC *Manual* clause [A9130I](#) (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.

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$150,000.00 Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 10 percent (10%) of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Canada to Own Intellectual Property Rights in Foreground Information

[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PSPC FILE N° W7702-175861

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **SECRET** with approved *Document Safeguarding Capability* (DSC) at the level of **SECRET** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED** or **PROTECTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, the United States, the United Kingdom, Australia, or New Zealand, and must EACH** hold a valid personnel security screening at the level of **SECRET, CONFIDENTIAL, or RELIABILITY STATUS, as required**, granted or approved by the CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **RELIABILITY STATUS** granted or approved by the CISD/PWGSC.
4. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
5. This contract includes *access to controlled goods*. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
6. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor/Offeror must comply with the provisions of the:
 - a) *Security Requirements Check List* and security guide (if applicable), attached at Annex "C";
 - b) *Industrial Security Manual* (Latest Edition).

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number	
City, Province, Territory / State	
Postal Code / Zip Code	
Country	

7.3.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (inserted at contract award)

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Dallas Scott
Procurement Officer
Public Services and Procurement Canada
Acquisitions Branch
Western Region

ATB Place, North Tower
5th Floor, 10025 – Jasper Avenue
Edmonton, AB T5J 1S6

Telephone: 780 – 224 – 7200
Facsimile: 780 – 497 – 3510
E-mail address: dallas.scott@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be named in the contract)

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

7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

(To be named in the contract)

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

7.5.4 Contractor's Representative

(To be completed by the bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$950,000.00**. 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.

7.7.1 Basis of Payment

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

7.7.1.1 Task Authorizations – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.2 Task Authorizations – Ceiling Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in the authorized Task Authorization (TA), to the ceiling price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment specified in the authorized TA.

7.7.1.3 Task Authorizations – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA. Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra, if applicable. No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Method of Payment

7.7.2.1 Task Authorizations – Firm Price

Depending on the type of Task Authorization, one of the following will apply:

7.7.2.1.1 Single Payment

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

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

7.7.2.1.2 Milestone Payments - Subject to holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form [PWGSC-WR01](#), 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. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - c. all the certificates appearing on form [PWGSC-WR01](#) have been signed by the respective authorized representatives;
 - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted

7.7.2.1.2 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-WR01](#), 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-WR01](#) 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.

7.7.2.2 Task Authorizations – Ceiling Price OR Limitation of Expenditure

Depending on the type of Task Authorization, one of the following will apply:

7.7.2.2.1 Single Payment

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

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

7.7.2.2.2 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form [PWGSC-WR01](#), 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. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-WR01](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.3 Electronic Payment of Invoices – Contract

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

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

7.7.4 SACC Manual clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

[C0710C](#) (2007-11-30), Time and Contract Price Verification

[C0711C](#) (2008-05-12), Time Verification

OR

[C0705C](#) (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

7.8.1 Task Authorizations – Single Payment

Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8.2 Task Authorizations – Milestone Payments OR Progress Payments

Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form [PWGSC-WR01](#), Claim for Progress Payment.
Each claim must show:
 - a. all information required on form [PWGSC-WR01](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. expenditures plus pro-rated profit or fee; *(if applicable)*
 - e. the description and value of the milestone claimed as detailed in the Contract. *(if applicable)*Each claim must be supported by: *(if applicable)*
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. 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.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-WR01](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
The Procurement Authority will then forward the claim to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

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

7.9.3 Disclosure Certification

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040](#) (2016-04-04), General Conditions - Research & Development;
- (c) Annex "A", Statement of Work;
- (d) Annex "C", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", Disclosure Certification;
- (g) Annex "E", Task Authorization Usage Report;
- (h) Annex "F", DND 626 Task Authorization Form;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____.

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor)

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

7.14 Controlled Goods Program – Contract

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program – Contract

7.15 Controlled Goods

SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

7.16 Insurance

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

7.17 *SACC Manual* clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

ANNEX "A"

STATEMENT OF WORK

1. TITLE

ENGINEERING AND TECHNICAL SERVICES FOR EXPLOSIVE DEVICE FIELD TRIALS

2. BACKGROUND

Defence Research and Development Canada (DRDC), Suffield Research Centre (SRC) has conducted studies of high energy explosive phenomena using a variety of energetic material devices, explosive detection devices and explosive neutralization devices, in support of the Canadian Forces (CAF) to enhance existing capability and introduce new capabilities, and to produce a rapidly deployable, easily sustainable, force capable of providing relevant capabilities to train for and conduct full spectrum, Adaptive Dispersed Operations (ADO) in the future operating environment. Currently, SRC has requirements to continue studies in these areas. In order to lead these studies to success, support of engineering and technical services is required from outside sources.

