



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet DEFENCE RELATED HAND HELD AND UAS P	
Solicitation No. - N° de l'invitation W7702-186018/A	Date 2017-11-20
Client Reference No. - N° de référence du client W7702-186018	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-064-11235	
File No. - N° de dossier EDM-7-40107 (064)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-12-12	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Dallas	Buyer Id - Id de l'acheteur edm064
Telephone No. - N° de téléphone (780) 224-7200 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE, DEFENCE R&D CANADA SUFFIELD BLDG 560 RECEIVING 560 MOUNT SORRELL ROAD RALSTON Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

**TITLE: DESIGN, CONSTRUCTION AND MODIFICATION OF DEFENCE RELATED HAND HELD AND
UAS PAYLOAD COUNTER-IED EQUIPMENT**

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W7702-186018

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40107

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List (SRCL), Disclosures Certification, Task Authorization (TA) Usage Report, Department of National Defence (DND) 626 Task Authorization (TA) Form, Evaluation Criteria, and Electronic Payment Instruments.

1.2 Summary

- 1.2.1** Defence Research and Development Canada (DRDC) – Suffield Research Centre is conducting an Research and Development (R&D) program to counter the threat from Improvised Explosive Devices (IED) in current and future operations. This program will significantly enhance the survivability of mounted and dismounted Canadian Armed Forces (CAF) personnel and vehicles. The intent of this program is to test handheld Counter Improvised Explosive Device (CIED) devices as unmanned air system (UAS) payloads. In support of this R&D program, Suffield Research Centre has a requirement for a Contractor to design, fabricate, modify and install mechanical and electrical devices and installation fixtures for mounting CIED equipment on the UAS simulation apparatus, or for modifying equipment. It may also be necessary for the Contractor to assist with the development and/or execution or scientific testing along with analysis and reporting.

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

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3 The requirement is subject to the Canadian Free Trade Agreement (CFTA).

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

(To be completed by the Bidder)

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

Definitions

For the purposes of this clause,

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

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

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

manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one [1] hard copy OR one [1] fax copy)

Section II: Management Bid (one [1] hard copy OR one [1] fax copy)

Section III: Financial Bid (one [1] hard copy OR one [1] fax copy)

Section IV: Certifications (one [1] hard copy OR one [1] fax copy)

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

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

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

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

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

Section I: Technical Bid

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

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

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

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

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

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

Section II: Management Bid

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

Section III: Financial Bid

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

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

Section IV: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical / Management Evaluation

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

4.1.2 Financial Evaluation

4.1.2.1 The Financial bid will be assessed as follows:

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

4.1.2.2 Maximum Funding

The maximum funding available for the Sample Task Authorization resulting from the bid solicitation is \$40,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

4.2 Basis of Selection – Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating:
 - i. CATEGORY A – TECHNICAL BID: 240/300 points
 - ii. CATEGORY B – MANAGEMENT BID: 60/80 points
 - iii. CATEGORY C – SAMPLE TASK AUTHORIZATION - SOLUTION: 300/400 points
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

(To be completed by the Bidder)

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

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

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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

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

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

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

7.1.1.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$40,000.00 Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

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

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Canada to Own Intellectual Property Rights in Foreground Information

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

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE: W7702-186018

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 "C";
 - b. Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

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

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be named in the contract)

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

7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

(To be named in the contract)

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

7.5.4 Contractor's Representative

(To be completed by the bidder)

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$200,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.1 Basis of Payment

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

7.7.1.1 Task Authorizations – Firm Price

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

7.7.1.2 Task Authorizations – Ceiling Price

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

7.7.1.3 Task Authorizations – Limitation of Expenditure

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

7.7.2 Method of Payment

7.7.2.1 Task Authorizations – Firm Price

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

7.7.2.1.1 Single Payment

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

- a. an accurate and complete invoice and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.2.1.2 Milestone Payments - Subject to holdback

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

7.7.2.1.3 Milestone Payments - Not subject to holdback

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

- a. an accurate and complete claim for payment using [PWGSC-WR01](#), Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-WR01](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.2.2 Task Authorizations – Ceiling Price OR Limitation of Expenditure

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

7.7.2.2.1 Single Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.2.2.2 Progress Payments

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

7.7.3 Electronic Payment of Invoices – Contract

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

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

7.7.4 SACC Manual clauses

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

[C0102C](#) (2010-01-11), Discretionary Audit - Canadian Universities and Colleges

OR

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

7.8 Invoicing Instructions

7.8.1 Task Authorizations – Single Payment

Invoicing Instructions

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

7.8.2 Task Authorizations – Milestone Payments OR Progress Payments

Supporting Documentation required

1. The Contractor must submit a claim for payment using form [PWGSC-WR01](#), Claim for Progress Payment.
For Milestone Payments, each claim must show:
 - a. all information required on form [PWGSC-WR01](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. holdback of 10 percent, as applicable;
 - d. the description and value of the milestone claimed as detailed in the Task Authorization.

