



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Research & Development	
Solicitation No. - N° de l'invitation W7719-185416/A	Date 2017-11-07
Client Reference No. - N° de référence du client W7719-185416	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-215-7402	
File No. - N° de dossier TOR-7-40085 (215)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-11-27	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lopez, Maria	Buyer Id - Id de l'acheteur tor215
Telephone No. - N° de téléphone (905) 615-2071 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 1133 Sheppard Avenue West Toronto Ontario M3K2C9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1 INTRODUCTION	2
2 SUMMARY	2
3 DEBRIEFINGS	3
PART 2 - BIDDER INSTRUCTIONS	4
1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2 SUBMISSION OF BIDS	4
3 FORMER PUBLIC SERVANT	4
4 ENQUIRIES - BID SOLICITATION	6
5 APPLICABLE LAWS	6
6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
1 EVALUATION PROCEDURES	9
2 BASIS OF SELECTION	9
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	10
1 CERTIFICATIONS REQUIRED WITH THE BID	10
2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - RESULTING CONTRACT CLAUSES	12
1 STATEMENT OF WORK	12
2 STANDARD CLAUSES AND CONDITIONS	12
3 SECURITY REQUIREMENTS	12
4 TERM OF CONTRACT	12
5 AUTHORITIES	12
6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
7 PAYMENT	14
8 INVOICING INSTRUCTIONS	14
9 CERTIFICATIONS AND ADDITIONAL INFORMATION	15
10 APPLICABLE LAWS	15
11 PRIORITY OF DOCUMENTS	15
12 DEFENCE CONTRACT	15
13 INSURANCE REQUIREMENTS	15
ANNEX "A" STATEMENT OF WORK	17
ANNEX "B" BASIS OF PAYMENT	23
ANNEX "C" INSURANCE REQUIREMENT	24
ANNEX "D" EVALUATION CRITERIA AND SELECTION METHOD	26
ANNEX "E" TO PART 3 OF THE BID SOLICITATION	31
ELECTRONIC PAYMENT INSTRUMENTS	31
ANNEX "F" ADDITIONAL CERTIFICATIONS	32

PART 1 - GENERAL INFORMATION

1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information 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.

2 Summary

- 2.1 Defence Research and Development Canada (DRDC), Toronto, has a requirement for the provision of research support. The objective of this work is to integrate the findings of previous research on gender and radicalization in order to generate a sample of prototype gender-based counter-radicalization messages and narratives, for potential use within gender-based military influence activities campaigns. The work will conclude with recommendations for the military and for future research/next steps.

A multi-year research study is being undertaken on "The Role of Women and Gender in the Radicalization Process and the Maintenance of Extremist Groups," led by DRDC – Toronto Research Centre.

A key part of this study will be to determine the implications, for Canadian military influence activities, of an analysis of gender in the radicalization and extremism context (e.g., for countering violent extremism/CVE). Exploring the development and use of computer models of operators performing complex tasks, Human Behaviour Representations (HBRs), and related technologies to predict operator performance in complex environments supporting Modelling & Simulation (M&S) for the Department of National Defence.

- 2.2 The period of the Contract is from Date of Contract Award to March 31, 2018 inclusive.
- 2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 2.4 The requirement is subject to a preference for Canadian goods and/or services.

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2 Submission of Bids

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

3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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 Ontario.

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

6 Basis for Canada's Ownership of Intellectual Property

The Defence Research and Development Canada (DRDC) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#).

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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

1.2 Electronic Payment of Invoices – Bid

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

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

1.3 Exchange Rate Fluctuation

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

1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

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

1.2 Financial Evaluation

Bidders must submit pricing for Table 1 - Professional Services Section and Table 2- Other Direct Charges in accordance with Annex B, Basis of Payment, with their bid at bid closing.

Total Evaluated Bid Price will be calculated as follows;

- a) Table 1: Professional Services

The Bidder must identify all labour rates that may be required to complete the contract. Bidder must identify the level of effort (i.e. number of days) that will be required to complete the work. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person.

These totals will then be used to reach the total estimated labour cost.

- b) Table 2: OTHER DIRECT CHARGES

Bidder must complete table 2 accordingly.