These studies are classified Secret as the highest level of security and the Contractor must have the proper facility, personnel and computing resources to handle and store classified information. This SOW is, however, UNCLASSIFIED to facilitate routine contract administration.

3. ACRONYMS

DRDC	Defence Research and Development Canada
SRC	Suffield Research Centre
EPG	Experimental Proving Ground
FY	Fiscal Year
SOW	Statement of Work
SRC	Suffield Research Centre
S&T	Science and Technology
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

Although specific work details may be classified, in general terms the Contractor should be prepared to conduct the following tasks under authorized Task Authorization Work Packages. Given a reasonable period (7-14 days) of notice and a detailed technical SOW for a work package, the Contractor must return a written proposal for the execution of the work package with cost estimates within 7 days. Time is of the essence in all aspects of this work and it is fundamental to the very nature of this requirement that the required work package be conducted as and when required by the Technical Authority (TA).

5.1 – Engineering and Technical Support for Trial Preparation

The Contractor must provide on and off-site engineering and technical services for the following types of activities:

- a. Design, analysis and fabrication of components for energetic material devices.
- b. Design, analysis and fabrication of components for detecting and neutralizing explosive devices.
- c. Design, analysis, fabrication and modification of new and existing test facilities, including instrumentation and diagnostics.
- d. Preparation of comprehensive engineering and technical reports, including design drawings.
- e. On-site services, as required, for the conduct of this work.
- f. Planning of experiments including instrumentation and diagnostics.
- g. Trial data reduction and analysis, as required.

5.2 – Engineering and Technical Support for Field Trials

The Contractor must provide on-site engineering and technical services for the following types of activities:

- a. Preparation and modification of field experimental sites and field test facilities, including instrumentation and diagnostics.
- b. Assisting in the conduct of field experiments.
- c. Post-trial activities such as test site clean-up and maintenance.

The Contractor's field personnel are expected to include mechanical technologists, instrumentation technologists and field support personnel as and when required by the TA.

The Contractor's field personnel must be able to adapt to a variety of DRDC Suffield experimental sites and procedures including but not restricted to the following:

- a) Urban Test Site
- b) Weapons Test Centre
- c) Winfield Flats
- d) Multi-Burst and Height of Burst Layouts
- e) Fuel-Air Explosive Site
- f) Flash X-Ray Test Site
- g) Sutherland Flats/IMACH Centre

Throughout the above Tasks, the Contractor is expected to consult with DRDC Suffield personnel regarding specific requirements of the Work Package, the work plan and schedule to be followed, Work Package progress and feedback on the work performed.

6. Deliverables

The detailed deliverables and date of delivery will be specified in the Task Authorization Statement of Work. In general, the Contractor must provide the following reports and deliverables. All reports and data must be provided in electronic format (one copy in Word file for reports) and one hard copy, unless directed otherwise by the TA.

6.1 Work Package Proposals.

6.2 Progress Reports as defined in the Task Authorization Work Package

6.3 The deliverables listed in the Task Work Packages.

6.4 An estimate of 120 sets of components for the energetic material device, and 50 sets of impact generators as requested by the TA and scheduled field experiments. An estimated number of deliverables are listed below.

FY	17/18 Set	18/19 Set	Total Set
Device components	78	70	148
Impact generator	35	30	65

6.5 Engineering and Technical Reports as defined by the Task Authorization Work Package

6.6 Design, fabrication and construction drawings to commercial standards in AutoCAD format.

7. DATE OF DELIVERY

Date of delivery will be specified in under given Work Packages.

8. LANGUAGE OF WORK

English.

9. Location of Work

The work must be partially performed at DRDC:

DRDC, Suffield Research Centre
Experimental Proving Ground
PO Box 4000, Station Main
Medicine Hat, Alberta
T1A 8K6
Canada.

Some of the Task Authorization packages may be completed entirely at the contractor's site. However, many portions of work will be conducted on-site at DRDC Suffield, on the Experimental Proving Ground. The Contractor's on-site personnel must adhere to all applicable safety regulations and procedures, and will be provided with a mandatory Range Safety Briefing and orientation.

Contractors must be able to respond on-site at DRDC Suffield within 2 hours' notice for certain high-priority tasks. Travel costs such as airfare and accommodations, fuel, etc. will not be paid for travel to DRDC Suffield (with the exception of mileage less than 100km from CFB Suffield). As such, contractors must have a plan in place to be able to respond to Task Authorization requests in a cost-effective manner taking into account the variable length of tasks.

10. TRAVEL

Travel costs such as airfare and accommodations, fuel, mileage, etc. will not be paid for travel to DRDC Suffield. There is no requirement for travel to conferences, meetings, etc. outside of Suffield general area.

