



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

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Measurement of gaseous emissions	
<b>Solicitation No. - N° de l'invitation</b> W7701-176241/A	<b>Date</b> 2017-09-08
<b>Client Reference No. - N° de référence du client</b> W7701-176241	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-040-17201	
<b>File No. - N° de dossier</b> QCL-6-39362 (040)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-09-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Quessy, Guillaume	<b>Buyer Id - Id de l'acheteur</b> qcl040
<b>Telephone No. - N° de téléphone</b> (418) 649-2765 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RDDC- R et D Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 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**  
TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	Plant/Usine		
1	Mesure des émissions de gaz	W7701	W7701	1	lot	\$	XXXXXXXXXX	Voir doc	

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## IMPORTANT NOTICE TO BIDDERS

TENDER DOCUMENTS: Suppliers intending to submit tenders on this project should obtain tender documents through the website <https://www.achatsetventes-buyandsell.gc.ca/> .

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**TITLE : Measurement of gaseous and particulate emissions of weapons systems**

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Contractor disclosure of foreground information, the security requirements check list and the task authorisation form.

### **2. Summary**

#### **2.1 Objective**

Defence Research and Development Canada (DRDC) - Valcartier requires the services of a specialized contractor to collect and analyze gaseous and particulate emissions of pyrotechnics, small, medium and large caliber weapons systems (WS) and static rocket engines. The services include the application of methods of sampling and analysis specifically designed for WS, as well as the development and validation of new approaches for new gaseous and particulate compounds and new WS types.

Several WS are available to the Canadian Armed Forces (CAF) to support their operations. The environmental assessment of these WS is an integral part of the procurement process. One of DRDC's mandates is to support CAF in their WS acquisition process by assessing the gaseous and particulate munition residues (MR) produced by the WS, the environmental assessment of WS emerging technologies, the option analysis and the issuance of recommendations.

The evaluation of WS's performance is carried out within the framework of the Army Institutional Management project of The Force Program. The aim of this study is to identify and, where possible, quantify all the compounds produced by the WS in operation during external or internal tests, emulating the performance of the WS under conditions that mimic those encountered in operation. These include:

- 
- a. Combustion gases
  - b. Volatile Organic Compounds (VOC)
  - c. Semi-volatile organic compounds (SVOC)
  - d. Particulate matter (PM)
  - e. Mercury (Hg)
  - f. Hydrogen sulphide (H<sub>2</sub>S)
  - g. Polychlorinated dibenzo-p-dioxins (PCDDs) and polychlorinated dibenzofurans (PCDFs), more commonly known as dioxins and furans
  - h. Hydrocyanic acid (HCN)
  - i. Additional compounds to be specified later in the project

The targeted WS and gaseous and particulate compounds will be specified in the statement of work for each task authorization. The study could include, but is not limited to, specific weapon systems and technologies used by weapon systems.

## 2.2 Additional information

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

The period of the Contract from date of Contract award until August 30<sup>th</sup> 2022.

The work will be carried out entirely on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for this Contract is \$1,300,000.00, Applicable Taxes extra.

In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract, Canada's obligation under the Contract is limited to 10% of the estimated amount of available funding specified above.

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

Canada has determined that any intellectual property arising from the performance of work under the resulting contract will belong to Canada.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website."

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

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

The requirement is limited to Canadian goods and/or services.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the attachment named Federal Contractors Program for Employment Equity - Certification.

### **3. Debriefings**

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

### **4. Communications**

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

### **5. Conflict of Interest**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (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: sixty (60) days

Insert: one hundred and twenty (120) days

#### **1.1 SACC Manual Clauses**

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

### **2. Submission of Bids**

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

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

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

### **3. Former Public Servant**

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

#### Definitions

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

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

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

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

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

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

Yes ( )  
No ( )

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

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

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

#### Work Force Adjustment Directive

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

Yes ( )  
No ( )

If so, the Bidder must provide the following information:

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

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

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

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

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at [quillaume.queissy@pwgsc-tps.gc.ca](mailto:quillaume.queissy@pwgsc-tps.gc.ca), no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

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

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

#### **6. Improvement of Requirement During Solicitation Period**

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

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

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

*Exceptions 2 : Where statutes, regulations or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground IP.*

Solicitation No – N° de l'invitation  
W7701-176241/A  
Client Ref No. – N° de réf. du client  
W7701-176241

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-6-39362

Buyer ID – id de l'acheteur  
QCL040

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## **8. Maximum Funding**

The maximum funding available for the contract resulting from the bid solicitation is **\$1,300,000.00** (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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

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

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

- Section I : Technical Bid (5 hard copies and 2 soft copies on CD or DVD)
- Section II : Financial Bid (1 hard copy)
- Section III : Certifications (1 hard copy)
- Section IV : Additional Information (1 hard copy)

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

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

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

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

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

#### **1.1 Section I : Technical Bid**

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

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

- (b) The technical bid must contain the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Sections 1.1.1 and 1.1.2, Part 4, of this document.

#### **1.2 Section II : Financial Bid**

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

- (a) The information must be provided in accordance with the Basis of Payment in Annex B.
- (b) No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.
- (c) Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **1.3 Section III : Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

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

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

##### **1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1, Mandatory and Point Rated Technical Criteria.

##### **1.1.3 Point Rated Technical Criteria**

Refer to Attachment 1, Mandatory and Point Rated Technical Criteria.

### **1.2 Financial Evaluation**

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

Bidders must submit their financial bid in accordance with Part 3, Section II, Paragraph 1.2 : Financial Submission of the Request for Proposals.

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

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

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

## **2. Basis of Selection**

### **2.1 Basis of Selection - Lowest Evaluated Price Per Point**

- 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;

- 
- (c) obtain the required minimum points for each criterion and each group of criteria with a pass mark; and
  - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the lowest evaluated price per point.

	<b>Evaluated price</b>	<b>Points (total)</b>	<b>Calculation</b>	<b>\$/point</b>	<b>Overall Rating</b>
A	\$1,312,000.00	70	\$1,312,000.00 / 70 pts	\$18,742.86 / point	1st
B	\$1,252,000.00	28	\$1,252,000.00 / 28 pts	\$44,714.29 / point	3rd
C	\$1,212,000.00	44	\$1,212,000.00 / 144 pts	\$27,545.45 / point	2nd

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## PART 5 - CERTIFICATIONS

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

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

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

### 1. Certifications Required with the Bid

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

#### 1.1 Declaration of Convicted Offences

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

#### 1.2 Additional Certifications Required with the Bid

##### 1.2.1 Canadian Content Certification

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](#).

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

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

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

#### 2.1 Integrity Provisions – List of Names

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

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

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

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

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

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

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

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

## **2.3 Status and Availability of Resources**

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

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

## **2.4 Education and Experience**

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

## **2.5 Language Capability**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

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

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

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

- Category « Chemist » : at least one of the proposed resources has a current “Reliability” security screening level delivered or approved by the Canadian Industrial Security Directorate (CISD) of PWGSC;
  - Catégorie « Technician in analytical chemistry » : at least one of the proposed resources have a current “Reliability” security screening level delivered or approved by the CISD of PWGSC;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 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.

1.3 For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_, as and when requested by Canada during the contract period.

The obligation for all work will only come into effect when a Task Authorization (TA) has been approved and issued in accordance with the "Task Authorization Process" clause.

#### 1.1 Task Authorization

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

##### 1.1.1 Task Authorization Process

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

Canada will provide the Contractor with a description of tasks.

