



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Security of Embedded Systems	
Solicitation No. - N° de l'invitation W7701-186800/A	Date 2018-06-28
Client Reference No. - N° de référence du client W7701-186800	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-028-17433	
File No. - N° de dossier QCL-8-41016 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-23	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Roy, Josée	Buyer Id - Id de l'acheteur qcl028
Telephone No. - N° de téléphone (418) 649-2932 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R et D Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier Bâtisse 53 2459 route de la Bravoure QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc	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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W7701-186800

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Buyer ID – id de l’acheteur
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PART 1 - GENERAL INFORMATION

1. INTRODUCTION

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Contractor Disclosure of Foreground Information, the Security Requirements Check List and Form DND 626 – Task Authorization Form.

The Attachments include the Financial Bid Presentation Sheet, the Evaluation of Price, the Mandatory and Point-Rated Technical Criteria, Electronic Payment Instruments and Federal Contractors Program for employment equity – certification.

2. SUMMARY

(a) Title: Security of embedded systems

(b) Description of Work

Embedded systems are now part of billions of everyday consumer and industrial devices. For example, Internet-of-things devices rely extensively on embedded systems. The security of these systems is different from traditional information technology systems. They often do not use an operating system and rely on embedded communication protocols for which few tools exist.

Studying the security of embedded system hardware and software requires a different set of knowledge and expertise. It also requires tailored methodologies and tools, many of which do not exist yet. Also, the problem of security of embedded systems is not fully understood. This Work aims at developing security tools and methodology, use them to better understand the security posture and to test various mitigation solutions.

Task 1 – Characterize an embedded system

Task 2 – Find vulnerabilities and security measures

Task 3 – Test vulnerabilities and assess their impact

Task 4 – Identify potential mitigation solution(s) that would reduce the risk

Task 5 – Develop new mitigation solutions

Task 6 – Develop testbed to study the embedded system in a laboratory environment

Task 7 – Develop testing procedures and conduct field trials

Task 8 – Assess security standards and protocols

(c) **Client Department**

The organization for which the services are to be rendered is Defence Research and Development Canada – Valcartier Research Centre.

(d) **Period of the Contract**

The period of the Contract is from Contract award to 5 years after Contract award.

(e) **Important Information**

- i. 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.
- ii. Defence Research and Development Canada - Valcartier Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- iii. Work Location: At least 85% of the Work must be executed at Defence Research and Development Canada – Valcartier Research Centre (2459, de la Bravoure Rd., Québec, QC, G3J 1X5, CANADA).
- iv. The requirement is limited to Canadian services.
- v. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vi. 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).
- vii. The estimated amount of available funding is \$5 000 000.00 Applicable Taxes extra.
- viii. All or parts of the Work will be performed on an "as and when requested basis", using a Task Authorization (TA). A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

-
- ix. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Attachment titled Federal Contractors Program for Employment Equity - Certification.

3. DEBRIEFINGS

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

PART 2 - BIDDER INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

1.1 SACC Manual Clauses

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

2. SUBMISSION OF BIDS

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

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

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

3. FORMER PUBLIC SERVANT- COMPETITIVE BID

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

4. COMMUNICATIONS - SOLICITATION PERIOD

All enquiries must be submitted in writing to the Contracting Authority, preferably via email, at Josee.Roy@tpsgc-pwgsc.gc.ca, **no later than eight (8) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

5. APPLICABLE LAWS

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

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

6. BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY

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

- national security;
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software;

7. MAXIMUM FUNDING

The maximum funding available for the contract resulting from the bid solicitation is \$5 000 000.00 (Applicable Taxes extra, as appropriate). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

1. BID PREPARATION INSTRUCTIONS

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

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

- Section I: Technical Bid (5 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

1.1 SECTION I: TECHNICAL BID

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

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

- (b) The technical bid consists of the following:
 - (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Attachment 3.

-
- (ii) Each criterion should be addressed separately.
 - (iii) In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory and rated), the Bidder must clearly indicate the name of the proposed resources. Each resource must be proposed for at least one category in Attachment 3.
 - (iv) The technical bid should demonstrate that each proposed resources meets the qualification requirements described in Attachment 3 - Mandatory and Point Rated Technical Criteria:
 - (A) Proposed resources may be employees of the Bidder or employees of a subcontractor.
 - (B) For educational requirements, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
 - (C) For any requirements that specify a particular time period (for example, 2 months) of work experience, Canada will disregard any information about experience if the experience claimed does not include the relevant dates (the start date and end date).
 - (D) For work experience to be considered by Canada, the Bidder must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

1.2 SECTION II: FINANCIAL BID

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

- (a) Bidders must submit a firm all-inclusive hourly rate for each proposed resource, for each period of the contract.
- (b) Each proposed resource for a category must be indicated in section 1. Labour of Attachment 1 – Financial Bid presentation sheet.
- (c) Bidders must submit their Financial Bid in accordance with the Financial Bid Presentation Sheet at Attachment 1.
- (d) Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included

1.3 SECTION III: CERTIFICATIONS

Bidders must submit the certifications required under Part 5 and must provide the Federal Contractors Program for Employment Equity – Certification in Attachment 5.