For Progress Payments, each claim must be supported by:

- a. all information required on form [PWGSC-WR01](#);

- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. a copy of time sheets to support the time claimed;
 - e. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - f. holdback of 10 percent, as applicable;
 - g. a copy of the monthly progress report as detailed in the Task Authorization.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-WR01](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
The Procurement Authority will then forward the claim to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

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

7.9.3 Disclosure Certification

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

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

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor)

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

7.14 Controlled Goods Program – Contract

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

7.15 Controlled Goods

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

7.16 Insurance

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

7.17 SACC Manual clauses

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

ANNEX "A"

STATEMENT OF WORK

1. TITLE

TASK AUTHORIZATION CONTRACT FOR THE DESIGN, CONSTRUCTION AND MODIFICATION OF DEFENCE RELATED HAND HELD AND UAS PAYLOAD COUNTER-IED EQUIPMENT

2. BACKGROUND

Defence Research and Development Canada (DRDC) – Suffield Research Centre is conducting an Research and Development (R&D) program to counter the threat from Improvised Explosive Devices (IED) in current and future operations. This program will significantly enhance the survivability of mounted and dismounted Canadian Armed Forces (CAF) personnel and vehicles. The intent of this program is to test handheld Counter Improvised Explosive Device (CIED) devices as unmanned air system (UAS) payloads. In support of this R&D program, Suffield Research Centre has a requirement for a Contractor to design, fabricate, modify and install mechanical and electrical devices and installation fixtures for mounting CIED equipment on the UAS simulation apparatus, or for modifying equipment. It may also be necessary for the Contractor to assist with the development and/or execution or scientific testing along with analysis and reporting.

Suffield Research Centre requires these services on an as-and-when task authorization requested basis.

3. ACRONYMS

DRDC	Defence Research and Development Canada
CAF	Canadian Armed Forces
CIED	Counter Improvised Explosive Device
IED	Improvised Explosive Device
NLJD	Non-Linear Junction Detector
SOW	Statement of Work
TA	Technical Authority
UAS	Unmanned Aerial Systems

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

The work requires the Contractor to perform the following tasks:

5.1 Design of Benchtop NLJD System

For a given work package task, Suffield Research Centre will provide the Contractor with a basic conceptual design for the Benchtop NLJD system for evaluation. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the installation of the equipment. The detailed design must include connection of sub-components and sub-elements of the Benchtop NLJD System.

The Contractor must design mechanical and electrical components of the Benchtop NLJD system to a prototype level using sound engineering judgment and incorporating reasonable precautions such that the NLJD equipment functions properly under within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

The Contractor is not required to design the equipment installations to full DND specifications normally associated with procurement of C-IED equipment.

Each task authorization will indicate whether the work is to be conducted at the Contractor's facility or at Suffield Research Centre.

5.2 Fabrication and Assembly of the Benchtop NLJD System

All NLJD designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design and best commercial shop practices.

5.3 Design of UAS Simulation Apparatus Modifications

For a given work package task, Suffield Research Centre will provide the Contractor with a basic conceptual design for the modification of the UAS simulation apparatus. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the apparatus modification.

The Contractor must design mechanical and electrical components of the UAS Simulation Apparatus modifications to a prototype level using sound engineering judgment and incorporating reasonable precautions such that the NLJD equipment functions properly under within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

The Contractor is not required to design the equipment installations to full DND specifications normally associated with procurement of C-IED equipment.

Each task authorization will indicate whether the work is to be conducted at the Contractor's facility or at Suffield Research Centre.

5.4 Fabrication and Assembly of the UAS Simulation Apparatus Modifications

All UAS Simulation Apparatus Modification designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design and best commercial shop practices.