11. MEETINGS

The Contractor must attend project meetings, requested by the TA. The majority of project meetings will be arranged through teleconferences. If necessary, the Contractor may attend some face-to-face project meetings at the Suffield Research Centre, upon request by the TA.

12. GOVERNMENT FURNISHED INFORMATION)

GFI 1: Background data available to DRDC as deemed required by the TA and as appropriate for completing the work of the contract.

GFI 2: Experimental results available to DRDC as deemed required by the TA and as appropriate for completing the work in the contract.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Use of DRDC Suffield field radios while working at the DRDC Suffield EPG. The number of radios and specifications will be assigned when the Contractor enters the Suffield site in accordance with the specified task.

14. SPECIAL CONSIDERATIONS

The contractor is responsible to ensure all employees, subcontractors and their employees are certified in WHMIS.

Access to the DRDC Suffield Experimental Proving Grounds (EPG) and field support services without charge, subject to availability and as deemed appropriate by the TA.

The Contractor will be provided desk space, computer with limited connectivity for purposes of collating post trial data and populating a DRDC held database. Canada will not be providing permanent desk/office space or telephone to the Contractor. Canada reserves the privilege of exchanging work areas as required.

14.1 DRDC – SUFFIELD GENERAL CONTRACT SAFETY & SECURITY REQUIREMENTS

(1) General Experimental Proving Grounds (EPG) Safety and Access Information

In accordance with DRDC Suffield regulations, all Contractor employees and subcontractors participating in Experimental Proving Ground (EPG) activities that are not escorted by DRDC Suffield personnel or the DRDC-authorized Contract principal will attend a general EPG safety briefing lasting approximately one (1) hour at the Field Operations Section (FOS). This briefing will take place annually for long standing Contracts and new or additional Contractor employees or subcontractors will be required to take the briefing before beginning work.

An access permit is required for non-DND vehicles travelling on the EPG. In addition, a two-way radio, compatible with the DRDC Suffield communication system, will be supplied for safety reasons. Other forms/briefings related to safety and security may be required.

(2) Work-Specific Safety Briefing

Contractors employees or subcontractors supporting DRDC Suffield personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

(3) Observance or On-Site Safety, Health, and Environmental Standards on Protection of Property

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

(4) Compliance

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority.

Solicitation No. - N° de l'invitation
W7702-175861/A
Client Ref. No. - N° de réf. du client
W7702-175861

Amd. No. - N° de la modif.
File No. - N° du dossier
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15. SECURITY

A Security Requirements Checklist is included with the requirement – up to SECRET on each individual task.

16. Controlled Goods

The information from this project will be subject to the Controlled Goods (CG) category up to the highest level: Controlled Goods – DMC D. The CG issues will be managed as follows: the CG designation of the information from this project will be reviewed and approved by DRDC Suffield CG Officer.

The technology involved in this contract is Canada's export-controlled in:

Group 1 – Dual Use List 1-1.A.8: Charges, devices and components.

Group 2 – Munitions List 2-4: Bombs, torpedoes, rockets, missiles, other explosive devices and charges and related equipment and accessories, and specially designed components.

ANNEX "B"

BASIS OF PAYMENT

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

(Note: line items listed below are considered "As Applicable")

Item	Description	Estimated Cost: 2017-04-01 to 2018-03-31	Estimated Cost: 2018-04-01 to 2019-03-31
1.	Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.		
	<i>Title Name</i>	<i>Rate</i>	<i>Rate</i>
a)		\$ _____	\$ _____
b)		\$ _____	\$ _____
c)		\$ _____	\$ _____
2.	Material and supplies at laid down cost without mark-up		
3.	Purchased equipment at laid down cost without mark-up, including		
4.	Subcontracting at actual cost incurred without mark-up		
5.	Travel and Living: the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		
	OR		
	Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. <i>(Applicable to Universities only)</i>		
6.	Other direct charges at actual cost incurred without mark-up		
7.	Computing charges at standard university rates. <i>(Applicable to Universities only)</i>		
8.	Standard University Overhead as follows: <i>(Applicable to Universities only)</i>		
a)	at a maximum 65% of on-campus labour (item 1)		
b)	at a maximum 30% of off-campus labour (item 1)		
c)	at a maximum 2% of travel expenses (item 5)		
9.	Profit, at a firm ___% of items __, __, __, above		
TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE		\$950,000.00	

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

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

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

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)

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ANNEX "D"

DISCLOSURES CERTIFICATION

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

Contracting Authority

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

Technical Authority

(T.A.)
Defence Research & Development Canada –
Suffield Research Centre
P.O. Box 4000 Main
Medicine Hat, AB T1A 8K6

