



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

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

Title - Sujet Blast Injury Research	
Solicitation No. - N° de l'invitation W7702-186056/A	Date 2018-03-05
Client Reference No. - N° de référence du client W7702-186056	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-11335	
File No. - N° de dossier EDM-7-40202 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-03-28	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Defence R&D Canada Suffield Bldg 560 Receiving 560 Mount Sorrell Road Ralston Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W7702-186056

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40202

Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

**TITLE: BLAST INJURY RESEARCH ENGINEERING SUPPORT – TASK AUTHORIZATION
CONTRACT**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements and the Security Requirements Checklist, the Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes as indicated in the Table of Contents.

1.2 Summary

- 1.2.1 DRDC – Suffield Research Centre is conducting a multi-year project to understand the effects of primary blast on the nervous system in order to facilitate the survivability and wellness of exposed Canadian Armed Forces (CAF) personnel. Integral to this effort is the development and refinement of blast and blast simulation equipment and instrumentation. In support of this research, there is a requirement for Contractor support in developing and executing scientific testing, in analysis and reporting of data, and in the design, modification and maintenance of experimental equipment/facilities. Suffield Research Centre requires these services on an as-and-when task authorization requested basis.

It is anticipated the contract will be effective from date of award to 2020-03-31 with the option to extend the term of the Contract by up to one (1) additional one (1) year period.

- 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 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 provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.4 The requirement is limited to Canadian goods and/or services.
- 1.2.5 This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

2.3.1 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.

2.3.2 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.

2.3.3 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 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/Management Bid (1 hard copy or 1 fax copy)
- Section II: Financial Bid (1 hard copy or 1 fax copy)
- Section III: Certifications (1 hard copy or 1 fax copy)
- Section IV: Additional Information (1 hard copy or 1 fax copy)

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.

3.1.1 Section I: Technical / Management Bid

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

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

In their management bid, Bidders must 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 Annex "A" - Statement of Work as well as the Sample Task Authorization in Appendix 1 to Annex "H". Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex "H" - 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 "H". 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.

3.1.2 Section II: Financial Bid

3.1.2.1 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 "H", 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".

3.1.2.2 Electronic Payment of Invoices – Bid

The Bidder must complete Annex "G" - Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.

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

If Annex "G" - 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.

3.1.3 Section III: Certifications

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

3.1.4 Section IV: Additional Information

3.1.4.1 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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Buyer ID - Id de l'acheteur
edm607
CCC No./N° CCC - FMS No./N° VME

Street Number / Street Name, Unit / Suite /
Apartment Number

City, Province, Territory / State

Country

Postal Code / Zip Code

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical / Management Evaluation

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

4.1.2 Financial Evaluation

- 4.1.2.1 Financial evaluation will be based on the total Ceiling Price quoted under Annex "H", Appendix 1, 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 "H" - SAMPLE TASK AUTHORIZATION.
- 4.1.2.2 The costs for the items in Appendix 1, section B, will be added together to obtain the Total Limitation of Expenditure for the Sample Task Authorization. The total Limitation of Expenditure quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described in the Basis of Selection.
- 4.1.2.3 Rates provided for pricing in Appendix 1 to Annex "H", 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.
- 4.1.2.4 SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical criteria; and
- c. obtain the required minimum of 70 percent (70%) of the maximum points available in EACH category subject to point rating:
 - i) 22 points for category 2.1 SAMPLE TASK AUTHORIZATION EVALUATION (Total points = 32);

- ii) 92 points for category 2.2 TECHNICAL/MANAGEMENT BID
(Total points = 132);

- 4.2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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 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 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 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](#).

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

5.2.3.2 Status and Availability of Resources

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3. 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>) website.

6.2 Controlled Goods Requirement

SACC Manual clause [A9130T \(2014-11-27\)](#), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 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.

7.1.2.1 Task Authorization Process

- a. The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex "E".
- b. 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.
- c. 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.
- d. 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.

7.1.2.2 Task Authorization Limit

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

Any task authorization to be issued in excess of that limit must be authorized by the Procurement Authority and Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

- a. 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 ten percent (10%) of the Maximum Contract Value.
- b. 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.
- c. 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.
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 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 "G". 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 ten (10) 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 (contracting authority to edit the text as applicable):

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.

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Defence Research and Development Canada – Suffield Research Centre. 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

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #W7702-186056

- 7.3.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding and Production Capabilities at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
- 7.3.1.2 This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- 7.3.1.3 The Contractor/Offeror personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL or SECRET** as required, granted or approved by the CISD/PWGSC.
- 7.3.1.4 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive **PROTECTED/CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
- 7.3.1.5 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 7.3.1.6 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).

