



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

Address all inquiries to Tammy.Weaver@pwgsc.gc.ca

<b>Title - Sujet</b> FNIRS System	
<b>Solicitation No. - N° de l'invitation</b> W7719-185389/B	<b>Date</b> 2017-12-07
<b>Client Reference No. - N° de référence du client</b> W7719-18-5389	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-508-7380	
<b>File No. - N° de dossier</b> KIN-7-48116 (508)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weaver, Tammy	<b>Buyer Id - Id de l'acheteur</b> kin508
<b>Telephone No. - N° de téléphone</b> (613) 484-1809 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 1133 SHEPPARD AVE W. TORONTO Ontario M3K2C9 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

This bid solicitation cancels and supersedes previous bid solicitation number W7719-185389/A dated 20 October 2017 with a closing of 04 December 2017 at 2PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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W7719-185389/B  
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W7719-18-5389

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-48116

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 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 6 - 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 6 - 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. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2 Requirement

- a) Defence Research and Development Canada (DRDC), Toronto Research Centre, requires a Functional Near-Infrared Spectroscopy (fNIRS) system comprising an imaging system, recording software, and analysis software. In addition, the requirement also includes the installation of and basic training on the fNIRS system.
- b) Providing the Hardware and Software Documentation described in Annex A;
- c) Providing maintenance and support services for the Hardware and Software during the Guarantee one (1) year, beginning from acceptance of the deliverables, as described at Annex A, Statement of Requirement with the option to extend for an addition 2, 1 year options.

### 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.

### 1.4 Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA)."

## 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: 90 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 Enquiries - Bid Solicitation**

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

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

## **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory*).

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.

# **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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex “D” 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.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: 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 and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

1. The Bidder must provide documentation (example instrument specification, publication, and documented data) demonstrating that their proposed products meet all the technical specifications detailed below. When published documentation does not demonstrate compliance, a written narrative demonstrating compliance will be accepted.

#### 4.1.2 Financial Evaluation

##### 1. Financial Evaluation

##### 4.1.1.1 Mandatory Financial Criteria

1. The Bidder must provide firm lot pricing in Canadian currency for all items in Annex B entitled "Basis of Payment".
2. The unit price will be multiplied by the quantity for the extended price. The sum of the extended prices will be the evaluated price.
3. *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### 4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### 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 Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## 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 provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

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

### 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

### 5.2.3 OEM Certification

**(a)** Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared nonresponsive.

**(b)** If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.

**(c)** For the purposes of this bid solicitation, EOM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

## PART 6 - RESULTING CONTRACT CLAUSES

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

## 6.1 Security Requirements

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

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 E;
  - b. Industrial Security Manual (Latest Edition).

## 6.2 Requirement

- a. Defence Research and Development Canada (DRDC), Toronto Research Centre, requires a Functional Near-Infrared Spectroscopy (fNIRS) system comprising an imaging system, recording software, and analysis software. In addition, the requirement also includes the installation of and basic training on the fNIRS system.
  - b) Providing the Hardware and Software Documentation described in Annex A;
  - c) Providing maintenance and support services for the Hardware and Software during the Guarantee one (1) year, beginning from acceptance of the deliverables, as described at Annex A, Statement of Requirement with the option to extend for an addition 2, 1 year options.

## 6.3 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.

### 6.3.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 of 2010A (2016-04-04) Warranty is amended as follows;

### 6.3.2 Supplemental General Conditions

[4001](#) (2015-04-01), Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.  
[4003](#) (2010-08-16), Licensed Software, and

**4004** (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the contract.

**6.4 Term of Contract**

The period of the Contract is from contract award to 31 March 2019.