CONTRACT TITLE: ENGINEERING AND TECHNICAL SERVICES FOR EXPLOSIVE DEVICE FIELD TRIALS

Please tick appropriate box:

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

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

OR

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

Signature

Print Name

Title

Contractor Name

Date

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ANNEX "E"

TASK AUTHORIZATION USAGE REPORT

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

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

Task Authorization Usage Report Submission Schedule:

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

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

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

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

SEND TO:

PWGSC.WRPAEDM-ROAAEDM.TPSGSC@pwgsc-tpsgc.gc.ca

Or

Facsimile: (780) 497 – 3510

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ANNEX "F"

DND 626 TASK AUTHORIZATION FORM

(Attached)

ANNEX "G"

EVALUATION CRITERIA

I. MANDATORY TECHNICAL CRITERIA

Bidders must demonstrate how they meet the following Mandatory Technical Criteria. Failure to meet any of the following Mandatory Technical Criteria will render your submission non-responsive and given no further consideration.

Curriculum vitae and supporting documentation that demonstrates compliance to the items listed in the table below must be provided prior to bid close to demonstrate compliance to the Mandatory Technical Criteria.

	MANDATORY TECHNICAL CRITERIA	REFERENCED IN BID
M1	Education: Bidder's proposed team must have minimum three (3) members that have a minimum level of bachelor degree in Mechanical Engineering, Electrical Engineering, or Aero-Space Engineering from a recognized University*	
M2	Bidder's proposed Project Manager must be a registered Professional Engineer*	
M3	Experience A: A minimum of two (2) members of the Bidder's team must have experience in designing and conducting field experiments of multiphase explosives, dynamic artillery projectiles, and large scale weapon systems.	
M4	Experience B: A minimum of two (2) members of the Bidder's team must have a minimum of five (5) years' experience in the last twenty (20) years in explosion dynamics, experimental methods such as data reduction and processing as well as analysis.	
M5	Experience C: A minimum of two (2) members of the Bidder's team must have fluency in numerical modelling using Finite Element Analysis Codes and Artillery Projectile Ballistics and Terminal Effect Analysis Codes.	
M6	Availability: Bidder must be able to be on site within three (3) hours to respond to urgent tasks; and must have a local assembly/integration facility, or plans to set up a local assembly/integration facility, for completing test fixture design and integration work that is not done on-site at DRDC Suffield.	
M7	The Bidder must have personnel and safeguards for information and IT media capable of handling secret material in accordance with the PWGSC Industry Security standard.	
M8	Provision of evidence that bidder is licensed to practice engineering in the Province of Alberta for carrying out the work required*	

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

II. POINT RATED TECHNICAL CRITERIA

Each point rated evaluation criterion has a number allotment (“weight”) that reflects its importance in proposal submissions. The degree to that the proposal satisfies the requirement of each criterion will be assessed and a “rating” will be assigned ranging from 0 to 4, as described below. A score will be assessed by multiplying the weight by the rating. Each element has a maximum rating of 4 points.

Each proposal must achieve the minimum scores identified in EACH category. Proposals that fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

Documentation that demonstrates compliance to the items listed in the table below must be provided prior to bid close to demonstrate compliance to the Point Rated Technical Criteria.

Each Technical Bid which meets all the Mandatory Technical Criteria specified above, will be evaluated and scored in accordance with the following Point Rated Criteria:

POINT-RATED TECHNICAL CRITERIA (Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=nothing) <i>(unless otherwise stated in individual criterion)</i>		WEIGHT	RATING	SCORE
<u>A. SAMPLE TASK AUTHORIZATION EVALUATION</u>				
P1	Demonstrated understanding of scope and importance of study and the Statement of work. The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, and the reasons for carrying it out as proposed and the benefits to be derived.	2		
P2	Breakdown of task authorization into logical tasks; planning and detail of tasks; detailed schedule and timetable; realistic estimation of the time and cost required to complete the work.	3		
P3	Methods of handling potential problems during the project. The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	3		
Maximum points available (A)				32
Minimum points acceptable (A)				22
Points awarded (A)				
B. OVERALL PROPOSAL EVALUATION		WEIGHT	RATING	SCORE
P4	Demonstrated corporate experience in explosive-related field-experimental projects, including design, specification, development and procurement of electronic, mechanical and software systems 0-59 months experience = 0 points 60-83 months experience = 1 point 84-107 months experience = 2 points	2		