- c) The totals from **Table 1** and **Table 2** will be added together to determine the Total Evaluated Price.

2 Basis of Selection

See Annex D, Evaluation Criteria and Basis of Selection.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1 Certifications Required with the Bid

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

1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-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 conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

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 – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

2.3 Additional Certifications Precedent to Contract Award

2.3.1 Status and Availability of Resources

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

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

2.3.2 Education and Experience

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

PART 6 - 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".

2 Standard Clauses and Conditions

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

2.1 General Conditions

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

2.2 Supplemental General Conditions

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

3 Security Requirements

There is no security requirement applicable to the Contract.

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from Date of Contract Award to March 31, 2018 inclusive.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maria Lopez
Title: Procurement Team Leader
Public Works and Government Services Canada
33 City Centre Drive, Suite 480C
Mississauga, ON. L5B 2N5

Telephone: 905-615-2071
Facsimile: (905) 615-2060
E-mail address: maria.lopez@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

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

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 Project Authority

The Project Authority for the Contract is: **(To Be Inserted at contract award)**

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

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

The Project 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative **(To Be Filled Out By Bidder)**

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

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

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

For the Work described in the Statement of Work in annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (**insert the amount at contract award**). Customs duties are included and Applicable Taxes are extra.

7.3 SACC Manual Clauses

A9117C, 2007-11-30, T1204 - Direct Request by Customer Department
H1000C, 2008-05-12, Single Payment
H1001C, 2008-05-12, Multiple Payment

7.4 Electronic Payment of Invoices – Contract

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

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

8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9 Certifications and Additional Information

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.

10 Applicable Laws

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

11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information);
- (c) the general conditions 2040 (2016-04-04), General Conditions - Research and Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirement
- (g) 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 Insurance Requirements

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

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

Solicitation No. - N° de l'invitation

W7719-185416/A

Client Ref. No. - N° de réf. du client

W7719-185416

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-7-40085

Buyer ID - Id de l'acheteur

TOR215

CCC No./N° CCC - FMS No./N° VME

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

ANNEX "A" STATEMENT OF WORK

DEVELOPMENT OF GENDER-BASED COUNTER-RADICALIZATION PROTOTYPES

1. REQUIREMENT

Defence Research and Development Canada (DRDC), Toronto, has a requirement for the provision of research support. The objective of this work is to integrate the findings of previous research on gender and radicalization in order to generate a sample of prototype gender-based counter-radicalization messages and narratives, for potential use within gender-based military influence activities campaigns. The work will conclude with recommendations for the military and for future research/next steps.

2. BACKGROUND

In contemporary conflicts, including terrorism-related conflicts, women have been playing increasing roles. For instance, women have been involved in extremist operations and radical networks, ranging from the recruitment of other women through online platforms and other means, to the participation of women as foreign fighters, including suicide terrorists (Bell, 2015; Cook, 2015; Huey & Peladeau, 2016; Huey & Witmer, 2016; Manrique et al., 2016; Pape, 2005; Saltman & Smith, 2015; Speckhard & Akhmedova, 2006; Wang, 2011). Further, gender-based analysis is a key part of current Canadian defence policy (National Defence, 2017), according to which this analytic tool should be integrated into all defence activities, including operations. Military stakeholders, such as the Canadian Combat Support Brigade (CCSB) and the Canadian Army Land Warfare Centre (CALWC), have also recognized the importance of gender-based analysis for understanding the contemporary security environment. Thus, a multi-year research study is being undertaken on "The Role of Women and Gender in the Radicalization Process and the Maintenance of Extremist Groups," led by DRDC – Toronto Research Centre.