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

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

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

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

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

###### 1.1.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex "B" Basis of Payment of

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

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

For each proposed resource, the Contractor’s TA proposal must include the following, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:

- A résumé for each of the proposed resources. The Contractor’s proposal must demonstrate that each proposed resource meets the requirements set out in Annex A – Statement of Work of the resource category for which it is proposed (including any educational requirements, work experience and professional designation or membership requirements. With respect to resumé and resources:
  - (a) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
  - (b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date the Contractor submits its TA quote.
  - (c) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution (where applicable).
  - (d) For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual’s résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
  - (e) The résumé must not simply indicate the title of the individual’s position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered “demonstrated” for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual’s length of experience.

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

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;

- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

#### **1.1.1.3 Approval of the Task Authorization**

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

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

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

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$100,000.00** Applicable Taxes included, inclusive of any revisions.

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

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

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

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

1. In this clause,

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

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

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

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

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

## 2.1 General Conditions

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

1. The general conditions 2040 are amended by deleting the sections entitled "Records and Disclosure of Foreground Information", "Ownership of Intellectual Property Rights in Foreground Information", "Licenses to Intellectual Property Rights in Foreground and Background Information", "Contractor's Rights to Grant Licenses", "Waiver of Moral Rights", "License to Intellectual Property Rights in Canada's Information", "Transfer or License of Contractor's Rights", "Transfer of Intellectual Property Rights upon Termination of the Contract for Default", and "Products Created Using the Foreground Information" in their entirety. This section applies in lieu of those sections.

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

## 2.2 SACC Manual Clauses

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

## 3. Security Requirement

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE NO W7701-176241

- 1- The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening** (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2- The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 3- Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 4- The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at annex D;
  - b. Industrial Security Manual (Latest Edition).

## 3.2 Visit Clearance Requests for Employees

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

Suppliers must submit a request for visit to ISS using the Request for visit form available at: <https://www.tpsgc-pwgsc.gc.ca/esc-src/formulaires-forms/visite-visits-eng.html> .

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

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

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

#### **4. Term of Contract**

##### **4.1 Period of Contract**

The period of the Contract is from date of Contract to August 30<sup>th</sup> 2022 inclusive.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Guillaume Quessy  
Title: Supply Specialist  
Address: Public Works and Government Services Canada  
Supply Directorate, Quebec Region  
601-1550, avenue d’Estimauville  
Québec (Québec) G1J 0C7  
Telephone: 418-649-2775  
Fax: 418-648-2209  
Courriel : [guillaume.quessy@pwgsc-tpsgc.gc.ca](mailto:guillaume.quessy@pwgsc-tpsgc.gc.ca)

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

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

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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### 5.3 Contractor's Representative (to be completed at contract award)

**Administrative representative :**

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

**Technical representative :**

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

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

The Procurement Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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

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

## 7. Payment

### 7.1 Basis of Payment

One of the following basis of payment will be part of the approved Task Authorization (TA). The price of the task will be determined in accordance with the Basis of Payment in Annex B.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7.2 Limitation of Expenditure - 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 **\$1,300,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.3 Method of Payment

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

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

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

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

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

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- (c) the Work delivered has been accepted by Canada.

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

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

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

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

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

## 7.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0305C](#) (2014-06-26), Cost Submission

### 7.4.1 Liquidated Damages

1. If the Contractor fails to perform the services within the time specified in the Task Authorization, the Contractor agrees to pay to Canada liquidated damages in the amount of 1% of the total value of the Task Authorization for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price (total value of the Task Authorization).
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

## 7.5 Discretionary Audit

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

## 8. Invoicing Instructions

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the Task Authorization (TA) number;
  - (d) the description of the milestone invoiced, as applicable.
- 8.2 For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by :
- (a) a list of all expenses, in accordance with the TA;
  - (b) a copy of time sheets to support the time claimed;
  - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - (d) a copy of the monthly progress report.

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- 8.3 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
- 8.4 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

ATTN: Supply and Support Clerk  
Public Works and Government Services Canada  
601-1550 D'Estimauville  
Québec, QC.  
G1J 0C7

The claim management team's email address is provided as a reference.  
[QueReclamation.QueClaim@tpsqc-pwgsc.gc.ca](mailto:QueReclamation.QueClaim@tpsqc-pwgsc.gc.ca) .

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

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

## **9. Certifications**

### **9.1 Compliance**

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

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

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

### **9.3 SACC Manual Clauses**

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

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## **11. Priority of Documents**

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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 General Conditions - Research and Development as amended in the present articles of the Agreement;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Disclosure of Foreground Information;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Form DND 626, Task Authorization Form;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on \_\_\_\_\_" **or** ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

## 12. Defence Contract

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

## 13. Foreign Nationals (Canadian Contractor)

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

## 14. Insurance – No Specific Requirement

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

## 15. Progress Reports

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

2. The progress report must contain three parts:

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

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

Each negative response must be supported with an explanation.

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

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.

- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.

**16. Canadian Forces Site Regulations**

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

**17. Identification Badge**

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

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## Annexe A – Statement of work

### 1. TITLE

Measurement of gaseous and particulate emissions of weapons systems

### 2. GOAL – SCOPE OF THE CONTRACT

Defence Research and Development Canada (DRDC) requires the services of a specialized contractor to collect and analyze gaseous and particulate emissions of pyrotechnics, small, medium and large caliber weapons systems (WS) and static rocket engines. The services include the application of methods of sampling and analysis specifically designed for WS, as well as the development and validation of new approaches for new gaseous and particulate compounds and new WS types.

### 3. CONTEXT

Several WS are available to the Canadian Armed Forces (CAF) to support their operations. The environmental assessment of these WS is an integral part of the procurement process. One of DRDC's mandates is to support CAF in their WS acquisition process by assessing the gaseous and particulate munition residues (MR) produced by the WS, the environmental assessment of WS emerging technologies, the option analysis and the issuance of recommendations.

The evaluation of WS's performance is carried out within the framework of the Army Institutional Management project of The Force Program. The aim of this study is to identify and, where possible, quantify all the compounds produced by the WS in operation during external or internal tests, emulating the performance of the WS under conditions that mimic those encountered in operation. These include:

- a. Combustion gases
- b. Volatile Organic Compounds (VOC)
- c. Semi-volatile organic compounds (SVOC)
- d. Particulate matter (PM)
- e. Mercury (Hg)
- f. Hydrogen sulphide (H<sub>2</sub>S)
- g. Polychlorinated dibenzo-p-dioxins (PCDDs) and polychlorinated dibenzofurans (PCDFs), more commonly known as dioxins and furans
- h. Hydrocyanic acid (HCN)
- i. Additional compounds to be specified later in the project

The targeted WS and gaseous and particulate compounds will be specified in the statement of work for each task authorization. The study could include, but is not limited to, specific weapon systems and technologies used by weapon systems.