	108-131 months experience = 3 points 132+ months experience = 4 points			
P5	Specialized training and experience in usage of Finite Element Analysis Codes and Gun-fired Projectile Ballistics Analysis Codes 0-23 months experience = 0 points 24-35 months experience = 1 point 36-47 months experience = 2 points 48-59 months experience = 3 points 60+ months experience = 4 points	2		
P6	Relevant experience in military aspects of blast and shock of personnel assigned to the project 0 projects = 0 points 1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	4		
P7	Adequacy and availability of personnel in explosion engineering to carry out the project 0-59 months = 0 points 60-71 months = 1 points 72-83 months = 2 points 84-95 months = 3 points 96+ months = 4 points	3		
Maximum points available (B)				44
Minimum points acceptable (B)				31
Points awarded (B)				
C. PROJECT ORGANIZATION		WEIGHT	RATING	SCORE
P8	Study team organization for external and internal control	1		
P9	Allocation of manpower for efficient use of personnel	2		
P10	Assurance of regular on-site liaison with the Technical Authority for the classified work and experiments	1		
P11	Overall organization of the project	2		
Maximum points available (C)				24
Minimum points acceptable (C)				17
Points awarded (C)				
MAXIMUM TOTAL POINTS AVAILABLE (A + B + C)				100
TOTAL POINTS AWARDED (A + B + C)				

APPENDIX 1 TO ANNEX "G"

SAMPLE TASK AUTHORIZATION

A. SAMPLE TASK AUTHORIZATION – STATEMENT OF WORK

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA-1 – ENGINEERING SUPPORT AND REACTIVE MATERIAL CASING MANUFACTURING

2. VALIDATION OF SCOPE OF CONTRACT

The tasks indicated in the statement of work for this task authorization are within the scope of the following tasks in main contract W7702-175861/001/EDM:

Task 1: Engineering and Technical Support for Trial Preparation.

3. BACKGROUND

The objective of this task order is to provide technical support, engineering design and manufacturing of structural reactive material casings to support the field trials.

4. ACRONYMS

AEG	Advanced Energetics Group
DRDC	Defence Research and Development Canada
SRC	Suffield Research Centre
EPG	Experimental Proving Grounds
MES	Military Engineering Section
SOW	Statement of Work
SRC	Suffield Research Centre
SRM	Structural Reactive Material
TA	Technical Authority

5. APPLICABLE DOCUMENTS & REFERENCES

Main Contract W7702-175861/001/EDM

6. TASKS TO BE PERFORMED

The Contractor, in consultation with the DRDC Suffield Technical Authority and other DRDC SRC Scientific, Engineering and Technical staff, must conduct work on the following:

Task 6.1 Procurement of materials and supplies as required for manufacturing 16 sets of structural reactive material casing components. Characterize material mechanical properties if necessary.

Task 6.2 Implementation of design modifications and upgrades, engineering drawings and manufacture of up to 12 sets of structural reactive material casings.

7. DELIVERABLES

Number	Task reference	Description of the Deliverables	Quantity and Format
7.1	6.1 & 6.2	Drawings to contractor commercial standards and 16 sets of structural reactive material casings	Drawings in an electronic copy in suitable electronic file format

8. DATE OF DELIVERY

This work package will be complete by 31 October 2017.

9. LANGUAGE OF WORK

The work done in this work package must be performed in English.

10. LOCATION OF WORK

The work must be performed on the Contractor site and at DRDC:

Defence Research and Development Canada – Suffield Research Centre
Experimental Proving Ground
PO Box 4000, Station Main
Medicine Hat, Alberta T1A 8K6
Canada.

11. TRAVEL

Travel outside of the DRDC SRC and Medicine Hat area is not required.

12. MEETINGS

The Contractor will participate in project meetings mainly through teleconferences, depending on the progress of the work. The Contractor may attend some face-to-face project meetings at the Suffield Research Centre, upon request by the TA.

13. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM 1: Background data as appropriate for completing the work in the contract.

14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Access to the DRDC Suffield Experimental Proving Grounds (EPG).

GFE 2: Use of DRDC Suffield field radios while accessing the DRDC Suffield Experimental Proving Ground.

15. SPECIAL CONSIDERATIONS

The maximum funding available for this Task resulting from bid solicitation is \$80,000.00 taxes extra. Bids valued in excess of this amount will be considered non-responsive. This disclosure not commit Canada to pay the maximum funding available.