NOTE: There are **multiple levels of personnel security screenings** associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings.

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **date of Contract to 2020-03-31** inclusive.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period (2020-04-01 to 2021-03-31) 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 thirty (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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson
Procurement Specialist
Public Services and Procurement Canada
Procurement and Compensation Branch, Western Region
ATB Place, North Tower, 5th Floor
10025 Jasper Avenue NW
Edmonton, AB T5J 1S6

Telephone: 780-497-3593

Facsimile: 780-497-3510

Email address: lorraine.jenkinson@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

(To be named in the Contract.)

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

7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

(To be named in the Contract.)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has

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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.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
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

7.7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- 7.7.1.1. 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 \$_____. Customs duties are included and Applicable Taxes are extra.
- 7.7.1.2. 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.
- 7.7.1.3. 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.
- 7.7.1.4. 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.

7.7.2 Basis of Payment - Task Authorizations

- 7.7.2.1 The Basis of Payment, Annex "B", 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:
- (a) For Firm Price Task Authorizations 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.

- (b) For Task Authorizations subject to a 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.

- (c) For Task Authorizations subject to a Limitation of Expenditure: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

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

7.7.3 Method of Payment

7.7.3.1 For Firm Price Task Authorizations

7.7.3.1.1 Single Payment

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

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

7.7.3.1.2 Milestone Payments Subject to a Holdback

- a) 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, up to 90 percent of the amount claimed and approved by Canada if:
 - (i) 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;
 - (ii) 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;

- (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
 - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the 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.

7.7.3.1.3 Milestone Payments Not Subject to a Holdback

- a) 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:
 - (i) 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;
 - (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
 - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price

7.7.3.2.1 Single Payment

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

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

7.7.3.2.2 Progress Payments Subject to a Holdback

- a) 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 Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
 - i. an accurate and complete claim for payment using form PWGSC-WR01 and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii. the amount claimed is in accordance with the basis of payment;
 - iii. the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
 - iv. all certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives.

- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the 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.

7.7.4 SACC Manual Clauses

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

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

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

[C0102C \(2010-01-11\)](#), Discretionary Audit - Canadian Universities and College (*universities & colleges only*)

7.7.5 Electronic Payment of Invoices – Contract

Contracting officers must reproduce below, the information from Annex "G" Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.

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)

7.8 Invoicing Instructions

7.8.1 For Task Authorizations subject to Single Payment

- 7.8.1.1 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.
- 7.8.1.2 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 For Task Authorizations subject to Milestone Payments

- 7.8.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. 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.

7.8.3 For Task Authorizations subject to Progress Payments

7.8.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) 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 per cent, if applicable;
- g) a copy of the monthly progress report as detailed in the Task Authorization.

7.8.4 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.

7.8.5 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 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 "D" stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 27 and 28 of general conditions [2040](#).

7.9.3 SACC Manual Clauses - Canadian content

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040](#) (2016-04-04), General Conditions - Research & Development;;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;

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- (f) Annex D, Disclosure Certification;
(g) the signed Task Authorizations (including all of its annexes, if any);
(h) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*", as clarified on _____" **or** ",as amended on _____" *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Defence Contract

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

7.13 SACC Manual clauses

[A2000C \(2006-06-16\)](#), Foreign Nationals (Canadian Contractor)
[A9062C \(2011-05-16\)](#), Canadian Forces Site Regulations
[B6800C \(2007-11-30\)](#), List of Non-consumable Equipment and Material

7.14 Insurance Requirements

SACC Manual clause [G1005C \(2013-01-28\)](#), Insurance - No Specific Requirement

7.15 Controlled Goods Program

7.15.1 Controlled Goods

The Contract involves controlled goods as defined in the Schedule to the [Defence Production Act](#). The Contractor must identify those controlled goods to the Department of National Defence.

7.15.2 Controlled Goods Program – Contract

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

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Blast Injury Research Engineering Support – Task Authorization Contract

2. BACKGROUND

DRDC – Suffield Research Centre is conducting a multi-year project to understand the effects of primary blast on the nervous system in order to facilitate the survivability and wellness of exposed Canadian Armed Forces (CAF) personnel. Integral to this effort is the development and refinement of blast and blast simulation equipment and instrumentation. In support of this research, there is a requirement for Contractor support in developing and executing scientific testing, in analysis and reporting of data, and in the design, modification and maintenance of experimental equipment/facilities. Suffield Research Centre requires these services on an as-and-when task authorization requested basis.