### 4. ACRONYMS

AD	Applicable document
Al	Aluminium
As	Arsenic
B	Bore

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Ba	Barium
Ca	Calcium
Cd	Cadmium
cm	Centimeter
Co	Cobalt
CH <sub>4</sub>	Methane
CO	Carbon monoxide
CO <sub>2</sub>	Carbone dioxide
Cr	Chrome
Cu	Copper
ECD	Electron capture detector
EPA	U.S. Environmental Protection Agency
Fe	Iron
FID	Flame Ionization Detector
FTIR	Infrared Fourier Transform
GC/MS	Gas Chromatography - Mass Spectrometry
H <sub>2</sub> O	Water
HCN	Hydrogen cyanide
Hg	Mercury
ICP-MS	Inductively Coupled Plasma Mass Spectroscopy
K	Potassium
m	Meter
m/z	Mass-to-charge ratio
Mg	Magnesium
Mo	Molybdenum
Mn	Manganese
MR	Munitions residues
N/A	Not applicable
Na	Sodium
Ni	Nickel
NO <sub>2</sub>	Nitrogen dioxide
N <sub>2</sub> O	Nitrogen monoxide
NH <sub>3</sub>	Ammonia
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Safety & Health Administration
P	Phosphorus
Pb	Lead
PCDD	Polychlorinated dibenzo-p-dioxins
PCDF	Polychlorinated dibenzofurans
PM	Particulate matter
PPM	Particles per million
RD	Research and Development
RDDC	Defense Research and Development Canada
S	Sulfur
Se	Selenium
Sn	Tin
SO <sub>2</sub>	Sulfur dioxide
SOW	Statement of work
SVOC	Semi-volatile organic compounds
TA	Technical authority
µg/m <sup>3</sup>	Micrograms per cubic meter
WS	Weapon system
Zn	Zinc

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## 5. APPLICABLE DOCUMENTS AND REFERENCES

**AD1:** EPA TO-15 (1999), *Determination of Volatile Organic Compounds (VOCs) in Air Collected in Specially-Prepared Canisters and Analyzed by Gas Chromatography/Mass Spectrometry (GC/MS)*, available on internet at <https://www3.epa.gov/ttnamti1/files/ambient/airtox/to-15r.pdf>.

**AD2:** NIOSH (1994), *Particulates not Otherwise Regulated, Total 0500, Manual of Analytical Methods*, 4th edition, available on internet at <https://www.cdc.gov/niosh/docs/2003-154/pdfs/0500.pdf>.

## 6. TASKS

Each task authorization will include different types of work that are grouped into seven tasks. Each task can be activated more than once, either individually or in combination with other tasks. The nature and scope of the work to be performed for each task is described below.

### **6.1 Sampling and Analysis of Combustion Gases**

The purpose of this task is to collect and analyze the following compounds:

- a. Water
- b. Carbon monoxide (CO)
- c. Carbon dioxide (CO<sub>2</sub>)
- d. Methane (CH<sub>4</sub>)
- e. Ammonia (NH<sub>3</sub>)
- f. Dinitrogen monoxide (N<sub>2</sub>O)
- g. Nitrogen dioxide (NO<sub>2</sub>)
- h. Sulfur dioxide (SO<sub>2</sub>)

The Contractor must:

- 6.1.1 Before sampling, get, prepare and clean in his premises the equipment necessary for the sampling (sampling bags or canisters, teflon tubes, pumps, etc.). All internal parts of the pump and tanks in contact with air must be made of Teflon to prevent contamination. The canisters must be under vacuum.
- 6.1.2 Transport the sampling equipment so that the equipment is present and operational at the test site.
- 6.1.3 Collect the samples during the test
  - a) Samples shall be collected as close as possible (approximately 0.5 to 2 meters (m)) from the emission source at a location previously determined with the TA.
  - b) Samples shall be collected by direct aspiration using Teflon tubes with an internal diameter of 0.63 cm (cm) and a length of 9 to 15 m.
  - c) The selection of a canister or a sampling bag is conditional on the TA approval. The Contractor shall demonstrate that the sampling bags are compatible with the analytical method, the type of compound analyzed, the sample volume collected and the sample holding time, estimated at 30 days for canisters and three (3) days for sampling bags. The use of canisters is recommended because of their compatibility with a wide variety of compounds and methods of analysis, sample holding times and greater measurement sensitivity. The filling rate of the sampling bags should be about 15 liters per minute for about 60 seconds (180 to 240 seconds

- for 60 liter bags).
- 6.1.4 Transport the samples to the contactor's analytical laboratory. Samples should be transported daily if sampling bags are used.
- 6.1.5 Analyze the samples by Fourier transform infrared spectroscopy (H<sub>2</sub>O, NH<sub>3</sub>, SO<sub>2</sub>, NO<sub>2</sub>) or by gas chromatography (CO, CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O) with a flame ionization detector (FID) and an electron capture detector (ECD). The contractor must respect the samples holding times inherent in the sampling media, the compounds analyzed and the method of analysis. The detection limits are as follow :

Table 6.1. Required detection limits for combustion gases

Compound	Detection limit ppm
Water	100
CO	1
CO <sub>2</sub>	100
CH <sub>4</sub>	0,1
NH <sub>3</sub>	1
N <sub>2</sub> O	0,1
NO <sub>2</sub>	3
SO <sub>2</sub>	3

- 6.1.6 Compile results, as per the template provided in Annex A.1 of the SOW.
- 6.1.7 Document the results of the study.
- 6.1.8 Conduct a presentation of the work.

## **6.2 Sampling and quantitative analysis of VOC**

The purpose of this task is to collect the VOC produced by the WS and to analyze them by gas chromatography - mass spectrometry (GC/MS) according EPA method TO-15. The Contractor must provide a quantitative analysis of the 65 compounds listed in Table 6.2 and a semi-quantitative analysis (in toluene equivalent) of all compounds detected in GC/MS but not included in the EPA TO-15 method, for which a non-exhaustive list is provided in Annex A.2 of the SOW.

Table 6.2. VOCs included in EPA method TO-15 requiring a quantitative analysis

1,1-dichloroethane	bromoforme	isopropyl alcohol
1,1-dichloroethene	bromomethane	methyl butyl ketone
1,1,1-trichloroethane	carbon disulfide	methyl ethyl ketone
1,1,2-trichloroethane	carbon tetrachloride	methyl isobutyl ketone
1,1,2,2-tetrachloroethane	chlorobenzene	methyl tert butyl ether
1,2-dibromoethane	chloroethane	methylene chloride
1,2-dichlorobenzene	Chloroforme	methylnmetacrylate
1,2-dichloroethane	chloromethane	m-xylene
1,2-dichloropropane	Cis-1,2-dichloroethene	naphtalene
1,2,4-trichlorobenzene	cis 1,3 dichloropropene	o-xylene
1,2,4-trimethylbenzene	cyclohexane	propene
1,3-butadiene	dibromochloromethane	p-xylene
1,3-dichlorobenzene	ethanol	styrene
1,3,5-trimethylbenzene	ethyl acetate	tetrachloroethylene
1,4-dichlorobenzene	ethylbenzene	tetrahydrofuran
1,4-dioxane	freon 11	toluene
4-ethyltoluene	freon 113	Trans-1,2-dichloroethene
acetone (note 1)	freon 114	trans 1,3-dichloropropene
acrolein	freon 12	trichloroethylene
Benzene	heptane	vinyl acetate
benzylchloride	hexachloro 1,3 butadiene	Vinyl chloride
bromodichloromethane	hexane	

The Contractor must :