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16.SECURITY

REQUIRED SECURITY CLEARANCE FOR PERSONNEL

- | | | |
|--|--|--|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> SECRET | <input type="checkbox"/> NATO CONFIDENTIAL |
| <input checked="" type="checkbox"/> RELIABILITY STATUS | <input type="checkbox"/> TOP SECRET | <input type="checkbox"/> NATO SECRET |
| <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> TOP SECRET - SIGINT | <input type="checkbox"/> COSMIC TOP SECRET |

17.INTELLECTUAL PROPERTY (IP) OWNERSHIP

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

- No
 Yes

18.CONTROLLED GOODS

- Not applicable
 Applicable

19.BASIS OF PAYMENT REQUESTED

- Firm price
 Ceiling price
 Limitation of expenditure

20.METHOD OF PAYMENT REQUESTED

- Single payment
 Milestone payments
 Progress payments

21. TECHNICAL AUTHORITY

To be named in the contract

B. SAMPLE TASK AUTHORIZATION – BASIS OF PAYMENT

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

- Rates provided in this Sample Task Authorization should be firm and the same as the rates provided in the Financial Bid, Part One - Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.
- For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-9 below to arrive at a total ceiling price for the Sample Task Authorization. This value will then be used for evaluation purposes only.

Item	Description	Days	Rate
1.	Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.		
	<i>Title</i>	<i>Name</i>	<i>Rate</i>
a)			\$ _____
b)			\$ _____
c)			\$ _____
	Total Estimated Labor:		\$ _____
2.	Material and supplies at laid down cost without mark-up, including		\$ _____
3.	Purchased equipment at laid down cost without mark-up, including		\$ _____
4.	Subcontracting at actual cost incurred without mark-up		\$ _____
5.	Travel and Living: the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		\$ _____
	OR		
	Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. <i>(Applicable to Universities only)</i>		\$ _____
6.	Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).		\$ _____

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7.	Computing charges at standard university rates.	\$ _____
	<i>(Applicable to Universities only)</i>	
8.	Standard University Overhead as follows:	
	<i>(Applicable to Universities only)</i>	
a)	at a maximum 65% of on-campus labour (item 1)	\$ _____
b)	at a maximum 30% of off-campus labour (item 1)	\$ _____
c)	at a maximum 2% of travel expenses (item 5)	\$ _____
	Estimated Overhead:	\$ _____
9.	Profit, at a firm ___% of items __, __, __, above	
TOTAL ESTIMATED COST TO A CEILING PRICE: TA-1		\$ _____

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

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

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ANNEX "H"

ELECTRONIC PAYMENT INSTRUMENTS

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

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



Government of Canada

Gouvernement du Canada

Rec'd
OCT 31 2016
CLSD

Contract Number / Numéro du contrat W1702 175861
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 DRDC	2. Branch or Directorate / Direction générale ou Direction Suffield	
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 Engineering and Technical Services for Energetic Material Devices and Countermeasures		
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"/> SM	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à <input checked="" type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Canada



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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?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité No / Non Yes / Oui

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments / Commentaires spéciaux: 10b - unclassified work being performed off site, unscreened personnel may only access public reception zones

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



Contract Number / Numéro du contrat W7702-175861
Security Classification / Classification de sécurité Unclassified

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO CONFIDENTIAL / CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
										A	B	C				
Information / Assets / Renseignements / Biens / Production	✓	+			✓											
IT Meta / Support IT / IT Link / Lien électronique					✓											

12 a) Is the description of the work contained within this SRCL **PROTECTED** and/or **CLASSIFIED**?
La description du travail visé par la présente LVERS est-elle de nature **PROTÉGÉE** et/ou **CLASSIFIÉE**? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12 b) Will the documentation attached to this SRCL be **PROTECTED** and/or **CLASSIFIED**?
La documentation associée à la présente LVERS sera-t-elle **PROTÉGÉE** et/ou **CLASSIFIÉE**? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. **SECRET with Attachments**).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. **SECRET avec des pièces jointes**)

Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Restricted to: TTCP countries – US, UK, CA, Australia, New Zealand and permanent residents of Canada	X	X		X	X		
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET		
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							

*When release restrictions are indicated, specify if permanent residents are allowed to be included.

Security Requirement Checklist (SRCL) Supplemental Security Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Unclassified	Contractor and Subcontractors; Trades, Labourer, General Labourer	NO access to DRDC facilities, no access to classified information	
Reliability	Contractor (Project manager, engineer, technologist); and subcontractors	Access to DRDC facilities, no access to classified information	
Secret	Contractor Personnel (project manager, engineer, technologist)	Access to Secret information	Restricted to TTCP Countries – US,UK,CAN, Australia, New Zealand including permanent residents of Canada
Confidential	Contractor Personnel (project manager, engineer, technologist)	Access to Confidential Information	Restricted to TTCP Countries – US,UK,CAN, Australia, New Zealand including permanent residents of Canada

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INSTRUCTIONS

Insert instructions

UNCLASSIFIED

NOTE: THIS IS A GUIDE ONLY. ONLY PWGSC/CISD SECURITY CLAUSES INCORPORATED INTO THE CONTRACT ARE CONSIDERED LEGALLY BINDING. THIS GUIDE IS FOR THE USE OF THE DND PROJECT/TECHNICAL/SCIENTIFIC AUTHORITY AND PWGSC/CISD. IT SHOULD NOT FORM PART OF THE CONTRACTUAL DOCUMENTATION TO BE DELIVERED TO THE CONTRACTOR.