To illustrate the scope of this work, one task is described in some detail below. This discussion, centred around the development and fabrication of a variable duration Advanced Blast Simulator (ABS), is not meant to be complete or exhaustive, or to define the entire scope of this contract; rather, it is intended to illustrate the types of activities that might be required under a given Task Authorization Statement of Work.

2.1 Design, Fabrication and Installation of Next Generation End Wave Eliminator

The effects of blast on the brain are complex and can be divided into several different categories dependent on causation. Thus primary blast injury is caused by the explosive driven shockwave, secondary injury is due to penetrating projectiles and tertiary injury results from the concussive and whiplash effects of being thrown. While the latter two types of injury are relatively well understood, the sequelae of primary blast are poorly understood, partially due to the technical challenges associated with open-field blast studies and simulating blast in the laboratory. DRDC - Suffield Research Centre (SRC) has developed an Advanced Blast Simulator (ABS30) to simulate primary blast. It has been characterised as reproducibly generating static overpressures of 5-30 psi with durations of ~5-7 msec, and has been used in a variety of studies to assess the effects of primary blast on biological targets. This ABS currently utilizes an End Wave Eliminator (EWE) that prevents rarefaction waves from progressing back up the tube, thus corrupting the wave form. While this EWE is effective at overpressures up to ~25 psi, at higher pressures the EWE cannot be vented adequately to prevent rarefaction.

There is a requirement to develop the EWE so that it is tunable, and effective at preventing rarefaction artifacts at pressures ranging from 15 to 40 psi. The final design will also serve as a prototype to be used with other shock tubes having different specifications. The development of a tunable EWE that is effective at pressures ranging from 15-40 psi requires Contractor support in the design, fabrication and testing of the unit. It is anticipated that the Contractor will use the existing EWE housing.

3. ACRONYMS

CG	Controlled good
DRDC	Defence Research and Development Canada
EPG	Experimental Proving Ground
GFE	Government furnished equipment
GSM	Government supplied material
HME	Homemade explosives
IED	Improvised explosive device
SOW	Statement of Work
SRC	Suffield Research Centre

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TA	Technical Authority
TBI	Traumatic Brain Injury
CAF	Canadian Armed Forces
ABS	Advanced Blast Simulator
EWE	End Wave Eliminator

5. TASKS

5.1 Maintenance and Repair of Experimental Facilities

The Contractor will provide maintenance and repair of research equipment and facilities as defined in the Statement of Work for a given Task Authorization. These duties will include:

- a) performing repairs, upgrades, and alterations of trial site equipment and facilities at Bldg 19 or EPG sites as needed to ensure proper operation; and
- b) Performing repairs, upgrades, and alterations as needed on instrumentation, control systems, and tools to ensure proper data collection at various EPG sites and Bldg 19, including data acquisition systems, gauges, cabling, photo-instrumentation systems, and 3D printers.

5.2 Specialized Design and Manufacture of Experimental Apparatus

The Contractor will provide specialized design of experimental apparatuses, software, and targets. As defined in the Statement of Work for a given Task Authorization, the Contractor will design experimental apparatus for the generation and measurement of simulated blast, or of explosion dynamics and blast effects which may involve the following:

- (a) numerical modeling to establish the design parameters;
- (b) producing technical drawings of apparatus for construction and machining;
- (c) providing technical support for assembly of apparatus and installation of instrumentation for experiments;
- (d) supporting the development of experimental software and analysis tools; and
- (e) Operating 3D printer equipment.

5.3 Assistance in Performing Field Trials and Experimental Research Tasks

The Contractor will support ongoing experiments involving blast or simulated blast. These duties will include:

- (a) preparing target holders/stands/containers;
- (b) setting up and tearing down experimental apparatus;
- (c) installing and removing pressure transducers, accelerometers, cabling, and other instrumentation;
- (d) assisting with data acquisition dry runs; and
- (e) Consolidating data into an electronic media format such as PDF or database.

Assistance with performing various trials will be required in other blast injury research areas. As defined in the Statement of Work for a given Task Authorization, the Contractor will:

- a) set up explosion dynamics trials at EPG sites, including preparation of apparatus and instrumentation;
- b) assist in trial firings by working together with personnel in technical support teams, such as instrumentation, photo support, explosive technicians, and trial safety officers;
- c) conduct data reduction and analysis, collect and organize recorded trial data, provide data reduction and analysis of underwater (UNDEX) experimental data, and perform numerical modeling of explosive phenomena as needed to support data analysis; and
- d) Finalize reduced data for inclusion in reports, presentations, and other electronic media deliverables.