**6.4.1 Period of the Contract**

**6.4.2 Delivery Date**

Delivery Date Requested	Bidders Offered Date	Description of the Deliverables	Quantity and Format (where indicated)
31 March 2018		fNIRS system	1
31 March 2018		fNIRS recording software	1, IBM PC compatible PC computer under MS Win 7 or higher
31 March 2018		fNIRS analysis software	1, open-license, closed source, compatible with Win, Linus and MAC OS
31 March 2018		Installation	
31 March 2018		Acceptance Testing	
31 March 2018		Calibration	
30 July 2018		Training	On site
31 March 2018		Consumable Supplies	1 starter kit
31 March 2018		Warranty, Service, Support and Updates	1 yearr from date of delivery

**6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point:

Defence Research and Development Canada – Toronto Research Centre

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-7-48116

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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1133 Sheppard Avenue West  
Toronto, ON  
M3K 2C9  
Canada

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Weaver  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence St., 2<sup>nd</sup> Floor  
Kingston, Ontario  
K7L 1X3

Telephone: 613-545-8059/613484-1809  
Facsimile: 613-545-8067  
E-mail address: Tammy.Weaver@pwgsc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: (To be provided upon contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B, - Firm Requirement for a cost of \$ \_\_\_\_\_ **(insert the amount at contract award)**. Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Single Payment (Firm Requirement)

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

### 6.6.3 Advance Payment (Optional Maintenance)

SACC Manual clause [H3028C](#) (2010-01-11) Advance Payment

### 6.6.4 Electronic Payment of Invoices – Contract

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

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

## 6.7 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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.8 Certifications and Additional Information

### 6.8.1 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.

### 6.9 Applicable Laws

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

### 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4001](#) (2015-04-01), Hardware Purchase, Lease and Maintenance; [4003](#) (2010-08-16), Licensed Software, and [4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software
- (c) the general conditions [2010A](#) ([2016-04-04](#)), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex B, Basis of Payment
- (f) Annex E, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_.

### 6.11 SACC Manual Clauses

[B1501C](#) Electrical Equipment (2006-06-16)

### 6.12 Shipping Instructions - Delivery at Destination

Delivered Duty Paid (DDP) Defence Research and Development Canada – Toronto Research Centre, 1133 Sheppard Avenue West, Toronto, ON, M3K 2C9 Canada Incoterms 2000 for shipments from a commercial contractor.

## **ANNEX "A"**

### **REQUIREMENT**

#### **1. TITLE**

Functional Near-Infrared Spectroscopy (fNIRS) System

#### **2. BACKGROUND**

Defence Research and Development Canada (DRDC), Toronto Research Centre, requires a Functional Near-Infrared Spectroscopy (fNIRS) system comprising an imaging system, recording software, and analysis software. In addition, the requirement also includes the installation of and basic training on the fNIRS system.

DRDC (Toronto Research Centre) is developing in-house capability to conduct neuroscience science and technology (S&T) in the Defence and Security domains to support both current research projects and provide capability for future projects. S&T work in this area will address issues related to the assessment and training of cognitive functions and abilities, among others. Although DRDC has already established a research programme in the neurosciences involving both EEG and fMRI systems, it does not yet possess a field-deployable system that can assess oxygenation and hemodynamic changes in the brain using fNIRS.

There exist within DRDC projects that could make use of fNIRS immediately. Specifically, the Human Effectiveness in Sustained Operations and Adverse Environments Project has been using a variety of physiological measures including fMRI to develop and validate a model of cognitive overload, as well as behavioural countermeasures to mitigate the effects of mental load. In addition, the Neurological and Physiological Markers of Learning and Expertise Project has been using EEG and eye tracking to develop intelligent tutoring systems in support of the Individual Training and Education Modernization project.

The fNIRS system must be capable of recording and deriving high-quality physiological data. Importantly, the system must be EEG-compatible and MRI-compatible. For use in experimentation, the system must be capable of integrating with stimulus presentation software that can handle complex cognitive experimental paradigms and capable of monitoring behavioural responses. The system must be adaptable for in-house and field studies. Acquisition of this system is crucial as current in-house physiological measurement systems are inadequate to meet DRDC's ambition for a neuroscience capability.