- 
- 6.2.1 Before sampling, get, prepare and clean in his premises the equipment necessary for the sampling (sampling bags or canisters, teflon tubes, pumps, etc.). All internal parts of the pump and tanks in contact with air must be made of Teflon to prevent contamination. The canisters must be under vacuum.
- 6.2.2 Transport the sampling equipment so that the equipment is present and operational at the test site.
- 6.2.3 Collect the samples during the test
- a) Samples shall be collected as close as possible (approximately 0.5 to 2 meters (m)) from the emission source at a location previously determined with the TA.
  - b) Samples shall be collected in canisters by direct aspiration using Teflon tubes with an internal diameter of 0.32 cm (cm) and a length of 9 to 15 m. The sampling duration is of approximately 45 seconds.
  - c) The selection of a canister or a sampling bag is conditional on the TA approval. The Contractor shall demonstrate that the sampling bags are compatible with the analytical method, the type of compound analyzed, the sample volume collected and the sample holding time, estimated at 30 days for canisters and three (3) days for sampling bags. The use of canisters is recommended because of their compatibility with a wide variety of compounds and methods of analysis, sample holding times and greater measurement sensitivity. The filling rate of the sampling bags should be about 15 liters per minute for about 60 seconds (180 to 240 seconds for 60 liter bags).
- 6.2.4 Transport the samples to the contractor's analytical laboratory. Samples should be transported daily if sampling bags are used.
- 6.2.5 Analyze samples using GC/MS. Scan from 29 to 280 mass to charge ratio (m/z).
- a) For compounds in Annex A.1 of the SOW: by EPA TO-15 method or its equivalent, preceded by cryogenic pre-concentration.
  - b) For all other compounds detected in the same GC/MS scan and not included in the EPA method TO-15 method: perform a semi-quantitative analysis (in toluene equivalent).
- 6.2.6 Compile results, as per the template provided in Annex A.1 of the SOW.
- 6.2.7 Document the results of the study.
- 6.2.8 Conduct a presentation of the work.

### **6.3 Sampling and analysis of SVOC**

The purpose of this task is to collect samples during the test using adsorbent tubes designated for thermal desorption (CARBOTRAP 300) or for solvent desorption (ORBO-402 Tenax). The analyses must be performed by GC/MS. All compounds detected by the GC/MS scan should be analyzed semi-quantitatively (in toluene equivalent). A non-exhaustive listing of these compounds data in Annex A.2 of the Statement of Work.

The Contractor must:

- 6.3.1 Before sampling, get, prepare and clean in his premises the equipment necessary for the sampling (teflon tubes, pumps, CARBOTRAP 300 tubes, ORBO-402 Tenax tubes, etc.). All internal parts of the pump and tanks in contact with air must be made of Teflon to prevent contamination. The canisters must be under vacuum.
- 6.3.2 Transport the sampling equipment so that the equipment is present and operational at the test site.
- 6.3.3 Collect the samples during the test
- a) Samples shall be collected as close as possible (approximately 0.5 to 2 meters (m)) from the emission source at a location previously determined with the TA.

- b) Samples shall be collected in canisters by direct aspiration using Teflon tubes with an internal diameter of 0.63 cm and a length of 9 to 15 m, and mechanical pumps (low flow for CARBOTRAP 300) calibrated on the system.
  - c) The flow rates used with the CARBOTRAP 300 tubes shall be adjusted to approximately 0.2 liters per minute and pumped continuously throughout the test period, i.e. between 4 and 15 minutes. The flow rates used with ORBO-402 Tenax tubes must be adjusted to approximately 1.0 liter per minute and continuous pumping during the test period is between 2 to 15 minutes
- 6.3.4 Transport the samples to the contactor's analytical laboratory.
- 6.3.5 Within 14 days from the sampling, carry out a semi-quantitative (toluene equivalent) analysis of all samples detected by two GC/MS scans from 45 to 450 m/z for ORBO 402 Tenax tubes and from 29 to 450 m/z for The CARBOTRAP 300 tubes. The analysis must be preceded by a cryogenic preconcentration for the CARBOTRAP 300 tubes and a solvent desorption (acetone) for ORBO-402 Tenax.
- 6.3.6 Compile results, as per the template provided in Annex A.1 of the SOW.
- 6.3.7 Document the results of the study.
- 6.3.8 Conduct a presentation of the work.

#### **6.4 Sampling and analysis of PM**

The purpose of this task is to collect the samples during the test using a method derived from the NIOSH 0500 methodology detailed in Section 6.4. It was chosen as a replacement for the usual suggested method (PVC filters with a diameter of 37 mm and 5 µm pores) in order to collect the particles with smaller diameters (pores of 0.8 µm). The inorganic material (including especially Al, B, P, K, Ca, Cr, Mn, Mg, Na, Fe, Ni, Cu, Co, Mo, Zn, As, Se, Cd, Pb, S, Ba and Sn) deposited on the filters is then analysed by inductively coupled plasma mass spectroscopy (ICP-MS).

The Contractor must:

- 6.4.1 Before sampling, get, prepare and clean in his premises the equipment necessary for the sampling (teflon tubes, pumps, Pall Life Sciences cartridge filters, 0,8 um GN-4 Metrical® Membrane, etc.). All internal parts of the pump and tanks in contact with air must be made of Teflon to prevent contamination.
- 6.4.2 Transport the sampling equipment so that the equipment is present and operational at the test site.
- 6.4.3 Collect the samples during the test
  - a) Samples shall be collected as close as possible (approximately 0.5 to 2 meters (m)) from the emission source at a location previously determined with the TA.
  - b) Samples shall be collected using Teflon tubes with an internal diameter of 0.63 cm and a length of 9 to 15 m, and mechanical pumps calibrated on the system.
  - c) The flow rates used with cartridge filters shall be adjusted to approximately 2.5 liters per minute and pumped continuously throughout the test period.
- 6.4.4 Transport the samples to the contactor's analytical laboratory.
- 6.4.5 Analyze samples by inductively coupled plasma emission spectroscopy (ICP) within NIOSH 0500 with the accuracy and precision specified by the method. Detection limits of 10 to 20 µg/m<sup>3</sup> must be achieved for all analyzes except B, As and Se, for which a limit of 50 to 100 µg/m<sup>3</sup> is acceptable.
- 6.4.6 Compile results, as per the template provided in Annex A,1 of the SOW.
- 6.4.7 Document the results of the study.
- 6.4.8 Conduct a presentation of the work.

#### **6.5 Sampling and analysis of mercury and hydrogen sulphide**

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The purpose of this task is to collect and analyze the mercury (Hg) and hydrogen sulfide (H<sub>2</sub>S) vapors produced by the WS.

The Contractor must:

- 6.5.1 Before sampling, get, prepare and clean in his premises the equipment necessary for the sampling (sampling bags or canisters, teflon tubes, pumps, etc.). All internal parts of the pump and tanks in contact with air must be made of Teflon to prevent contamination. The canisters must be under vacuum.
- 6.5.2 Transport the sampling equipment so that the equipment is present and operational at the test site.
- 6.5.3 Collect the samples during the test
  - a) Samples shall be collected as close as possible (approximately 0.5 to 2 meters (m)) from the emission source at a location previously determined with the TA.
  - b) Samples shall be collected by direct aspiration using Teflon tubes with an internal diameter of 0.63 cm (cm) and a length of 9 to 15 m.
  - c) The selection of a canister or a sampling bag is conditional on the TA approval. The Contractor shall demonstrate that the sampling bags are compatible with the analytical method, the type of compound analyzed, the sample volume collected and the sample holding time, estimated at 30 days for canisters and three (3) days for sampling bags. The use of canisters is recommended because of their compatibility with a wide variety of compounds and methods of analysis, sample holding times and greater measurement sensitivity. The filling rate of the sampling bags should be about 15 liters per minute for about 60 seconds (180 to 240 seconds for 60 liter bags).
- 6.5.4 Transport the samples to the contractor's analytical laboratory. Samples should be transported daily if sampling bags are used.
- 6.5.5 Carry out the following analyzes:
  - a) Hg with an accuracy of 10%, a resolution of 0.01 µg / m<sup>3</sup> and a detection limit of 0.001 µg / m<sup>3</sup>.
  - b) Hydrogen sulfide must be analyzed with a resolution of 0.001 ppm, a detection limit of 0.003 ppm and a precision of 6%.
- 6.5.6 Compile results, as per the template provided in Annex A.1 of the SOW.
- 6.5.7 Document the results of the study.
- 6.5.8 Conduct a presentation of the work.