5.5 Design of Ruggedized NLJD System

For a given work package task, Suffield Research Centre will provide the Contractor with a basic conceptual design for the ruggedized version of the benchtop NLJD system for evaluation. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the installation of the equipment. The detailed design must include connection of sub-components and sub-elements of the Benchtop NLJD System. The Contractor must design mechanical and electrical components of the Ruggedized NLJD system to a prototype level using sound engineering judgment and incorporating reasonable precautions such that the NLJD equipment functions properly under within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

The Contractor is not required to design the equipment installations to full DND specifications normally associated with procurement of C-IED equipment.

Each task authorization will indicate whether the work is to be conducted at the Contractor's facility or at Suffield Research Centre.

5.6 Fabrication and Assembly of the Ruggedized NLJD System

All ruggedized NLJD system designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design and best commercial shop practices.

5.7 Documentation

The Contractor must produce adequate documentation, to best commercial practices, of each final design and equipment installation including shop drawings, instructions, welding procedures and photographs such that a competent third party will be able to duplicate the installation based only on this documentation.

5.8 Experimental Field Trial Support

Technologist and/or engineer personnel support may be required to assist in any of the design, preparation, execution, data collection, data analysis and reporting phases of experimental field trials to support the counter-IED goals of this program. Typically the trial preparation and execution phases would include from one to four qualified people for period of one to two weeks, and would require outdoor work at any time of year.

6. DELIVERABLES

As this is a task authorization contract, each individual task authorization will include a detailed list of the deliverables relevant to that task authorization. In general terms, however, deliverables will include design documents, drawings, parts lists, installation instructions, test procedures, narrative reports, and any fabricated hardware or software developed under the task authorization.

In general, documentation must be provided in electronic formats which are fully compatible with Microsoft Office 2010 and PDF-A-1b standards. Drawings must be compatible with Autodesk formats (AutoCAD or Inventor) or SolidWorks. Software must be in Visual C, MatLab, or LabVIEW formats. Each task authorization will include specific formats peculiar to the deliverables for that task authorization. In a case where formats in the task authorization differ from these general instructions, the details specified in the task authorization will apply.

7. DATE OF DELIVERY

As this is a task authorization contract, each individual task authorization will include a detailed list of the delivery date relevant to that task authorization.

8. LANGUAGE OF WORK

English

9. LOCATION OF WORK

The work may be performed on Contractor site or at DRDC Suffield.

Defence Research and Development Canada – Suffield Research Centre
Building 146, Experimental Proving Grounds
Alberta T0J 2N0
Canada

10. TRAVEL

The Contractor is required to travel to the following location as specified in each individual task authorization:

Defence Research and Development Canada – Suffield Research Centre
Building 146, Experimental Proving Grounds
Alberta T0J 2N0
Canada

Travel and living expenses will not be reimbursed.

11. MEETINGS

The Contractor must attend meetings at Suffield Research Centre as requested by the Technical Authority. Meetings may be called to discuss the requirements of a task authorization, review the Contractor's task authorization proposal, deal with problems or issues during the conduct of the work and other valid reasons related to the nature and scope of the work.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1:UAS Simulation Apparatus

Quantity: 1
Part number: N/A
Serial number: N/A
Inventory number: N/A

As a courtesy, basic hand tools may be available to the Contractor but this is not guaranteed. The building is located on the Suffield Research Centre Experimental Proving Ground (EPG). Unless otherwise specified in a task authorization, the Contractor must be responsible for providing any required tools, computers, test equipment, data acquisition hardware and software, and all other materials for executing the work. Office space, office furniture and supplies, telephone service, and internet and email services will not be provided by Suffield Research Centre.

14. SPECIAL CONSIDERATIONS

The Contractor will have to work unescorted on the Suffield Research Centre Experimental Proving Ground (EPG). It is therefore essential that:

The Contractor holds a valid Security Clearance during the entire period of the contract;
All onsite Contractor personnel attend a mandatory annual Range Safety Briefing; and
All onsite Contractor personnel abide by all of the applicable EPG rules and regulations.

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

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

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

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

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

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

Solicitation No. - N° de l'invitation
W7702-186018/A
Client Ref. No. - N° de réf. du client
W7702-186018

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40107

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

15. SECURITY

There is a security requirement, see Security Requirements Checklist (SRCL) for all details.