#### **3. ACRONYMS**

DRDC	Defence Research and Development Canada
EEG	Electro-encephalogram
fMRI	functional Magnetic Resonance Imaging
fNIRS	functional Near-Infrared Spectroscopy
IBM	International Business Machines

LED	Light-Emitting Diode
MRI	Magnetic Resonance Imaging
PC	Personal Computer
S&T	Science and Technology

#### 4. REQUIREMENTS

##### 4.1 fNIRS system

The Bidder must provide the requirement with the following specifications:

Specifications
Must be MRI-compatible and be precisely synchronizable with fMRI for concurrent measurement
Must be compatible with the Brain Products EEG System for concurrent synchronised measurement of fNIRS and EEG
Must include 16 LED and 16 Laser sources (user-selectable for any given experiment) and 16 detectors
Must include a set of optodes that are MRI-compatible, and a set of optodes that are not MRI-compatible but that allow for faster subject preparation and increase signal to noise of recordings. Optodes must be easily swapped out depending on the recording environment
Must allow for the recording positions on the cap to be customized, and the cap must hold fNIRS optodes and our existing actiCAP active EEG electrodes for concurrent EEG/fNIRS recordings
Must be capable of topographic and tomographic imaging, (g) must be modular to ensure optimization of either the recording of one single subject or parallel tandem recording options
Must be upgradable in the future without giving up any of the existing detectors or sources
Must have been used in a minimum 20 full research reports published in peer-reviewed journals as demonstrated by a PubMed records search.
Must be certified by the Canadian Standards Association or recognized equivalent
Must be able to withstand power fluctuations and power noise without any impact to its performance or life
Must be capable of recording two (2) subjects at a time.

##### 4.2 fNIRS recording software

The Bidder must provide the requirement with the following specifications:

Specifications
Must operate on a standard IBM compatible PC computer under Microsoft Windows 7 or later
Must provide signal quality scale during optode setup for user feedback to help prepare high quality recordings
Must provide an easy-to-use interface for recording data in various source/detector montages, savable for future recordings without having to re-setup the software controls
Must be able to mark stimulus and response events in the raw data, and the data must be analyzable based on these markers
Must be equipped with pre-defined software configurations and basic analysis routines for real-time

display of data
Must enable data transfer from the control and data manipulation software to other Windows programs such as word processors and graphics packages.
must provide the ability to stream the data out to other software in the future if Brain Computer Interface experiments are engaged

### **4.3 fNIRS analysis software**

#### **Required quantity: 1**

The Bidder must provide the requirement with the following specifications:

<b>Specifications</b>
Must include open-license, closed source analysis software package compatible with Windows, Linux, and Mac operating systems
Must provide a saved data format that is exportable to other formats (specifically homer2) that can work with other software packages not provided with the system

### **4.4 Installation**

The Bidder must provide full on-site installation and configuration of the fNIRS system.

### **4.5 Acceptance Testing**

At the time of commissioning, the Bidder must demonstrate all equipment functions and capabilities.

### **4.6 Calibration**

The Bidder should provide calibration of the system as installed at the Toronto facility. Calibration must be done according to industry standards.

### **4.7 Training**

The Bidder must provide separate on-site training sessions for approximately 10 technical and scientific staff. Technical staff will require detailed knowledge of items related to actual data collection (i.e., fNIRS cap placement and maintenance, data acquisition and real-time software operation, safety measures). Scientific staff will require more advanced system operation training (i.e., knowledge of data acquisition configuration/setting options, data analysis options), and must be given demonstration of actual data collection and data analysis.

Training must be provided in English at the DRDC facility in Toronto, Ontario. The training must include system operation, software usage, maintenance procedures, and troubleshooting of the system. The Bidder must provide system calibration training.

On-site training must be completed within 2 weeks of installation. The exact date, time and location of the training will be mutually agreed-upon between the Bidder and the Technical Authority stated herein.

### **5.8 Consumable Supplies**

The Bidder must provide a starter kit of consumable supplies.

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File No. - N° du dossier  
KIN-7-48116

Buyer ID - Id de l'acheteur  
KIN508  
CCC No./N° CCC - FMS No./N° VME

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### **5.9 Warranty, Service, Support, and Updates**

The Bidder must provide a warranty on all fNIRS system parts for a duration 1 year from the date of delivery with an option to two additional 1 year periods.