## **6.6 Development of new sampling and analysis methods of MR**

The aim of this task is to develop new methods for the sampling and quantitative or semi-quantitative analysis of MR, in particular for polychlorinated dibenzo-p-dioxins (PCDDs) and polychlorinated dibenzofurans (PCDFs), more commonly known as dioxins and furans, and hydrogen cyanide. Other compounds will be specified later during the project, such as asbestos for example.

The Contractor must review the new developments in the methods of sampling and analysis. In order to identify improvements in the nature of the compound analyzed, the detection limit of the method or the quantification of the compound. The contractor must implement changes in the method of sampling or analysis.

## **6.7 Compliance Analyses**

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The purpose of this task is to conduct compliance analyzes with the National Institute for Occupational Safety and Health (NIOSH) criteria, the Occupational Safety & Health Administration (OSHA) Health criteria or other similar organisms to ensure the safety of workers exposed to acute or chronic gaseous or particulate emissions.

The Contractor shall collect and analyze the gaseous and particulate emissions referred to in Sections 6.1 to 6.6, with the methods accepted for each of the MRs, within the time limit prescribed by the methods, with the precision and accuracy specified in each methods. Compounds included in this analysis include, but are not limited to CO, CO<sub>2</sub>, CH<sub>4</sub>, NH<sub>3</sub>, N<sub>2</sub>O, SO<sub>2</sub>, NO<sub>2</sub>, H<sub>2</sub>S, benzene, toluene and naphthalene.

## **7. DELIVERABLES**

The deliverables will be specified in the Statement of Work for each task authorization.

The deliverables of tasks 6.1 to 6.7 could include, but are not limited to:

- a) Results files compiled in Microsoft Excel compatible format
- b) A complete contract report compatible with the Microsoft Word format documenting:
  1. The firing sequences,
  2. The sampling methodology,
  3. The methodology for analyzing the samples, including the accuracy of the results and the detection limits of the method,
  4. The results of the study,
  5. Relevant recommendations related to TA.
- c) A Microsoft Power Point compatible format documenting:
  1. The firing sequences,
  2. The sampling methodology,
  3. The methodology for analyzing the samples, including the accuracy of the results and the detection limits of the method,
  4. The results of the study,
  5. Relevant recommendations related to TA.

## **8. LANGUAGE OF WORK**

English or French

## **9. LOCATION OF WORK**

The work must be performed at the Contractor's office, with the exception of certain tasks, such as but not limited to, MR sampling, which will be performed primarily at Defense Research and Development Canada (DRDC) - Valcartier Research Center and the Valcartier Garrison. Occasionally, samples may be collected from other bases of the Canadian Armed Forces in Canada. The full addresses of these sites will be specified in the task authorizations.

## **10. RESOURCES CATEGORIES**

<b>Ressource Catégories</b>	<b>Number of required resource</b>	<b>Anticipated SOW tasks per resource category</b>	<b>Estimated percentage of use during the contract period</b>
<b>Analytical chemistry technician</b>	1	MR sampling and analysis	50%
<b>Chemist</b>	1	All tasks	50%
<b>Equipment</b> (actual price without surcharge)	N/A	All tasks	As needed
<b>Material and supply</b> (actual price without surcharge)	N/A	All tasks	As needed
<b>Travel and subsistence costs</b> (At the rate of the National Joint Council)	N/A	All tasks	As needed

## 11. TRAVEL

There will be no subsistence or traveling expenses for services performed in the Québec City area. For services to be provided outside the Québec City area, the Contractor will be paid its authorized travel and living expenses, reasonably and properly authorized and incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the Treasury Board of Canada Travel Directive. Full addresses of sites outside the Quebec City area will be specified in task authorizations.

## 12. MEETINGS

When required, a detailed description of the purpose of the meeting content will be provided with each task authorization. They will be held either in person, by teleconferencing or videoconferencing.

## 13. GOVERNMENT-SUPPLIED MATERIAL (GSM)

None.

## 14. GOVERNMENT-FURNISHED EQUIPEMENT (GFE)

The complete list of equipment provided by the government will be specified in the statement of work for each task authorization. Equipment provided by the government could include, but is not limited to:

- a) All WS under study

## 15. SPECIAL CONSIDERATIONS

None

### Annex A.1 Results template

This template is provided for reference only. Other similar templates could be used during the contract period. If applicable, this information will be specified in the Statement of Work for each task authorization where a different template is applicable.

Table x. Combustion gases

Trial	Volume L	H <sub>2</sub> O ppm	CO ppm	CO <sub>2</sub> ppm	CH <sub>4</sub> ppm	NH <sub>3</sub> ppm	N <sub>2</sub> O ppm	SO <sub>2</sub> ppm	NO <sub>2</sub> ppm	H <sub>2</sub> S ppm	Hg µg/m <sup>3</sup>
Sequence 1											
Sequence 2											
Sequence 3											
Blank 1											
Blank 2											
Blank 3											

Table xx, Gaseous emissions from EPA method TO-15

Number	Compound	Blank 1 µg/m <sup>3</sup>	Blank 2 µg/m <sup>3</sup>	Blank 3 µg/m <sup>3</sup>	Seq.1 µg/m <sup>3</sup>	Seq.2 µg/m <sup>3</sup>	Seq.3 µg/m <sup>3</sup>
1	propene						
2	freon 12						
3	chloromethane						
4	freon 114						
5	Vinyl chloride						
6	1,3 butadiene						
7	bromomethane						
8	chloroethane						
9	ethanol						
10	freon 11						
11	acrolein						
12	acetone						
13	isopropyl alcohol						
14	1,1 dichloroethene						
15	freon 113						
16	methylene chloride						
17	carbon disulfide						
18	trans 1,2 dichloroethene						
19	methyl tert butyl ether						
20	vinyl acetate						
21	1,1 dichloroethane						
22	methyl ethyl ketone						
23	hexane						
24	cis 1,2 dichloroethene						
25	ethyl acetate						
26	chloroforme						

Solicitation No – N° de l'invitation  
W7701-176241/A  
Client Ref No. – N° de réf. du client  
W7701-176241

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-6-39362

Buyer ID – id de l'acheteur  
QCL040

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27	tetrahydrofuran						
28	1,1,1 trichloroethane						
29	1,2 dichloroethane						
30	benzene						
31	carbon tetrachloride						
32	cyclohexane						
33	heptane						
34	trichloroethylene						
35	1,2 dichloropropane						
36	methylmetacrylate						
37	1,4 dioxane						
38	bromodichloromethane						
39	methyl isobutyl ketone						
40	cis 1,3 dichloropropene						
41	trans 1,3 dichloropropene						
42	Toluene						
43	1,1,2 trichloroethane						
44	methyl butyl ketone						
45	dibromochloromethane						
46	tetrachloroethylene						
47	1,2 dibromoethane						
48	chlorobenzene						
49	ethylbenzene						
50	m-xylene						
51	p-xylene						
52	styrene						
53	o-xylene						
54	bromoforme						
55	1,1,2,2 tetrachloroethane						