- e) Off-site engineering materials testing. The contractor will collect material samples and initiate testing at accredited off-site laboratories in accordance with standards specified by the Technical Authority. The Contractor will provide analysis and/or engineering interpretation of test results as defined in the Statement of Work for the Task Authorization.

6. DELIVERABLES

6.1 Deliverables for task 5.1

The deliverables will consist of successful field trials and research activities.

6.2 Deliverables for task 5.1

The deliverables will consist of fully operational test facilities, which will include functional cabling and equipment to support the deployment of apparatuses and instrumentation.

6.3 Deliverables for task 5.2

The deliverables will consist of designs and/or functional apparatuses, software, and targets for use in field or laboratory trials. This may include source files, executables, numerical simulations or drawings as necessary using MATLAB, SolidWorks, Autodesk Inventor, AutoCAD, or other format suitable to the TA.

6.4 Deliverables for task 5.3

The deliverables will consist of providing engineering and technical support for preparation of trials including preparation of the trial site, preparation of testing rigs and test articles, installation of gauges and instrumentation, assisting DRDC Suffield trials support personnel in carrying out and completing trials, and post-trial clean-up of the DRDC SRC test facilities.

The deliverables will also consist of reduced and analyzed data from trials. The data and analysis results will be delivered in an electronic format specified by the TA. If numerical modeling is required to support the data analysis or experimental design, all input and output files will be delivered in electronic format to the TA.

7. DATE OF DELIVERY

All deliverables will have specified dates within each Task Authorization Statement of Work.

8. LANGUAGE OF WORK

English only will be used for all forms of communication.

9. LOCATION OF WORK

The work must be performed at the contractor site and at DRDC:

Defence Research and Development Canada – Suffield Research Centre
Experimental Proving Ground and Building 19
Ranson, Alberta T0J 2N0
Canada

10. TRAVEL

There will be no reimbursement for travel expenses between the Medicine Hat to Suffield corridor.

There is no requirement for travel outside the Medicine Hat to Suffield area.

11. MEETINGS

The Contractor will communicate weekly by telephone or email, in order to keep the TA informed of progress. In person meeting requirements will be identified in each Task Authorization Statement of Work.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

If required, the GSM will be stated in each Task Authorization Statement of Work.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

As defined in specific Task Authorization Statements of Work, the Contractor will receive access to the DRDC SRC test facilities and their operational equipment, potentially including the site computing system and the transducer calibration test lab, including documentation. If required, the GFE will be stated in each Task Authorization Statement of Work.

Other than that identified in the Task Authorization Statement of Work, the Contractor must provide any necessary computer, internet, email, and/or cellular phone which may be necessary. For the purposes of this contract, the Contractor will have access to DRDC Suffield facilities during normal operating hours (0700-1700hr Mon-Thurs and 0800-1500hrs Fri). Access during silent hours will be arranged with the TA when needed.

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

14. SPECIAL CONSIDERATIONS

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

14.2 DRDC-Suffield General Contract Safety & Security Requirements

(a) GENERAL EXPERIMENTAL PROVING GROUNDS (EPG) SAFETY AND ACCESS INFORMATION

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

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

(b) WORK-SPECIFIC SAFETY BRIEFING

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

and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

(c) **OBSERVANCE OF ON-SITE SAFETY, HEALTH AND ENVIRONMENTAL STANDARDS ON PROTECTION OF PROPERTY**

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

(d) **COMPLIANCE**

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

15. SECURITY

There is a security requirement. A security requirements checklist is attached.

16. Controlled Goods

- ☐ Not applicable
☒ Applicable

This requisition involves Controlled Goods. In addition to being involved in explosive trials, both land-based and underwater, the Contractor will be providing design, engineering, construction, installation, maintenance and general technical support potentially relating to vehicles, and counter-IED systems and installation support for various vehicle and Counter-IED systems. These systems and activities are captured throughout section 2, and in section 6-11 of the Guide to Canada's Export Controls, and in the Schedule to the Defence Production Act.

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ANNEX "B" - BASIS OF PAYMENT

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

(Note: line items listed below are considered "as applicable")

Contract Period : Option Period:
date of award to 2020-04-01 to
2020-03-31 2021-03-31

1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

Title / Name	Firm Daily/Hourly Rate	Firm Daily/Hourly Rate
a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
e)		
f)		

2. Material and supplies at laid down cost without mark-up, including (list items).
3. Purchased equipment at laid down cost without mark-up, including (list items).
4. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees" are applicable.