The Bidder must provide customer technical support that is unrestricted in frequency of contact. Support must consist of consultations with respect to system configuration, use, and bug reporting. Communication must begin within 72 hours of the initial request for support.

The Bidder must provide all software fixes, patches, updates, upgrades, and new releases to the purchaser at no additional cost.

The word "updates" means all enhancements, extensions or other modifications to the software. The word "releases" means enhancements or modifications to the software or new modules or supplementary modules that function with the software, that represent the next generation of software, and which the Bidder usually makes available to its customers for an additional charge.

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## Annex "B"

### Pricing Basis

Item #	Description	Unit of Issue	Lot Price DDP
1	functional Near-Infrared Spectroscopy as outlined in Annex "A"	1	\$ _____
2.	Training	1	\$ _____
3	Warranty, Service, Support and Update	Date of Delivery to 31 March 2019	\$ _____
Option:	Warranty, Service, Support and Update	01 April 2019 to 31 March 2020	\$ _____
	Warranty, Service, Support and Update	01 April 2020 to 31 March 2021	\$ _____

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## **ANNEX “C” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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)

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**ANNEX "D"**  
**BIDDER FORMS**

**OEM Certification Form**

This confirms that the original equipment manufacturer (OEM) identified below has authorization the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below:

Name of OEM \_\_\_\_\_

Signature of authorized signatory of OEM \_\_\_\_\_

Print Name of authorized signatory of OEM \_\_\_\_\_

Print Title of authorized signatory of OEM \_\_\_\_\_

Address for authorized signatory of OEM \_\_\_\_\_

Telephone no. for authorized signatory of OEM \_\_\_\_\_

Fax no. for authorized signatory of OEM \_\_\_\_\_

Date signed \_\_\_\_\_

Solicitation Number \_\_\_\_\_

Name of Bidder \_\_\_\_\_

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## **ANNEX "E"**

### **SECURITY REQUIREMENTS CHECK LIST**

RECEIVED

JUN 09 2017



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

ln7719-185589

Security

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: DRDC, Toronto 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
Purchase and installation of a NIRS System (Functional Near-Infrared Spectroscopy). The contractor must also provide separate on-site training sessions for technical and scientific staff.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? [X] No / Non [ ] 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? [X] No / Non [ ] 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? [X] No / Non [ ] 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. [ ] No / Non [X] 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? [X] No / Non [ ] 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 [ ] NATO / OTAN [ ] Foreign / Étranger [ ]

7. b) Release restrictions / Restrictions relatives à la diffusion
No release restrictions / Aucune restriction relative à la diffusion [ ]
Not releasable / À ne pas diffuser [ ]
Restricted to: / Limité à: [ ]
Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information
PROTECTED A / PROTÉGÉ A [ ]
PROTECTED B / PROTÉGÉ B [ ]
PROTECTED C / PROTÉGÉ C [ ]
CONFIDENTIAL / CONFIDENTIEL [ ]
SECRET / SECRET [ ]
TOP SECRET / TRÈS SECRET [ ]
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) [ ]



Contract Number / Numéro du contrat W7719-185389/001/TOR.
Security Classification / Classification de sécurité UNCLASSIFIED

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



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**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).



Contract Number / Numéro du contrat W7719-185389/001/TOR
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization <sup>Project</sup> Authority / Chargé de projet de l'organisme Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Dr. Oshin Vartanian		Defence Scientist	
Telephone No. - N° de téléphone (416) 635-2000, extension 3008	Facsimile No. - N° de télécopieur (416) 635-3008	E-mail address - Adresse courriel Oshin.Vartanian@drc-rddc.gc.ca	Date 29 May 2017
14 Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Tippy Graham - DD50 - Information Security Analyst E-mail: tippy.graham@forces.gc.ca			
Telephone No. - N° de téléphone 416-996-8283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 07 June 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Tammy Weaver 413-545-9a59		Supply Specialist	Weaver, Tammy <small>Digitally signed by Weaver, Tammy Date: 2017.10.11 10:57:32 -0400</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jennifer Fyfe Mackay		Contract Security Officer	Jennifer Fyfe
Telephone No. - N° de téléphone 613-952-1541	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Jun 30 17