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56	4 ethyltoluene						
57	1,2,4 trimethylbenzene						
58	1,3,5 trimethylbenzene						
59	1,3 dichlorobenzene						
60	benzylchloride						
61	1,4 dichlorobenzene						
62	1,2 dichlorobenzene						
63	1,2,4 trichlorobenzene						
64	naphtalene						
65	hexachloro 1,3 butadiene						
	Total VOC TO-15						
	Total VOC eq. Toluene						

Table xxx. Volatil Organic Compounds in combustion gases by GC/MS. CARBOTRAP 300  
Thermal desorption tubes. ( $\mu\text{g}/\text{m}^3$  toluene equivalent)

	Major Compounds	mass	Blank 1	Blank 2	Blank 3	Seq. 1	Seq. 2	Seq. 3
		m/e						
	volume (liter)							
1	acetonitrile	41						
2	formamide	45						
3	2-propene nitrile	53						
4	2-butene	56						
5	hydroxy-acetonitrile	57						
6	Acetic acid	60						
7	methyl formate	60						
8	Sulfur dioxide	64						
9	1-pentene	70						
10	2-methyl butane	72						
11	pentane	72						
12	2-amino propanol	75						
13	methylene chloride	84						
14	methyl cyclopentane	84						
15	3-methyl pentane	86						
16	dioxane	88						
17	2-nitro-ethanol	91						
18	dimethyl silanol	92						
19	benzonitrile	103						
20	oxylene	106						
21	benzaldehyde	106						
22	2-octene	112						
23	indene	116						
24	1-propenyl benzène	116						

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25	alpha-methyl styrène	118						
26	1-nonene	126						
27	2-ethyl-hexanol	130						
28	trichloro fluoro méthane	136						
29	alpha-pinene	136						
30	camphene	136						
31	delta-3 carene	136						
32	ethylene glycol monohexyl éther	146						
33	trimethyl octane	156						
34	2-méthyl decane	156						
35	dimethyl-1,6- decahydronaphtalene	166						
37	2-méthyl undecane	170						
38	dimethyl undecane	184						
39	n-hexyl carbitol	190						
40	pentamethyl- decahydronaphtalene	208						
41	hydrocarbure C10-C20	212						
42	Hexamethyl cyclotrisiloxane	222						
43	Diterbutyl-4-hydroxy benzaldehyde	234						
44	1-N-methyl amino anthraquinone	237						
45	N,N-diethyl-N,N-diphenyl- urea	268						
	Total :							

Table xxxx. Volatil Organic Compounds in combustion gases by GC/MS. TENAX orbo 402 solvent desorption tubes ( $\mu\text{g}/\text{m}^3$  toluene equivalent)

	Major Compounds	mass	blank 1	blank 2	Blank 3	Seq. 1	Seq. 2	Seq. 3
		m/e						
	volume (liter)							
1	benzotrile	103						
2	4-hydroxy-4-methyl pentanone	116						
3	indene	116						
4	alpha-methyl styrene	118						
5	nonanal	142						
6	2,2-dimethyl propanoic acid propylester	144						
7	Butylated hydroxytoluene	220						
8	Diethyl phthalate	222						
9	Hexamethyl cyclotrisiloxane	222						
10	hydrocarbure C10-C22	226						
11	Octamethyl cyclotetrasiloxane	296						
12	9-butyl docosane	366						
13	Siloxane	518						
	Total :							

Table xxxxx. Element dosage on 0.8 µm filters

<b>ANALYSIS</b>	<b>METHOD</b>						
<b>Identification</b>		Blank 1	Blank 2	Blank 3	Seq.1	Seq.2	Seq.3
<b>Air volume (liters)</b>							
<b>ELEMENT</b>		µg / filtre					
<b>Al</b>	<b>ICP</b>						
<b>P</b>	<b>ICP</b>						
<b>S</b>	<b>ICP</b>						
<b>K</b>	<b>ICP</b>						
<b>Ca</b>	<b>ICP</b>						
<b>Cr</b>	<b>ICP</b>						
<b>Mn</b>	<b>ICP</b>						
<b>Mg</b>	<b>ICP</b>						
<b>Fe</b>	<b>ICP</b>						
<b>Ni</b>	<b>ICP</b>						
<b>Cu</b>	<b>ICP</b>						
<b>Zn</b>	<b>ICP</b>						
<b>As</b>	<b>ICP</b>						
<b>Se</b>	<b>ICP</b>						
<b>Cd</b>	<b>ICP</b>						
<b>Pb</b>	<b>ICP</b>						
<b>Ba</b>	<b>ICP</b>						
<b>Sn</b>	<b>ICP</b>						
<b>Total (ICP) =</b>							
<b>Total oxide weight (ICP)</b>	<b>(calcul)</b>						

## Annex A.2 Non-exhaustive list of SVOCs for which a semi-quantitative analysis is required

1-(3H) isobenzofuranone	3-pyridine acetonitrile	butane dinitrile	N,N-diethyl-N,N-diphenyl-urea
1,2-dichloro ethene	4-methyl benzaldenylde	butane nitrile 3-methyl-2-methylene	nonane
1-butanol	4-methyl benzonitrile	cumene	octamethylcyclotetrasiloxane
1-isocyano naphthalene	4-methyl-2-nitrophenol	decahydrobenzo(e) pyrene	octane
1-methyl naphthalene	4-pentenyl benzene	diethylphthalate	o-nitrotoluene
1-naphthalene carbonitrile	4-pyridine carbonitrile	ethylbenzene	o-xylene
1-octene	5-methyl-2-nitrophenol	ethylbenzene	p-benzoquinone-2-methyl
2,5-diphenyl-p benzoquinone	acetic acid	fluorene	pentanedioic acid dimethyl ester
2,4-dinitrotoluene	acetophenone	formamide-N-phenyl	phenol
2-(5H)-furanone	alpha-pyrone	furan	phenylisocyanate
2-hydroxy-benzonitrile	aniline	furfural	phthalic anhydride
2-methyl naphthalene	benzaldehyde	heptane -3-methylene	p-nitrotoluene
2-methyl phenol	benzene	hexamethylcyclotrisiloxane	propen-nitrile
2-nitro-phenol	benzeneethynil	hexane dinitrile	p-xylene
2-pentanone-4-hydroxy-4 methyl	benzene-1-azido-3-methyl	hexane dinitrile	pyridine
2-pentène nitrile	benzo pyridine	methylethylbenzene	quinoline
2-propane nitrile	benzoic acid butyl ester	methylisocyanide	thiobenzoic acid
3-hexene dinitrile	benzonitrile	methyl-cyclohexane	toluene
3-methyl phenol	benzoxazole	methylenechloride	trimethylbenzene
3-methyl-3-butene nitrile	benzoylisothioyanate	naphthalene	
3-methyl-pyridine	benzyl nitrile	nitrobenzene	
3-penten-2-one-4 methyl	Biphenyl	nitro-benzene	

**ANNEX B - BASIS OF PAYMENT**

**1- LABOUR :**

The Contractor agrees to provide the following resources as and when required by the Canada at firm all-inclusive rates (including profit, overhead and administration), applicable taxes extra, F.O.B. Destination (for goods), in accordance with the following:

If the resource is subcontracted, the bidder should indicate the name of the subcontractor.