All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

OR

5. Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.
(Applicable to Universities only)
6. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).

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7. Computing charges at standard university rates.
(Applicable to Universities only)

8 Standard University Overhead as follows:
(Applicable to Universities only)

- a) at a maximum 65% of on-campus labor (item 1)
- b) at a maximum 30% of off-campus labour (item 1)
- c) at a maximum 2% of travel expenses (item 6)

Total Estimated Overhead:

9. Profit at a firm ____% of items __, __, __, __ above, not to exceed.

Total Estimated Cost to a Limitation of Expenditure:

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

ANNEX "C" - SECURITY REQUIREMENTS & SECURITY REQUIREMENTS CHECK LIST

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

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

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Part B - Multiple Levels of Personnel Screening: Security Classification Guide

To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.

Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
RELIABILITY, CONFIDENTIAL	CONTRACTOR AND SUBCONTRACTOR PERSONNEL LABOURER/GENERAL LABOUR	ACCESS TO DRDC SUFFIELD FACILITIES, NO ACCESS TO CLASSIFIED DOCUMENTS.	NONE
SECRET	ENGINEER/DATA ANALYSIS AND/OR COMPUTER MODELLING OR PROGRAMMING	ACCESS TO DRDC SUFFIELD FACILITIES, LIMITED ACCESS TO SECRET INFORMATION	NONE
UNCLAS	CONTRACTOR AND SUBCONTRACTOR PERSONNEL LABOURER/GENERAL LABOR	NO ACCESS TO DRDC SUFFIELD FACILITIES, NO ACCESS TO CLASSIFIED DOCUMENTS	NONE

Part C – Safeguards / Information Technology (IT) Media – 11d = yes

IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INSTRUCTIONS

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ANNEX - ANNEXE "C"

Government
of CanadaGouvernement
du CanadaContract Number / Numéro du contrat
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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		2. Branch or Directorate / Direction générale ou Direction	
DRDC		Suffield	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provision of Energetic Material Synthesis, Processing, and Trial Support			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" 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? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<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"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<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"/>

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Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non 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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

☒ CONFIDENTIAL
CONFIDENTIEL

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☒ SECRET
SECRET

☐ NATO SECRET
NATO SECRET

☐ TOP SECRET
TRÈS SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux : 10b unclassified work being performed off site, unclassified personnel will access only 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 ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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	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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

C Richard Findlay

Title - Titre

Major

Signature

Telephone No. - N° de téléphone
403-544-4011-5216

Facsimile No. - N° de télécopieur
403-544-4704

E-mail address - Adresse courriel
charles.findlay@forces.gc.ca

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

25 OCT 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?

☐ No
☒ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Lorraine Jenkinson

Title - Titre

Procurement Specialist

Signature

Telephone No. - N° de téléphone
587-337-2458

Facsimile No. - N° de télécopieur
780-497-3510

E-mail address - Adresse courriel
lorraine.jenkinson@pwgsc-tpsgc.gc.ca

Date

2018-01-25

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name

Paul Lepinski

Signature

Telephone

Agent à la Sécurité des contrats | Contract Security Officer
Programme de la Sécurité industrielle | Industrial Security Program
Paul.Lepinski@tpsgc-pwgsc.gc.ca
Téléphone: 613 957-1294

Address - Adresse courriel

Date

14-NOV-2017

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IT Security Requirements

For

Contract W7702-186056

Between

Department of National Defence (DND)

And

{Contractor Name}

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1. Introduction

This document outlines the Information Technology (IT) Security requirements for the Department's current contract {Contract #W7702-186056} with {Contractor} for the processing of sensitive data up to and including the level of Secret. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum IT Security safeguards required in order that the processing of sensitive information be approved by the Department of National Defence's IT Security Coordinator (ITSC).

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

2. Mandatory Prerequisites

2.1. PWGSC Validation for Physical Security

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

2.2. Personnel Security

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

2.3. Information Security

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

3. Minimum IT Security Requirements

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by the Departmental IT Security Coordinator, DND retains the right to conduct inspections of the {Contractor Name} facility to ensure compliance with Government of Canada

standards and policies with respect to prevention, detection, response and recovery requirements in the *Operational Security Standard: Management of Information Technology Security (MITS)*.