Security Guide To W7702175861

- **CLASSIFIED/PROTECTED** information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures, which for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Orders and Directives as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing any access to **CLASSIFIED/PROTECTED** information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Services and Procurement Canada (PSPC) for approval, and bear the name of this contract/project/program/contract number and the Project Officer.
- Contractor personnel requiring access to Controlled Goods must be registered and cleared to the requisite level with the Canadian International Industrial Security Directorate – Controlled Goods Program (CGP), prior to being given a network account.
- **CLASSIFIED/PROTECTED** documents and/or assets, which require transmittal between National Defence and the Contractor(s), will be co-ordinated through approved official channels. Sensitive information transactions within Canada may be forwarded directly to the Company Security Officer, or designated alternate. A copy of the document transmittal form must be provided to the Document Control Section of the International Industrial Security Directorate (IISD), of PSPC to the following address;

Public Services and Procurement Canada
International Industrial Security Directorate
Document Control Section
2745 Iris Street
Ottawa, Ontario (CANADA)
K1A 0S5

However, foreign CLASSIFIED/PROTECTED information and/or any sensitive information to be sent to a foreign company must be shipped through Government-to-Government channels via IISD/PSPC.

- At no time will the Contractor be allowed Information Technology System (ITS) connections to DND without express consent of DND NDHQ Security authorities. The Internet shall also not be used in a manner that results in a security infraction under DND and CF or Government security policies.

Security Guide To W7701166078

- All **CLASSIFIED/PROTECTED** documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.

UNCLASSIFIED

- Subcontracts containing security requirements are prohibited without the prior written authority of CISD/PWGSC

DND Personnel:

The DND Contract Security Officer, DDSO – Industrial Security is the contact person for information pertaining to security concerns identified in this procurement.

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CISD/PSPC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

IT Security Requirements

For

Contract {Contract Number}

Between

Department of National Defence (DND)

the {Contractor}

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1. INTRODUCTION

This document outlines the Information Technology (IT) Security requirements for the Department's current contract {Contract #} with the Contractor; for the processing of sensitive data up to and including the level of {Secret}. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum IT Security safeguards required in order that the processing of sensitive information be approved by the Department of National Defence's IT Security Coordinator (ITSC).

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITSEC) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security (PGS) and ITSEC related Policy, Directive and Standards must exist *prior* to the implementation of ITSEC safeguards.

2. MANDATORY PREREQUISITES

2.1. PWGSC Validation for Physical Security

The application of the ITSEC safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, assessed and authorized to process and store {Secret} information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services (PWGSC). Upon validation, CISD will notify the Department of National Defence (DND) Project Lead, the Director Defence Security Operations (DDSO) Industrial Security Lead and Director Information Management Security (DIM Secur) Operations of the successful completion of this requirement through the Facility Security Clearance (FSC).

2.2. Personnel Security

All personnel who have access to the material being processed must be a citizen of CANADA, and must each hold a valid personnel security screening at the level of {Secret}, as required, granted in accordance with the national policies of CANADA and have a "need to know".

2.3. Information Security

All hard copy documents and other media formats transferred to { the Contractor} must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security designation or classification, packaged appropriately and be transferred with a covering letter, transmittal form or circulation slip marked to indicate the highest level of designation or classification of the attachments as stated in the contracts Security Requirements Check List (SRCL).

3. MINIMUM IT SECURITY REQUIREMENTS

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by the Departmental IT Security Coordinator, DND retains the right to conduct inspections of the { the Contractor} facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the *Operational Security Standard: Management of Information Technology Security (MITS)*.

3.2. Adherence to Government Policies

All information technology operations related to ITSEC incident prevention, detection, response and recovery must adhere to MITS sections 16 to 18.

3.2.1 Prevention

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

3.2.1.1 Physical Security within the IT Security Environment

The equipment used to process the sensitive information must be either standalone or part of an authorized standalone network designated for the storage and processing of {Secret} data related to the contract located in a(n) {Operation} Zone as outlined in the Treasury Board of Canada Secretariat (TBS) Operational Security Standard on Physical Security (OSSPS). This standalone network must only be used to process and store data related to contracts with DND and no other customer or party.