Labour categories	Date of contract award to August 30 <sup>th</sup> 2018	April 1 <sup>st</sup> 2018 to August 30 <sup>th</sup> 2019	April 1 <sup>st</sup> 2019 to August 30 <sup>th</sup> 2020	April 1 <sup>st</sup> 2020 to August 30 <sup>th</sup> 2021	April 1 <sup>st</sup> 2021 to August 30 <sup>th</sup> 2022
a) Chemist (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Analytical chemistry technician (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

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

- 2- EQUIPMENT:** at laid down cost\* without markup.
- 3- MATERIALS AND SUPPLIES:** at laid down cost without markup.
- 4- TRAVEL & LIVING:** in conformance with section 7.1(iv) of this contract.
- 5- SUBCONTRACTS:** at actual cost without markup.

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The tenderer cannot propose resources in this section. All resources must be included in Section 1. "Labor".

\* **the laid-down cost is** : Expenses incurred by a supplier to obtain a given product or service for resale to government. This includes the price charged by the supplier (less rebates), applicable freight charges, foreign exchange difference, customs duties and brokerage but excludes Goods and Services Tax or the Harmonized Sales Tax.

**LIMITATION OF EXPENDITURE: \$1,300,000.00**

**(Applicables Taxes extra)**

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## ANNEX C - CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information::

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

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

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

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

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(Internal DRDC Valcartier)

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

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

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## **ANNEX D - SECURITY REQUIREMENTS CHECK LIST**

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

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## **ANNEX E - DND 626, TASK AUTHORIZATION FORM**

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

## ATTACHMENT 1 - MANDATORY AND POINT RATED TECHNICAL CRITERIA

### 1. Mandatory evaluation criteria

In their proposal, bidders must demonstrate that they meet all the requirements of the following mandatory evaluation criteria. Failure to meet any of the mandatory evaluation criteria will render the proposal non-compliant and thereby eliminate it from the selection process.

	CRITERIA	YES	NO
CO1	<b>The tenderer must propose a resource with a master's or doctoral degree in chemistry.</b>		
CO2	<b>The tenderer must propose a resource with a college diploma in analytical chemistry.</b>		
CO3	<p><b>The proximity of the testing laboratory</b></p> <p>The bidder's gas testing laboratory must be located within 1000 KM of the address specified below.</p> <p>The proximity will be evaluated according to the most current drive offered by the Google Maps web application between the following addresses:</p> <ul style="list-style-type: none"> <li>- 628 Rue Dugas, Saint-Gabriel-de-Valcartier, QC G0A</li> <li>- Delivery address provided by the Offeror.</li> </ul>		

### 2. POINT-RATED EVALUATION CRITERIA

#### **Work experience of proposed resources**

For resource categories Chemist and Technician in Analytical Chemistry, the following apply:

- The tenderer must identify the resources proposed for each category of resources (Chemist and analytical chemist);
- The tenderer must provide the names and CV of the proposed resources. Each CV should have a maximum of four pages. If resumes are larger than four pages (page size = letter and minimum font size = 10), only the first four pages will be considered in the assessment.
- For each category of resources, each individual will be evaluated separately; if more than one

resource is proposed by category, an average will be established. Five resources maximum per category. If more than 5 resources are proposed in one category, only the first five resources will be considered in the evaluation.

- The tenderer must indicate the experience of the resources in terms of months. The number of years of experience of those who have completed higher education in analytical chemistry is adjusted as follows: A master's degree corresponds to 1 year of work experience, a doctorate corresponds to 3 years of work experience.
- The tenderer must provide sufficient information to allow a complete evaluation of each experience for each resource. If the information provided is insufficient to confirm the relevance of a requested experience, no points will be awarded to the tenderer for this experience. The minimum information required to assess the relevance of the experiment includes:
  - o The title of the project;
  - o The project description;
  - o The name of the client and the name and telephone number of a contact point that can confirm the information;
  - o The project start and end dates (month and year);
  - o The start and end dates of the resource contribution on the project (month and year); and
  - o The work done by the resource for the project.

		Minimum	Maximum
<b>Resource category : Chemist</b>			
<b>The sum of points to criteria CC1, CC2, CC3 and CC4 must be equal to or greater than 6 points in order for the tenderer’s bid to be declared admissible.</b>		<b>6</b>	<b>40</b>
<b>CC1</b>	<p><b>The Bidder should propose a resource with a minimum of six months experience in the sampling and analysis of gaseous and particulate emissions over the past 72 months prior to the closing date of the RFP.</b></p> <p>Points will be awarded according to the following method:</p> <p><b>10 points</b> : 58 months or more</p> <p><b>8 points</b> : 45 to 57 months</p> <p><b>6 points</b> : 32 to 44 months</p> <p><b>4 points</b> : 19 to 31 months</p> <p><b>2 points</b> : 6 to 18 months</p> <p><b>0 point</b> : 0 to 6 months</p>	2	10

<p><b>CC2</b></p>	<p><b>The tenderer should propose a resource that must have published at least two scientific publications (open literature, internal or client reports) in the field of gaseous and particulate emissions over the past 72 months prior to the closing date of the RFP.</b></p> <p>Points will be awarded according to the following method:</p> <p><b>10 points</b> : 10 scientific publications or more</p> <p><b>8 points</b> : 8 or 9 scientific publications</p> <p><b>6 points</b> : 6 or 7 scientific publications</p> <p><b>4 points</b> : 4 or 5 scientific publications</p> <p><b>2 points</b> : 2 or 3 scientific publications</p> <p><b>0 point</b> : 0 or 1 scientific publications</p>	<p>2</p>	<p>10</p>
<p><b>CC3</b></p>	<p><b>The tenderer should propose a resource with a minimum of six months experience in the development and implementation of gaseous and particulate emissions sampling or analysis methods over the past 72 months prior to the closing date of the RFP.</b></p> <p>Points will be awarded according to the following method:</p> <p><b>10 points</b> : 58 months or more</p> <p><b>8 points</b> : 45 to 57 months</p> <p><b>6 points</b> : 32 to 44 months</p> <p><b>4 points</b> : 19 to 31 months</p> <p><b>2 points</b> : 6 to 18 months</p> <p><b>0 point</b> : 0 to 5 months</p>	<p>2</p>	<p>10</p>
<p><b>CC4</b></p>	<p><b>The Bidder should propose a resource with experience in the sampling and analysis of gaseous and particulate emissions of weapons and munition systems gained over the past 72 months prior to the closing date of the RFP.</b></p>	<p>0</p>	<p>10</p>