3.2. Adherence to Government Policies

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

3.2.1 Prevention

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

3.2.1.1 *Physical Security within the IT Security Environment*

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

3.2.1.2 *Cryptography, Network Security and Perimeter Defence*

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

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

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

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

3.2.1.3 *Storage, Disposal and Destruction of IT Media*

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

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

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

3.2.1.4 *Authorization and Access Control*

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

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

3.2.1.5 *Mobile Computing and Teleworking*

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

3.2.1.6 *Emanations Security*

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

3.2.1.7 *Telecommunications Cabling*

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

3.2.1.8 *Software Integrity and Security Configuration*

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

3.2.1.9 *Malicious Code*

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

3.2.2 *Detection*

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

3.2.3 Response and Recovery

3.2.3.1 Incident Response

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

3.2.3.2 Incident Reporting

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

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

3.2.3.3 Recovery

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

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ANNEX "D" – DISCLOSURE 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

Lorraine Jenkinson
Procurement Specialist
Public Services and Procurement 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: BLAST INJURY RESEARCH ENGINEERING SUPPORT – TASK
AUTHORIZATION CONTRACT**

(Department of _____, Prof. _____)

Please tick appropriate box:

- ☐ We hereby certify that all applicable disclosures were submitted in compliance with Section 27 and 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 27 and 28, General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

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ANNEX "E" - DND 626 TASK AUTHORIZATION FORM

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 <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<div style="border: 1px solid black; padding: 5px;"> <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> </div>	
Delivery location – Expédiez à	<div style="border: 1px solid black; padding: 5px;"> <p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right; font-size: small;">for the Department of National Defence pour le ministère de la Défense nationale</p> </div>	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="border: 1px solid black; padding: 5px;"> <p>_____</p> </div>	
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> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>		
<div style="border: 1px solid black; padding: 5px;"> <p>_____</p> <p style="text-align: center; font-size: small;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p> </div>		

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.

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ANNEX "F" - 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:

WST-PA-EDM@pwgsc.gc.ca

OR

Facsimile: (780) 497-3510

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ANNEX "G" - ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

ANNEX "H" - EVALUATION CRITERIA

1. Mandatory Technical Criteria

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

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

If the supporting documentation 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.

	Mandatory Technical Criteria	YES	NO
M1	Education: The proposed team must include personnel with a technical diploma (e.g. SAIT), graduate (Bachelor or post-graduate (Master or Ph.D.) in mechanical or aerospace engineering from a recognized institution.		
M2	Certification: The proposed team must include a Project Manager that is a registered Professional Engineer. Proof of certification is required.		

2. Point-Rated Evaluation Criteria

- Each evaluation criterion has a number allotment ("weight") that reflects its importance within the bid. The degree to which the bid satisfies the requirement of each criterion will be assessed and a rating will be assigned ranging from 0 to 4, as described below. A score will be assessed by multiplying the weight by the rating.
- Each bid must achieve a minimum score of 70% of the maximum points available in EACH category subject to point rating. Bids that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

2.0	POINT RATED CRITERIA (Rating: 4=excellent, 3=very good, 2=good, 1=limited, 0=nothing)
2.1	Sample Task Authorization Evaluation 4 – Excellent: The understanding is beyond expectations. The text is concise, without any confusion. All key issues are raised and some are beyond expectations. 3 – Very Good: The text is concise, without any confusion. All expected key issues are raised. 2 – Good: The text is relatively concise, without any major confusion. Most of the expected key issues are raised. 1 – Limited: The text is not concise enough, there is some major confusion, or most of the expected key issues are missing.

		WEIGHT	RATING	SCORE
2.1.1	Understanding of scope and objectives. The Bidder should include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed Work, the reasons for carrying it out as proposed and the benefits to be derived. In particular, there should be an obvious appreciation of blast physics, blast testing, and blast simulation.	2.0		
2.1.2	Proposed work feasibility, approach and methodology. 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.	2.0		
2.1.3	Work plan, schedule and deliverables. The Bidder should include a list of specific tasks and deliverables and the proposed schedule for completion of the work or delivery.	1.0		
2.1.4	Recognition of problems and solutions proposed. The Bidder should state any major difficulties that are anticipated and explain how it would address these difficulties.	2.0		
2.1.5	Demonstrated original and innovative ideas. The Bidder should propose modern solutions for completion of the work	1.0		
	Maximum points available	32.0		
	Minimum points acceptable	22.0		
	Points awarded			
2.2	Technical/Management Bid 4 – Excellent: 15 years or more experience. 3 – Very Good: 10 years or more experience 2 – Good: 5 years or more experience. 1 – Limited: 1 year or more experience.			
		WEIGHT	RATING	SCORE
2.2.1	Project Manager - qualifications as a Professional Engineer and relevant experience in blast related research, including his/her position within the organization. The Bidder should provide the name of the Project Manager who will be assigned and prove his/her education, qualifications and years of experience.	3.0		