3.2.1.2 Cryptography, Network Security and Perimeter Defence

The electronic storage of {Secret} information associated with this contract must be within a CISD approved IT environment.

Electronic transmission of Protected A information should be encrypted when supported by a Threat and Risk Assessment. However, Protected B and higher information must be encrypted.

For Protected B information and higher, the { the Contractor} must segregate their respective networks into IT security zones and implement perimeter defence and network security safeguards. CSEC provides the ITSG-38 and ITSG-22 guidelines on this specific subject. As well, the Contractor/Supplier must apply strict control of all access to the protected zone where the information associated with this contract resides. Network perimeter defence safeguards (e.g. firewalls, routers) must be used to mediate all traffic and to protect servers that are accessible from the internet. The { Contractor} must use CSEC approved encryption technology to ensure confidentiality, integrity, authentication and non-repudiation.

The "need to know" principle must always be applied for sensitive information and transmission must be restricted only to CISD approved recipients.

3.2.1.3 Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store sensitive information must be identified and itemized by designation or classification, releasability caveat, model and serial number for hard disks, and by designation or classification, releasability caveat and a unique identification number for any other media or devices which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by the DND Project Lead in the event of failure and replacement of the equipment or termination of the final contract. All destruction of devices or material must be authorized in advance by the DND Project Lead.

The DND Project Lead must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process sensitive information associated with DND contracts.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

3.2.1.4 Authorization and Access Control

{ the Contractor} must provide the DND Project Lead with a list of all individuals who have access to the sensitive information being processed for the Department, along with { the Contractor} current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the principle of "least-privilege", the { the Contractor} must provide only the minimum access required for individuals to perform their duties.

3.2.1.5 Mobile Computing and Teleworking

Due to the fact that the requirements have stipulated a stand-alone network configuration, mobile computing and teleworking need not be expressly addressed; however, it is important to state that the processing of sensitive information associated with DND-related contracts *may only* be performed in the facility which has been authorized by CISD.

3.2.1.6 Emanations Security

{ the Contractor} shall adhere to Government emanations security (EMSEC) policies. This includes, but is not limited to, the consideration for both the use of TEMPEST-certified equipment and the development and implementation of facility-specific wireless communications usage policies.

3.2.1.7 Telecommunications Cabling

Access to cabling used for interconnection of devices used to process/manage/store DND sensitive information is to be controlled and monitored to prevent inadvertent or deliberate connection to any other network or infrastructure.

3.2.1.8 Software Integrity and Security Configuration

{ The Contractor} shall configure the security of their operating systems and application software being used to process DND sensitive information in accordance with Government of Canada requirements. Software patches for all applications and services running on the equipment used to store, manage or process DND sensitive information must be kept up to date and managed through a defined configuration management process.

3.2.1.9 Malicious Code

Due to the isolation of the systems being used to process sensitive information (standalone system or standalone network) these systems are less exposed to malicious code such as viruses, trojan horses, and network worms; however, without proper procedures for introducing new equipment or information into the environment, they are still vulnerable. Therefore, { the Contractor} must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

3.2.2 Detection

It is important to have the ability to detect security related issues within the operating environment which processes DND sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. Therefore, { the Contractor} must implement a capability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software.

3.2.3 Response and Recovery

3.2.3.1 Incident Response

The PGS requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Similarly, DND requires { the Contractor} to have a documented incident response process. Details of the incident response process are to be provided in a document to the DND Project Lead for review and endorsement.

3.2.3.2 Incident Reporting

It is paramount that the DND Project Lead be made aware of all security-related incidents with respect to the facilities and equipment used to process and store DND sensitive information associated with DND contracts.

{ the Contractor} must report any security-related incidents to the DND Project Lead identified below by 1200 hrs the day after a security incident has been detected or reported.

3.2.3.3 Recovery

The ability to recover systems and information is extremely important in any IT environment. DND requires { the Contractor} to demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media) for the equipment to be used in the processing of DND sensitive information. Details of the safeguards are to be provided in a document to the DND Project Lead for review and endorsement.

Increase/Decrease

Augmentation/Réduction

To

À

location.

l'entrepreneur.

Authority
Note:

d'approbation **pouvoir**

Services

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la

s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou

626.

Cost

Services.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à **Services.**

GST/HST

TPS/TVH

Total

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce

Le coût de la modification ne peut pas être supérieur à 50 p. 100 du
dans le contrat pour les modifications). Le coût total spécifié dans le

précis qui ne pourra être approuvé que par le MDN et un pourcentage selon
original. Les tâches dont le coût dépasse ces plafonds doivent être

Note:

formulaire par le responsable du MDN, pour les tâches dont le coût est
tâches dont le coût dépasse le plafond établi par le MDN.