	<p>Points will be awarded based on the number of projects completed using the following method:</p> <p><b>10 points</b> : 10 projects or more</p> <p><b>8 points</b> : 8 or 9 projects</p> <p><b>6 points</b> : 6 or 7 projects</p> <p><b>4 points</b> : 4 or 5 projects</p> <p><b>2 points</b> : 2 or 3 projects</p> <p><b>0 point</b> : 0 or 1 project</p>		
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		Minimum	Maximum
	<p><b>Resource category : Technician in analytical chemistry</b></p> <p>The sum of points for criteria CC5 and CC6 points must be equal to or greater than 18 points in order for the tenderer's bid to be declared admissible.</p>	18	37
CC5	<p><b>The tenderer should propose a resource with a minimum of 12 months experience in the sampling and analysis of gaseous and particulate emissions over the past 72 months prior to the closing date of the RFP.</b></p> <p><b>12 points</b> : 61 months or more</p> <p><b>9 points</b> : 48 to 60 months</p> <p><b>6 points</b> : 25 to 47 months</p> <p><b>3 points</b> : 12 to 24 months</p> <p><b>0 point</b> : 0 to 11 months</p>	3	12
CC6	<p><b>For criteria CC6.1 to CC6.5,</b></p> <p>The sum of points for criteria CC6.1, CC6.2, CC6.3, CC6.4 and CC6.5 points must be equal to or greater than 15 points in order for the tenderer's bid to be declared admissible.</p>	15	25

<p><b>CC6.1</b></p>	<p><b>The tenderer should propose a resource that has a minimum of 6 months experience in the past 72 months prior to the closure date of the RFP with the sampling of gaseous and particulate emissions with:</b></p> <ul style="list-style-type: none"> <li>i) Sampling bags. <b>(2 points)</b></li> <li>ii) Canisters. <b>(2 points)</b></li> <li>iii) Sampling tubes. <b>(2 points)</b></li> <li>iv) Cartridge filters. <b>(2 points)</b></li> </ul>		
<p><b>CC6.2</b></p>	<p><b>The tenderer should propose a resource that has a minimum of 6 months experience in the last 72 months prior to the closing date of the RFP with the analysis of gaseous and particulate emissions with:</b></p> <ul style="list-style-type: none"> <li>i) Gas chromatography. <b>(3 points)</b></li> <li>ii) Fourier Transform Infrared Spectroscopy (FTIR). <b>(3 points)</b></li> <li>iii) Inductively Coupled Plasma Mass Spectrometry (ICP-MS). <b>(3 points)</b></li> </ul>		
<p><b>CC6.3</b></p>	<p><b>The tenderer should propose a resource that has a minimum of 6 months experience in the last 72 months in the past 72 months prior to the closure date of the RFP with the analysis of gaseous emissions with EPA method TO-15 (2 points)</b></p>		
<p><b>CC6.4</b></p>	<p><b>The tenderer should propose a resource that has a minimum of 2 months experience in the last 72 months in the past 72 months prior to the closure date of the RFP with the analysis:</b></p> <ul style="list-style-type: none"> <li>i) Of mercury. <b>(2 points)</b></li> <li>ii) Of H<sub>2</sub>S. <b>(2 points)</b></li> </ul>		
<p><b>CC6.5</b></p>	<p><b>The tenderer should propose a resource that has a minimum of 6 months of experience acquired in the last 72 months in the past 72 months prior to the closure date of the RFP in NIOSH and OSHA compliance analysis for CO, CO<sub>2</sub>, CH<sub>4</sub>, NH<sub>3</sub>, N<sub>2</sub>O, SO<sub>2</sub>, NO<sub>2</sub>, H<sub>2</sub>S, benzene, toluene or naphtalene. (2 points)</b></p>		

	<p><b>TOTAL</b></p>	<p><b>24</b></p>	<p><b>77</b></p>
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## ATTACHMENT 2 - EVALUATION OF PRICE

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

### 1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B – Basis of Payment**.

### 2 - Calculation of bid price

The bid price will be calculated as follows:

**Bid price = Cost of labour**

The Cost of labour will be calculated as set out in sections 3 below

The Bid Price will be evaluated on the basis of the following estimated level of effort / percentage of use :

Chemist	50%
Technician in analytical chemistry	50%

### 3 - Cost of labour

To establish labour costs, the effort available in terms of hours (see last column in Table 4.1, below) must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Estimated level of effort}]}{[\text{Average hourly rate for the resource category}]}$$

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

\* If a proposed resource for a given category does not obtain the required minimum score for any of the criteria, this resource will not be considered for the Contract as well as for the calculations of the cost of labour for the given category.

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

To illustrate:

- Anticipated funding for the work = \$1,300,000.00
- Estimated level of effort for the Chemist = 50%
- If the average hourly rate for bid A = \$90, that for bid B = \$75 and that for bid C = \$80, then the average hourly rate for the resource category = \$81.67.

Therefore,

- Effort available = \$1,300,000.00 X 0.50 / \$81.67 = 7959.18 hours

and

- Labour costs for the Project Manager, bid A = 7959.18 heures x \$90 = \$716,326.53
- Labour costs for the Project Manager, bid B = 7959.18 heures x \$75 = \$596,938.78
- Labour costs for the Project Manager, bid C = 7959.18 heures x \$80 = \$636,734.69

#### 4- Sample calculations for the price of the three bids

Table 4.1 - Sample calculations for the three bids

			Bid A		Bid B		Bid C	
Resource category	% of use	Effort available	average hourly rate	Price for A	average hourly rate	Price for B	average hourly rate	Price for B
Chemist	50%	7959.18	\$90.00	\$716,326.53	\$75.00	\$596,938.78	\$80.00	\$636,734.69
Technician in analytical chemistry	50%	9069.77	\$60.00	\$544,186.05	\$75.00	\$680,232.56	\$80.00	\$725,581.40
<b>Price of the bid</b>			<b>\$ 1,260,512.58</b>		<b>\$ 1,277,171.33</b>		<b>\$ 1,362,316.09</b>	

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

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

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### **ATTACHMENT 3 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W7701 176241

Security Classification / Classification de sécurité  
Sans classification

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		DRDC
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail <b>MESURES DES ÉMISSIONS GAZEUSES ET PARTICULAIRES DE SYSTÈMES D'ARMES</b>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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

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

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : Accès au complexe expérimental (bâtiment 104) et de RDDC sud

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? + OFF SITE WORK  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? *UNSCREENED PERSONNEL MAY ONLY BE USED FOR RECEIVING AND DELIVERING*  
 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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE e/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 e/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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
N7701-176241

Security Classification / Classification de sécurité  
Sans classification

**PARTIE D'AUTORISATION / PARTIE D'AUTORISATION**

13 Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)  
Sylvie Brochu

Title - Titre  
Scientifique de la défense

Signature  
*Sylvie Brochu*

Telephone No - N° de téléphone  
(418) 844-4000 #4333

Facsimile No - N° de télécopieur  
(418) 844-4502

E-mail address - Adresse courriel  
sylvie.brochu@drc-rddc.gc.ca

Date  
29 juillet 2016

14 Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)  
**Tippy Graham - DSSO - Industrial Security**  
Senior Security Analyst

Title - Titre

Signature  
*Tippy Graham*

Telephone No - N° de téléphone  
Tel: 613-988-0283

E-mail: [tippy.graham@lnc-es.gc.ca](mailto:tippy.graham@lnc-es.gc.ca)

E-mail address - Adresse courriel

Date  
09 Aug 2016

15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16 Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No - N° de téléphone

Facsimile No - N° de télécopieur

E-mail address - Adresse courriel

Date

17 Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No

Nancy Cryan  
Agente de sécurité des contrats et visites  
Contracts and Visits Security Officer  
613-957-1018 nancy.cryan@psgc-pwpsc.gc.ca

E-mail address - Adresse courriel

Date  
2016-09-08

# **Annex E**

## **Form DND 626, Task Authorization**



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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