A key part of this study will be to determine the implications, for Canadian military influence activities, of an analysis of gender in the radicalization and extremism context (e.g., for countering violent extremism/CVE). Influence activities are a subset of information operations and may include any activity in which the primary purpose is to influence the understanding, perception, or will of a target audience, whether friendly, neutral, or hostile (Lauder, 2013). For instance, possible outcomes of a gender-based analysis in the context of radicalization and extremism would be to identify CVE strategies (e.g., countervailing messages or narratives, on social media) that consider the role of gender, and to determine whether such strategies could be used for intervention/interdiction purposes. Such prevention or interdiction efforts could, for example, be conducted by Canadian Armed Forces (CAF) personnel as part of an influence activities campaign, in support of or in partnership with other Canadian security partners, such as the Royal Canadian Mounted Police, Canada Border Services Agency, the Canadian Security Intelligence Service, Global Affairs Canada, or Public Safety Canada, or in support of other international security partners, both military and civilian, including local populations in theatres of operation. As a relatively new subset of information operations, influence activities may include, for example, traditional military activities such as psychological operations (PSYOPs) and civil-military cooperation (CIMIC) activities (Lauder, 2013).

The first year of the research study produced an initial summary of relevant literature and a work plan (Febbraro, 2015). The second year delivered: (a) a more in-depth and comprehensive review of the literature on the role of gender in radicalization and extremism; (b) an initial discussion of implications for military influence activities, particularly at the tactical level, based on the literature review and the input of military subject-matter experts; (c) a brief overview of existing counter-radicalization programs; and (d) a brief overview of security partners that the CAF might collaborate with in order to combat violent extremism (Thomson, Davis, Martins, Evans, & Morton, 2017). In general, this previous research indicates that there exists a potential capacity for supporting gender perspectives within CAF, including influence activities, but that this capacity is currently underdeveloped and underutilized (Thomson et al., 2017).

One particular gap in the area of gender-based influence activities, as noted earlier, is in the development of gender-based counter-radicalization messages and narratives. Previous work suggests that such counter-radicalization efforts, which are currently lacking, may be informed by several lines of input:

- (a) existing theoretical scholarship on gender and radicalization, including root causes of radicalization, available in the open scientific literature;
- (b) existing empirical research on gender and radicalization, including relevant interview, focus-group, and social media data studies of extremist group supporters and defectors, as well as defector narratives available in the “open source” literature (Manning & La Bau, 2015; Neumann, 2015; Speckhard & Akhmedova, 2015; Speckhard & Yayla, 2015), and other counter-narratives available in databases¹;
- (c) an overview of existing government, community, or other civil-society based counter-radicalization programs, including those focused on gender or those targeting specific demographic or cultural groups, that are publicly accessible; and
- (d) an overview of evaluation studies of existing counter-radicalization programs, campaigns, narratives, or messages, including assessment studies of the effectiveness or “resonance” of social media messages, and where possible, including evaluation studies focused on gender or other demographic or cultural groups, available in the open scientific literature (Briggs & Feve, 2013; Fink, Romaniuk, & Barakat, 2013; Davies, Neudecker, Ouellet, Bouchard, & Ducol, 2016; Frenett & Dow, n. d.; Romaniuk, 2015; Russell & Rafiq, 2016; Tuck & Silverman, 2016).

Taken together, such lines of input may inform the development of gender-based counter-radicalization messages and narratives, by identifying general principles for the development of effective gender-based counter-radicalization messages and narratives, and by guiding the development of a sample of specific “prototype” gender-based counter-radicalization messages and narratives, consistent with such general principles.

Thus, to address the gap in the area of gender-based influence activities, and specifically the gap regarding gender-based counter-radicalization messages and narratives, research support is being requested. The purpose of this Statement of Work (SOW) is to contract this research support. Specifically, the research support will consist of a Contract Report that will be divided into three main parts or chapters, preceded by an Introduction chapter, and followed by a Conclusions and Recommendations chapter:

1. Part 1 will address each one of the four lines of input specified earlier, by summarizing and integrating the existing literature in each of the four areas (e.g., Parts 1a, 1b, 1c, 1d).
2. Part 2 will identify general principles for the development of effective gender-based counter-radicalization messages and narratives (Part 2a), provide a sample of approximately 10-20 prototype gender-based counter-radicalization messages and narratives (Part 2b), and provide recommendations for prototype validation in laboratory and field settings (i.e., a validation methodology) (Part 2c);² and

¹ One such database is the Hedayah Counter Narrative Library (<http://www.hedayah.ae>). Access to this database requires an account. Thus, if required, the Technical Authority will facilitate Contractor access to this database, or will otherwise provide the Contractor with access to the counter-narratives contained in this database.