2.2.2	<p>Two additional key personnel (i.e. other than the Project Manager) - relevant qualifications (professional engineer or technologist) and combined experience (in blast related research) proven by similar or related work.</p> <p>The Bidder should provide the names of all other key personnel who will be assigned to this requirement, demonstrating their education, qualifications and experience. Their curriculum vitae should also be included.</p>	8.0		
2.2.3	<p>Specialized training and experience in numerical simulation: years of experience in usage of Finite Element Analysis Codes and Computational Fluid Dynamics Codes.</p> <p>The Bidder should provide the name of the personnel who will be assigned to this requirement, demonstrating their education, qualifications and years of relevant experience. Their curriculum vitae should also be included.</p>	4.0		
2.2.4	<p>Specialized training and experience in mechanical design: years of experience in drafting and producing engineering drawings for fabrication.</p> <p>The Bidder should provide the name of the personnel who will be assigned to this requirement, demonstrating their education, qualifications and years of relevant experience. Their curriculum vitae should also be included.</p>	4.0		
2.2.5	<p>Bidder's organization – its relevant experience and competence proven by similar or related work in Design and Fabrication.</p> <p>The bidder must should demonstrate experience in designing and fabrication of test equipment for shock wave experiments. At least two years of experience must be demonstrated in each of the following areas: 1) shock tube and associated instrumentation design and fabrication; and 2) non-shock/blast tube design and fabrication studies.</p> <p>Rating: 0 points - No experience 1 points - less than 2 years in each area 2 points - 2 years in each area 3 points - 5 years in each area 4 points - greater than 5 years in each area</p>	6.0		

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2.2.6	<p>Bidder's organization - its relevant experience and competence proven by similar or related work in Field Trials.</p> <p>The bidder must demonstrate experience in designing and conducting field experiments in the area of explosion phenomenology. At least two years of practical experience must be demonstrated in each of the following areas: 1) blast effects on structures, 2) blast / shock wave measurements, 3) explosion dynamics, 4) data reduction and analysis of blast data, and 5) use of numerical modeling using Finite Element and/or Computational Fluid Dynamics codes.</p> <p>Rating:</p> <ul style="list-style-type: none"> - less than 2 years in each area: 0 points - 2 years in each area: 1 point - 5 years in each area: 2 points - 8 years in each area: 3 points - 10 or more years in each area: 4 points 	8.0		
	Maximum points available	132.0		
	Minimum points available	92.0		
	Points awarded			
	MAXIMUM TOTAL POINTS AVAILABLE	164.0		
	TOTAL POINTS AWARDED			

APPENDIX 1 TO ANNEX "H" - SAMPLE TASK AUTHORIZATION

A. Sample Task Authorization Statement of Work

1. TA-X – Design, Fabrication and Development of a Variable Duration ABS

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 the main contract W7702-186056:

- This task falls under the scope of work of the contract described in Section 5-2 "Specialized Design and Manufacture of Experimental Apparatus".

3. Background

Many laboratories utilize shock tubes to simulate blast for studies investigating the effects of blast on the body. DRDC SRC has developed an Advanced Blast Simulator (ABS30) that simulates free-field blast with high fidelity. Although this ABS represents a vast improvement over shock tubes utilized by the majority of the blast injury research community, the shock wave durations are too long for the relatively small targets utilized.

There is a requirement to develop the capability to generate shock waves with significantly shorter durations so as to facilitate studies that i) don't introduce scaling issues with small targets and ii) investigate the relative importance of the different components of a shock wave (i.e. overpressure, duration, impulse) in producing brain injury.

The development of the apparatus (ABS) with which to create short duration (~0.5-4.0 msec) shock waves requires Contractor support in the design, fabrication and testing its various components (i.e. driver, transition section, test section, end wave eliminator).

It is anticipated that this effort will be conducted over a three month period, and that the effort will involve the equivalent of two technologists working 1/2 time over this time.

4. Acronyms

CG	Controlled good
DRDC	Defence Research and Development Canada
EPG	Experimental Proving Ground
GFE	Government furnished equipment
GSM	Government supplied material
SRC	Suffield Research Centre
SOW	Statement of Work
TA	Technical Authority
ABS	Advanced Blast Simulator

5. Applicable Documents & References

None

6. Tasks to be Performed

- 6.1 The contractor will consult with the Technical Authority with respect to the specification parameters and requirements.
- 6.2 The contractor will produce engineering drawings of the proposed ABS for Technical Authority review and consultation.