ANNEX "B"

BASIS OF PAYMENT

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

ITEM	DESCRIPTION	FIRM YEAR 1	FIRM YEAR 2
1.	Labour; at firm hourly/daily rates. One (1) day consists of seven and one half (7.5) hours. Rates will be prorated for any period more or less than one (1) day.		
	<i>Name</i>	<i>Title</i>	<i>Labour Rate</i>
a)			\$ _____
b)			\$ _____
c)			\$ _____
2.	Material and Supplies;		
	At laid down cost without markup		
3.	Purchased Equipment;		
	At laid down cost without markup		
4.	Sub-Contracting;		
	At actual cost without markup		
5.	Travel and Living;		
	Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		
6.	Other Direct Charges;		
	At actual cost without markup		
7.	Profit;		
	At firm ___% of items ____, ____, ____, ____, ____, above		
<u>TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE:</u>			
<u>CONTRACT</u>		\$ _____	

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

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

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

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Attached)

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ANNEX "D"

DISCLOSURES CERTIFICATION

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

Contracting Authority

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

Technical Authority

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

CONTRACT TITLE: DESIGN, CONSTRUCTION AND MODIFICATION OF DEFENCE RELATED
HAND HELD AND UAS PAYLOAD COUNTER-IED EQUIPMENT

Please tick appropriate box:

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

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

OR

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

Signature

Print Name

Title

Contractor Name

Date

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ANNEX "E"

TASK AUTHORIZATION USAGE REPORT

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

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

Task Authorization Usage Report Submission Schedule:

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

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

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

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

SEND TO:

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

Or

Facsimile: (780) 497 – 3510

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ANNEX "F"

DND 626 TASK AUTHORIZATION FORM

(Attached)

ANNEX "G"

EVALUATION CRITERIA

I. MANDATORY TECHNICAL EVALUATION CRITERIA

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

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

MANDATORY TECHNICAL EVALUATION CRITERIA		
<u>ITEM</u>	<u>DESCRIPTION</u>	<u>REFERENCED IN BID</u>
M1	<u>Education*</u> : The Bidder must have minimum one (1) registered professional engineer with a specialty in electrical engineering available to work on the project	
M2	<u>Education*</u> : The Bidder must have minimum one (1) registered professional engineer with a specialty in mechanical engineering available to work on the project	
M3	<u>Education*</u> : The Bidder must have minimum one (1) certified journeyman machinist available to work on the project	
M4	<u>Education*</u> : The Bidder must have minimum one (1) certified journeyman welder available to work on the project	
M5	<u>Experience</u> : The Bidder must have minimum one (1) personnel and/or subcontractor with experience on five (5) projects within the past five (5) years with experience in all of the following fields: design, fabrication and implementation of installations of mechanical, electrical and electronic equipment inside and outside military land vehicles	
M6	<u>Experience</u> : The Bidder must have minimum one (1) personnel with a minimum five (5) projects within the past five (5) years in the preparation of engineering drawings	

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

II. POINT RATED EVALUATION CRITERIA

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

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

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

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

POINT RATED EVALUATION CRITERIA (0 = Nothing, 1 = Poor, 2 = Good, 4 = Excellent)				
ITEM	CATEGORY A: TECHNICAL BID	WEIGHT (A)	RATING (B)	SCORE (C) = A x B
A1	<u>Understanding of Scope and Objectives:</u> The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, and the reasons for carrying it out as proposed and the benefits to be derived.	10		
A2	<u>Proposed Work Feasibility, Approach, and Methodology:</u> The Bidder should clearly outline its approach and proposed methodology to meet the requirement, as well as the degree of success expected. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the bid solicitation. Sufficient detail should be provided to demonstrate the Bidder’s grasp of the requirement and the Bidder’s competence to meet it.	5		
A3	<u>Recognition of Problems and Solutions Proposed:</u> The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	10		
A4	<u>Demonstrated Original and Innovative Ideas:</u> The Bidder should demonstrate how it has proposed and executed original and innovative ideas in those previous, similar work experience.	10		