² The research will address extremist movements in general, rather than focus on specific movements (e.g., Islamic or other religious extremist movements). However, it is anticipated that although cross-cutting themes may be identified, the development of counter-messages or counter-narratives will be tailored to particular contexts, as the specificities of gender will vary in different social and cultural contexts. In addition, it is anticipated that approximately 10 of the prototypes will be counter-messages, and approximately 5-10 of the prototypes will be counter-narratives. The counter-messages and counter-narratives must span a variety of extremist groups, both religious and secular (e.g., Islamic fundamentalist, white supremacist, etc.). The prototypes must be original and

3. Part 3 will provide an in-depth analysis of implications for gender-based counter-messages and counter-narratives for CAF in general and military influence activities in particular.

With respect to Part 3, an in-depth discussion of implications for the military must address questions such as the following, based on an evidence-based analysis of the existing relevant literature:

- a) Is there a potential role for the military in countering radicalization or terrorism using gender-based influence strategies? If so, what might that role look like? For instance, should the role be limited to incorporating situational awareness of gender and radicalization issues into military training and education, professional development, and/or into a reach-back capacity? Or could there be other roles for the military, beyond training and education, professional development, and/or reach-back?
- b) Does current Canadian military doctrine (e.g., on Information Operations, PSYOPs, or CIMIC) adequately address gender, or should such doctrine be updated to reflect a more comprehensive gender-based analysis?
- c) Should the role for the military involve female engagement teams, gender advisors, or other gender specialists? In other words, is there a unique role for female security forces in theatre, or for gender specialists (beyond the role of cultural advisors), in combating radicalization and extremism? Should such teams/advisors/specialists be gender-neutral? Is there a need for such gender-related teams/advisors/specialists, beyond cultural advisors or specialists?
- d) Should the role for the military involve generating and/or disseminating gender-based counter-messages/counter-narratives? Or should such counter-messages/counter-narratives be generated or disseminated by other security partners, or other credible messengers?
- e) Taking ethical and legal constraints into account (e.g., Canadian privacy laws), should the military enact its role through social media, or should the military focus its efforts on using traditional influence media, such as radio, leaflets, or posters?
- f) Should the military's role be mainly in a supportive capacity (in support of other security partners, such as law enforcement, intelligence, or civil society), or should the military play a leading role in certain respects?
- g) Should the role for the military be mainly reactive, or should the military play a more proactive role in preventing radicalization and extremism?
- h) What will the military's role involve at the tactical, operational, and strategic level?
- i) How will the military's role differ in the expeditionary and domestic context? Alternatively, is the distinction between the expeditionary and domestic context still meaningful in the contemporary or future security environment, given the prevalence of social media, which generally transcends border distinctions?

Overall, the objective of this work is to integrate the findings of previous research on gender and radicalization in order to generate a sample of prototype gender-based counter-radicalization messages and narratives, for potential use within gender-based military influence activities campaigns. The work will conclude with recommendations for the military and for future research/next steps.

must be created by the Contractor for this specific requirement.

3. ACRONYMS

CAF Canadian Armed Forces
CIMIC Civil Military Cooperation
CVE Countering Violent Extremism
DRDC Defence Research and Development Canada
PSYOPs Psychological Operations
SOW Statement of Work
TA Technical Authority

4. TASKS

- 4.1 The Contractor must participate in a start-up meeting with the Technical Authority (TA) and team members as appropriate via teleconference.
- 4.2 The Contractor must provide the TA with monthly status updates on the progress of the work.
- 4.3 The Contractor must provide the TA with databases, key words and a preliminary list of references to be included in the Contract Report (e.g., Microsoft Excel file of articles and a tentative report structure).
- 4.4 The Contractor must provide a draft of the Contract Report (Microsoft Word) to the TA that meets the quality standards set by DRDC for publication.
- 4.5 The Contractor must provide a final Contract Report (Microsoft Word) and a slide deck (Microsoft PowerPoint) containing a summary of the report and the report's recommendations to the TA. The Contract Report must meet the quality standards set by DRDC for publication.