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- 6.3 The contractor will fabricate the required experimental apparatus.
- 6.4 The contractor will assemble the complete ABS in Bldg 19, DRDC-SRC.
- 6.5 If required, and based on experimental findings using the ABS, the contractor will modify components to satisfy the task requirements.
- 6.6 The contractor must supply engineering drawings of the final iteration of the experimental apparatus.

7. Deliverables

Number	Task reference	Description of the Deliverables	Quantity and Format
7.1	6.1	Discussions with TA.	1
7.2	6.2	Production of engineering drawings of ABS components.	1
7.3	6.3	Fabrication of ABS components.	1 lot
7.4	6.4	Installation of ABS components.	1 lot
7.5	6.5	Alteration of ABS components and subsequent installation (if required).	1 lot
7.6	6.6	Completed final engineering drawings of final EWE components.	1 (electronic format compatible with DRDC software)

8. Date of Delivery

All work must be completed by 2018-06-30

9. Language of Work

English

10. Location of Work

The work must be performed at the contractor site and at DRDC:

Defence Research and Development Canada – Suffield Research Centre
Experimental Proving Ground and Building 19
Suffield area, AB.
Canada

11. Travel

The Contractor is required to travel to the following location under the following tasks:

Task: 6.1-6.5

Location: DRDC Suffield

Address:

Defence Research and Development Canada – Suffield Research Centre
Bldg 19 and Experimental Proving Ground
CFB Suffield, Ralston Alberta T0J 2N0
Canada

Duration: from award of task to 30 June 2018

Frequency: As needed within task duration to perform tasks.

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There will be no reimbursement for travel expenses between the Medicine Hat to Suffield corridor.
There is no requirement for travel outside the Medicine Hat to Suffield area.

12. Meetings

Weekly meetings in person or phone/email communications are required to keep the TA informed of progress.

13. Government Supplied Material (GSM)

All trial/test related equipment and supplies.

14. Government Furnished Equipment (GFE)

GFE1: Tools and equipment on location

15. Special Considerations

None

16. Security

REQUIRED SECURITY CLEARANCE FOR PERSONNEL

Minimum: Reliability Status.

17. Intellectual Property (IP) Ownership

Intellectual Property will be developed or created in relation to the Work under this task authorization.
Canada to Own Intellectual Property Rights in Foreground Information.

18. Controlled Goods

Applicable

19. Basis of Payment Requested

- ☐ Firm price
- ☐ Ceiling price
- ☒ Limitation of expenditure

20. Method of Payment Requested

- ☐ Single payment
- ☐ Milestone payments
- ☒ Progress payments

21. Technical Authority Information

To be named upon contract award.

B. Basis of Payment for Sample Task Authorization

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 must 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 limitation of expenditure for the Sample Task Authorization. This value will then be used for evaluation purposes only.

Maximum Task Value of \$100,000.00 including GST.

(Note: line items listed below are considered "as applicable")

1.		Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.			
	Title / Name	Firm Daily/Hourly Rate	Est. Days/Hours		
	a)	@		(est.)	\$
	b)	@		(est.)	\$
	c)	@		(est.)	\$
	d)	@		(est.)	\$
	Total Estimated Labour:				
For this Sample Task Authorization, identify:					
2.	Material and supplies at laid down cost without mark-up, including (list items).			(est.)	\$
3.	Purchased equipment at laid down cost without mark-up, including (list items).			(est.)	\$
4.	Subcontracting at actual cost incurred without mark-up, (subcontractor name)			(est.)	\$
5.	The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp),			(est.)	\$

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	and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.		
OR			
5.	Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel. <i>(Applicable to Universities only)</i>	(est.)	\$
6.	Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).	(est.)	\$
7.	Computing charges at standard university rates. <i>(Applicable to Universities only)</i>	(est.)	\$
8.	Standard University Overhead as follows: <i>(Applicable to Universities only)</i>	(est.)	\$
	a) at a maximum 65% of on-campus labour (item 1)	(est.)	\$
	b) at a maximum 30% of off-campus labour (item 1)	(est.)	\$
	c) at a maximum 2% of travel expenses (item 6)	(est.)	\$
	<i>Total Estimated Overhead:</i>	(est.)	\$
9	Profit at a firm __% of items __, __, __, __ above, not to exceed.	(est.)	\$
	Total Limitation of Expenditure for Sample Task Authorization:		\$

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