<p>A5</p>	<p><u>Project Manager – Qualifications and Relevant Experience, including position within the organization:</u> The Bidder should provide the name of the Project Manager who will be assigned to this requirement, demonstrating his/her qualifications and experience in all of the following fields: the design, fabrication and implementation of installations of mechanical, electrical and electronic equipment inside and outside military land vehicles. Curriculum vitae must be included 0 points = 0-59 months experience 1 point = 60-83 months experience 2 points = 84-107 months experience 3 points = 108-131 months experience 4 points = 132+ months experience</p>	<p>5</p>		
<p>A6</p>	<p><u>Other Key Personnel (other than Project Manager) – Qualifications and Relevant Experience Proven by Similar or Related Work:</u> The Bidder should provide the names of all other key personnel who will be assigned to this requirement, demonstrating their qualifications, experience, adequacy, and availability in all of the following fields: the design, fabrication and implementation of installations of mechanical, electrical and electronic equipment inside and outside military land vehicles. Curriculum vitae must be included. 0 points = 0-59 months experience 1 point = 60-83 months experience 2 points = 84-107 months experience 3 points = 108-131 months experience 4 points = 132+ months experience</p>	<p>10</p>		
<p>A7</p>	<p><u>Bidder's Organization – Relevant Experience and Competence Proven by Similar or Related Work:</u> The Bidder should demonstrate the background and experience of its organization in all of the following fields: the design, fabrication and implementation of installations of mechanical, electrical and electronic equipment inside and outside military land vehicles, particularly as it relates to this requirement. 0 points = 0 projects 1 point = 1 project 2 points = 2 projects 3 points = 3 projects 4 points = 4+ projects</p>	<p>10</p>		

A8	<u>Relevant Experience of Personnel Assigned to the Project:</u> The Bidder should demonstrate the background and experience of its personnel assigned to the project in all of the following fields: the design, fabrication and implementation of installations of mechanical, electrical and electronic equipment inside and outside military land vehicles, particularly as it relates to this requirement. 0 points = 0 projects 1 point = 1 project 2 points = 2 projects 3 points = 3 projects 4 points = 4+ projects	20		
Minimum Points Acceptable: Category A				240
Maximum Points Available: Category A				320
Points Awarded: Category A				

<u>ITEM</u>	<u>CATEGORY B: MANAGEMENT BID</u>	<u>WEIGHT</u> (A)	<u>RATING</u> (B)	<u>SCORE</u> (C) = A x B
B1	<u>Proposed Level of Effort and Planned Team Organization, Including Availability of Team Members and Backup Capability, Reporting Structure, and Capability to Carry Out the Project Within the Time Frame Allotted:</u> The Bidder should include a description of the team (including subcontractors, as applicable), the reporting structure, as well as the ability of the proposed team to complete the Work. Where subcontractors are proposed as part of the project team, the Bidder should provide a list of all subcontractors proposed, describe the work to be performed by each one and explain the proposed basis of selection for each one. The availability of personnel (including backup capability) should be addressed.	10		
B2	<u>Project Management Tools or Methodology:</u> The Bidder should describe how it proposes to control the management of the project, including subcontracts. In particular, where the Bidder represents a consortium, the approach should include clear descriptions of the arrangements between the members of the consortium and the management processes to be put in place to manage the ongoing performance of the consortium members.	10		
Minimum Points Acceptable: Category B				60
Maximum Points Available: Category B				80
Points Awarded: Category B				

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ITEM	CATEGORY C: SAMPLE TASK AUTHORIZATION – SOLUTION	WEIGHT (A)	RATING (B)	SCORE (C) = A x B
C1	<u>Understanding of the Problem (Scope, Objectives, Approach, Methodology, Feasibility, Limitations):</u> In order to demonstrate an understanding of the problem, the Bidder should provide a brief description of the proposed solution including a discussion of why the approach was taken, what additional work might need to be done and limitations with the proposed solution.	25		
C2	Feasibility of the proposed solution	25		
C3	Does the proposed solution adequately address the problem, covering all of the essential issues?	25		
C4	If additional work is recommended, is it adequately defined, scoped, and cost estimated?	10		
C5	Does the proposed solution demonstrate anything unique, innovative, or particularly insightful?	15		
Minimum Points Acceptable: Category C				300
Maximum Points Available: Category C				400
Points Awarded: Category C				

APPENDIX 1 TO ANNEX "G"

SAMPLE TASK AUTHORIZATION

A. SAMPLE TASK AUTHORIZATION – STATEMENT OF WORK

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA-1 – ELEVATION AND AZIMUTH CONTROLLER FOR UAS SIMULATOR'S COTS NLJD MOUNT.
(THIS TASK WILL BE THE FIRST TASK ISSUED UNDER THE TASK AUTHORIZATION CONTRACT)