5. Deliverables

Number	Task Reference	Description of the Deliverables	Quantity and Format
5.1	4.2	Monthly status updates.	Electronic, via e-mail.
5.2	4.3	Summary of databases, keywords and references to be used to conduct and write the Contract Report, including tentative report structure.	Electronic (e.g., Microsoft Excel file of articles and a tentative report structure).
5.3	4.4	Provide draft Contract Report.	Electronic (Microsoft Word), in English.
5.4	4.5	Provide final Contract Report and slide deck of report summary/recommendations.	Electronic (Contract Report in Microsoft Word; slide deck in Microsoft PowerPoint), in English.

6. DATE OF DELIVERY

Deliverable	Delivery date
6.1	Starting one month after contract award.
6.2	One month after contract award.
6.3	On or before 2018-01-31 .
6.4	On or before 2018-03-31 .

7. Language of Work

English.

8. Location of Work

The work must be performed on Contractor site.

9. Travel

The Contractor is not required to travel.

10. MEETINGS

- 1) Start-up Meeting with the TA as appropriate (via teleconference).
- 2) Interim Meeting with the TA to discuss proposed databases, keywords, references, and report structure (via teleconference).
- 3) Close-out Meeting with the TA as appropriate (via teleconference).

Other progress meetings may be required during the contract period, and will be agreed upon by the DRDC TA and the Contractor. These meetings will be to discuss progress of the work. These meetings will be held via teleconference.

11. APPLICABLE DOCUMENTS & REFERENCES

Bell, S. (2015). *How RCMP officers tracked three Canadian girls in Egypt before they could join ISIL in Syria*. National Post, April 15, 2015. Retrieved from <http://news.nationalpost.com/news/canada/why-western-girls-are-moving-%E2%80%A6to-marry-isil-fighters-and-what-lives-really-like-when-they-get-there>

Briggs, R. & Feve, S. (2013). *Review of programs to counter narratives of violent extremism: What works and what are the implications for government?* London: Institute for Strategic Dialogue.

Cook, J. (2015). *Moving beyond 'terrorists' and 'victims': An analysis of the roles of women in perpetrating, supporting, and countering violent extremism and terrorism: Cases from the UK and Canada*. Public Safety Canada.

Davies, G., Neudecker, C., Ouellet, M., Bouchard, M., & Ducol, B. (2016). Toward a framework understanding of online programs for countering violent extremism. *Journal for Deradicalization*, Spring(6), 51-86.

Febbraro, A. R. (2015). *Initial thoughts and way ahead: The role of women and gender in the radicalization process and the maintenance of extremist groups*. DRDC-RDDC-2015-L471.

Fink, N. C., Romaniuk, P., & Barakat, R. (2013). *Evaluating countering violent extremism programming: Practice and progress*. Indiana: Center on Global Counterterrorism Cooperation, 1- 16.

Frenett, R., & Dow, M. (n. d.). *One to one online interventions: A pilot CVE methodology*. London: Institute for Strategic Dialogue.

Huey, L., & Peladeau, H. (2016). Cheering on the jihad: An exploration of women's participation in online pro-jihadist networks. *Canadian Network for Research on Terrorism, Security and Society, Working Paper Series No. 16-07*, 1-21.

Huey, L., & Witmer, E. (2016). #IS_Fangirl: Exploring a new role for women in terrorism. *Journal of Terrorism Research*, 7(1), 1-10.

Lauder, M. A. (2013). The JANUS matrix: Lessons learned and building an integrated Influence activities capability for the future security environment. *The Canadian Army Journal*, 15(2), 32-47.

Lauder, M. A. (2015). *S&T activities: Irregular and asymmetric warfare*. PowerPoint Presentation, 11 slides.

Manning, R., & La Bau, C. (2015). *In and out of extremism: How Quilliam helped 10 former far-right and Islamists change*. Quilliam.

Manrique, P., Cao, Z., Gabriel, A., Horgan, J., Gill, P., Qi, H., Restrepo, E. M., Johnson, D., Wuchty, S., Song, C., & Johnson, N. (2016). Women's connectivity in extreme networks. *Science Advances*, 2:e1501742.

National Defence (2017). *Strong, secure, engaged: Canada's defence policy*. Department of National Defence.

Neumann, P. R. (2015). *Victims, perpetrators, assets: The narratives of Islamic State defectors*. London: The International Centre for the Study of Radicalisation and Political Violence.

Pape, R. A. (2005). *Dying to win: The strategic logic of suicide terrorism*. New York: Random House.

Romaniuk, P. (2015). *Does CVE work? Lessons learned from the global effort to counter violent extremism*. Goshen, IN: Global Center on Cooperative Security.

Russell, J., & Rafiq, H. (2016). *Countering Islamist extremist narratives: A strategic briefing*. Quilliam.

Saltman, E. M., & Smith, M. (2015). *'Till martyrdom do us part': Gender and the ISIS phenomenon*. London, UK. Institute for Strategic Dialogue.

Speckhard, A., & Akhmedova, K. (2006). Black widows: The Chechen female suicide terrorists. In Yoram Schweitzer (Ed.), *Female suicide terrorists* (pp. 63–80). Tel Aviv: Jaffe Center Publication.

Speckhard, A., & Akhmedova, K. (2015). Talking to terrorists. *Journal of Psychohistory*, Fall.

Speckhard, A., & Yayla, A. S. (2015). Eyewitness accounts from recent defectors from Islamic State: Why they joined, what they saw, why they quit. *Perspectives on Terrorism*, 9(6), 95-118.

Thomson, M. H., Davis, S., Martins, B., & Evans, J., & Morton, A. *The role of gender in radicalization and extremism: Implications for military influence activities*. Technical Authority: A. R. Febbraro. DRDC-RDDC-2017-C090. 2017.

Tuck, H., & Silverman, T. (2016). *The counter-narrative handbook*. London: Institute for Strategic Dialogue.

Wang, P. (2011). Women in the LTTE: Birds of freedom or cogs in the wheel? *Journal of Politics and Law*, 4(1), 100–108.

ANNEX "B" BASIS OF PAYMENT

Upon issuance of the Contract, wording that is italicized will be deleted from Annex B.

The Bidder MUST complete this pricing schedule and include it in its financial bid.

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

1. Rates provided must be firm and must be quoted in Canadian Dollars.
2. The Bidder must identify all labour rates that may be required to complete the contract.
3. *Bidder must identify the level of effort (i.e. number of days) that will be required to complete the work.*
4. *The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person.*
5. *These totals will then be used to reach the total estimated labour, which will be added to the estimates for table 2 to arrive at a total limitation of expenditure.*

TABLE 1:

PROFESSIONAL SERVICES				
RESOURCE NAME	TITLE	ESTIMATED LEVEL OF EFFORT	FIRM PER DIEM RATE	TOTAL

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave

Total of Table 1: \$ _____

TABLE 2:

OTHER DIRECT CHARGES	Amount
OTHER DIRECT CHARGES at actual cost incurred without mark-up, as supported by invoice, including (list any other costs which may be applicable, giving an estimated cost for each e.g. Long distance telephone/facsimile charges).	

Total of Table 2: \$ _____

Total Limitation of Expenditure (Total of sum Tables 1 - 2): \$ _____

This value will then be used for evaluation purposes.

NOTE: The amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Contracting Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

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

ANNEX "C" INSURANCE REQUIREMENT

A. COMMERCIAL GENERAL LIABILITY INSURANCE

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

B. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "D" EVALUATION CRITERIA AND SELECTION METHOD

The Bidder must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

Curriculum vitae must be included to demonstrate compliance to the mandatory technical criteria.