2. VALIDATION OF SCOPE OF CONTRACT

The tasks indicated in the statement of work for this task authorization are within the scope of the following tasks in accordance with the contract:

- Task 3: Design of UAS Simulation Apparatus Modifications

3. BACKGROUND

There is a need to control the COTS mount azimuth and elevation position. This requires modifications to the mechanical and electrical implementation of the UAS simulator. The mount is a support structure to hold the HH NLJD equipment, and control the line-of-sight of the sensor over IED targets. The task will modify the positioner to allow azimuth and elevation control for multiple types HH NLJD equipment. Minimal metal component design practice must be used.

4. ACRONYMS

DRDC	Defence Research and Development Canada
HH	Hand Held
NLJD	Non-Linear Junction Detector
SOW	Statement of Work
TA	Technical Authority

5. APPLICABLE DOCUMENTS & REFERENCES

None.

6. TASKS TO BE PERFORMED

- 6.1 Design, manufacture, and installation of HH NLJD mount for elevation and azimuth control.

7. DELIVERABLES

Number	Task reference	Description of the Deliverables	Quantity and Format
7.1	6.1	UAS Simulator HH NLJD Mount	QTY:1
7.2	6.1	Engineering Drawings of the UAS Simulator HH NLJD Mount	PDF-A
7.3	6.1	Software to control UAS Simulator HH NLJD Mount	LabVIEW, C++, or MatLab

8. DATE OF DELIVERY

This task will be completed within six (6) months after task issuance.

9. LANGUAGE OF WORK

English

10. LOCATION OF WORK

To be conducted on Contractor site and in the field at:

Building 146
OATS Facility
DRDC SRC EPG

11. TRAVEL

The Contractor is required to travel to the following location:
Building 146
OATS Facility
DRDC SRC EPG

12. MEETINGS

Bi-weekly teleconference

13. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

In accordance with the contract

15. SPECIAL CONSIDERATIONS

In accordance with the contract

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16.SECURITY

REQUIRED SECURITY CLEARANCE FOR PERSONNEL

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

17.INTELLECTUAL PROPERTY (IP)

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

- No
 Yes

18.BASIS OF PAYMENT REQUESTED

- Firm price
 Ceiling price
 Limitation of expenditure

19.METHOD OF PAYMENT REQUESTED

- Single payment
 Milestone payments
 Progress payments

20.technical AUTHORITY INFORMATION

In accordance with the contract

B. SAMPLE TASK AUTHORIZATION – BASIS OF PAYMENT

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

- Rates provided in this Sample Task Authorization should be firm and the same as the rates provided in the Financial Bid, Part One - Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.
- For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-7 below to arrive at a total Firm Price for the Sample Task Authorization. This value will then be used for evaluation purposes only.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>SAMPLE TASK AUTHORIZATION</u>	
1.	Labour; at firm hourly/daily rates. One (1) day consists of seven and one half (7.5) hours. Rates will be prorated for any period more or less than one (1) day.		
	<i>Name</i>	<i>Title</i>	<i>Time</i>
a)			_____ days/hours
b)			_____ days/hours
c)			_____ days/hours
2.	Material and Supplies;		
	At laid down cost without markup		\$ _____
3.	Purchased Equipment;		
	At laid down cost without markup		\$ _____
4.	Sub-Contracting;		
	At actual cost without markup		\$ _____
5.	Travel and Living;		
	Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		\$ _____
6.	Other Direct Charges;		
	At actual cost without markup		\$ _____
7.	Profit;		
	At firm ____% of items ____, ____, ____, ____, ____, above		\$ _____
<u>SAMPLE TASK AUTHORIZATION: FIRM PRICE</u>			\$ _____

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ANNEX "H"

ELECTRONIC PAYMENT INSTRUMENTS

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

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

JUL 31 2017



Government of Canada / Gouvernement du Canada

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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 DND	2. Branch or Directorate / Direction générale ou Direction Defence R&D Canada, Suffield Research Centre	
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 Site access required, no access to classified information or assets Design, construction and modification of defence related hand held and UAS payload counter-IED equipment		
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 <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



Government of Canada

Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

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

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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





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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

**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>TO THE CONTRACTOR</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>À L'ENTREPRENEUR</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
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : 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 débiter les travaux.

Nota :

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