Mandatory Technical Criteria: Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

Item No.	Mandatory Requirement	Identify where the supporting documentation is located in the bid
M1	<p>The bidder must propose one senior scientific resource who has a PhD or Master's degree in psychology (e.g., social or organizational psychology) or a related discipline in the human sciences (e.g., sociology, anthropology, philosophy, political science).</p> <p>The bidder must demonstrate that the proposed resources have' experience in a similar role relevant to the services being sought.</p> <p>What must be submitted;</p> <p><i>Curriculum vitae</i> (CV) of the proposed resources who will be assigned to this project. CV should be attached for the proposed Personnel, maximum two pages each (not included in the overall proposal page count).</p> <p>CV should contain the following information;</p> <p>i. Area of expertise, education, degree (s), research experience, and publications.</p>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>_____</p>
M2	<p>The proposed resource must be a Current member of a professional association in their area of expertise.</p> <p>A copy of the certification must be submitted with the proposal</p>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>_____</p>
M3	<p>The Bidder must have access to library/bibliographic resources and tools to permit the conduct of a literature review in the human-scientific-defence-research context (e.g., must have access to PsycInfo or other human-scientific literature databases).</p>	<p>PAGE(S) AND/OR SECTION NUMBER:</p> <p>_____</p>

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

2. POINT-RATED EVALUATION CRITERIA

TABLE A

A.	POINT RATED TECHNICAL CRITERIA (rating: 5= excellent, 4 very good, 3 = good, 2= passable, 0 week)	Weight	Rating	Score
A1	Strategy, Approach, Methodology The Bidder's technical approach is: <ul style="list-style-type: none">• Excellent: The proposal addresses all the tasks outlined in the Statement of Work, identifies challenges that could arise pertaining to these tasks, and proposes solutions to these challenges• Very good: The proposal addresses all the tasks outlined in the Statement of Work, but does not identify potential challenges pertaining to these tasks and does not propose solutions to challenges• Good: The proposal addresses some but not all of the tasks outlined in the Statement of Work, identifies challenges that could arise pertaining to these tasks, and proposes solutions to these challenges• Passable: The proposal addresses some but not all of the tasks outlined in the Statement of Work, does not identify potential challenges pertaining to these tasks, and does not propose solutions to challenges:• Weak: The proposal does not address any of the tasks outlined in the Statement of Work in any way	2		
	Maximum Points available		10	

TABLE B

B.	POINT RATED TECHNICAL CRITERIA	Weight	Rating	Score
	(rating: = 2 points will be allocated for each project completed, up to a maximum of five(5) projects)			
B.1	The proposed resource has experience in human-scientific defence-research projects completed in the area of military influence activities (e.g., psychological operations/PSYOPs, or civil-military cooperation/CIMIC).	2		
B.2	The proposed resource has experience in human-scientific defence-research projects completed in the area of gender and radicalization/extremism.	2		
Maximum Points available			20	

TABLE C

C	POINT RATED TECHNICAL CRITERIA	Minimum Points Required	Score
C.1	The proposed resource has experience as the scientific lead of at minimum of 3 human-scientific defence-related projects within the last 60 months. 3 projects – 3 points 4 projects – 5 points 5 projects – 7 points Over 5 project – 10 points	3 points	
C.2	The proposed resource has a minimum 60 months of experience in human-sciences research in the defence context within the last 120 months, supported by a minimum of 5 scientific publications. Points will be allocated for EXPERIENCE as follows 60 months of experience = 5 points 72 months of experience = 6 points 84 months of experience = 7 points Over 85 months of experience = 10 points Points will be allocated for SCIENTIFIC PUBLICATIONS as follows; 5 publications = 5 points 6 publications = 6 points 7 publications = 7 points Over 7 publications = 10 points	5 points for experience 5 points for Scientific Publications	
C3	The proposed resource has completed a minimum of 5 human scientific-defence research projects or contracts within the past 60 months. 5 projects – 5 points 6 projects – 6 points 7 projects – 7 points Over 7 project – 10 points	5 points	
Minimum Points Required		18	
Maximum Points available		40	
Points Awarded			

MAXIMUM POINTS AVAILABLE

Table A = 10 points

Table B = 20 points

Table C = 40 points

Total Maximum Point Available : 70 points

Each evaluation criterion has point allotment that reflects its importance in proposal submissions. The degree to that the proposal satisfies the requirement of each criterion will be assessed.

BASIS OF SELECTION - HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **18 points** for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

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

Solicitation No. - N° de l'invitation
W7719-185416/A
Client Ref. No. - N° de réf. du client
W7719-185416

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-7-40085

Buyer ID - Id de l'acheteur
TOR215
CCC No./N° CCC - FMS No./N° VME

ANNEX "F" ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.