1.4 SECTION IV: ADDITIONAL INFORMATION

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

-
- (b) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- (c) Security Information:
- a. Name of the individual as it appears on security clearance application form
 - b. Security Screening Certificate form file number
- (d) Canada requests that bidders provide the following information:

Administrative representative :

Name : _____

Telephone : _____

Facsimile : _____

Email : _____

Technical representative :

Name : _____

Telephone : _____

Facsimile : _____

Email : _____

2. ELECTRONIC PAYMENT OF INVOICES – BID

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 4 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 4 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. EVALUATION PROCEDURES

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

1.1.2 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bidders must present their financial bid in accordance with article 1.2, Section II: Financial Bid of Part 3 of the Request for Proposals.

1.2.2 Evaluation of Price

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

The evaluation of price will be conducted by calculating the "Bid Price" using Attachment 1 – Financial Bid Presentation Sheet.

The evaluation of price process is described in Attachment 2, Evaluation of Price.

2. BASIS OF SELECTION

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

- 1. To be declared responsive, a bid must:

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 284 and the lowest evaluated price is \$4 667 889.15.

		Bidder	
		Bidder 1	Bidder 2
Overall Technical Score		275/284	250/284
Bid Evaluated Price		\$5 316 714.00	\$4 667 889.15
Calculations	Technical Merit Score	$275/284 \times 60 = 58.10$	$250/284 \times 60 = 52.82$
	Pricing Score	$(\$4\,667\,889.15 / \$5\,316\,714.00) \times 40 = 35.12$	$(\$4\,667\,889.15 / \$4\,667\,889.15) \times 40 = 40$
Combined Rating		93.22	92.82
Overall Rating		1st	2nd

PART 5 - CERTIFICATIONS

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

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

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

1. CERTIFICATIONS REQUIRED WITH THE BID

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

1.1 Declaration of Convicted Offences

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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

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

2.1 Integrity Provisions – Required Documentation

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

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's 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.

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

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

2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.3.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

2.4 Status and Availability of Resources

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

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

2.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

2.6 Language Capability

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. SECURITY REQUIREMENT

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;

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

	Reliability	Secret
Project management category	At least 1 resource	-
Programmer analyst category	At least 1 resource	-
Electronics technologist category	At least 1 resource	-
Electronics specialist category	At least 1 resource	-
Embedded system specialist category – Junior	At least 1 resource	-
Embedded system specialist category –senior	At least 1 resource	-
Cyber Security of embedded systems specialist category	-	At least 2 resource
Cyber security specialist category	At least 1 resource	-

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

2. FINANCIAL CAPABILITY

SACC Manual clause A9033T (2012-07-16), Financial Capability

3. 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.

1. STATEMENT OF WORK

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____, on a as and when requested basis by the Canada during the contract period. **(to be completed at contract award)**

1.1 Task Authorization

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

1.1.1 Task Authorization Process

1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

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

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

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

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

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

1.1.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (20) business days** from the date on which the quote was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA.

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

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

1.1.1.3 Approval of the Task Authorization

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

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

1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes included, inclusive of any revisions.

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

1.1.3 Task Authorization - Department of National Defence

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

1.1.3.1 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 20% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2 Disclosure Certification

On Completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Contractor Disclosure of Foreground Information attached as Annex C stating that all applicable disclosures were submitted.

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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

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

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4002 (2010-08-16), Software Development or Modification Services

2.3 SACC Manual Clauses

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

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

3. SECURITY REQUIREMENT

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

3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° W7701-186800

1. The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
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).

3. The Contractor 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 **SECRET**, granted or approved by CISC/PWGSC.
4. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Visit Clearance Requests for Employees

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

Suppliers must submit a request for visit to ISS.

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

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

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

4. TERM OF CONTRACT

4.1 Period of Contract

The period of the Contract is from the date of Contract award to 5 years after Contract award.

5. AUTHORITIES

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Josée Roy
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
601-1550, avenue d'Estimauville
Québec (Québec) G1J 0C7
Telephone: 418-649-2932
Facsimile: 418-648-2209
E-mail address: Josee.Roy@pwgsc-tpsgc.gc.ca

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

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

The Technical Authority for the Contract is:

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

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

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

5.3 DND Procurement Authority *(to be completed at contract award)*

The Procurement Authority for the Contract is:

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

Telephone: _____
Facsimile: _____
E-mail: _____.

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DND 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 DND Procurement Authority however the DND Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

5.4 Contractor's Representative

Administrative representative :

Name : _____
Telephone : _____
Facsimile : _____

Technical representative :

Name : _____
Telephone : _____
Facsimile : _____

Email : _____

Email : _____

6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

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

7. PAYMENT

7.1 Basis of Payment

One of the following Basis of payment will be part of the approved task authorization (TA). The price of the task will be established according to the Basis of Payment in Annex B.

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

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

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

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

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

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

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

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

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined

in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

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

(iv) Travel and Living Expenses:

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

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

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle expense allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

7.2 Limitation of Expenditure- Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all of the approved task authorizations must not exceed **\$5 000 000.00**. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.
3. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment

Payments will be done no more than once a month.

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

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

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

7.3.2 Milestone Payments (For a Firm Price TA)

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

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

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have

been submitted in accordance with the invoicing instructions provided in the Contract;

- (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
 - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
 - (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.4 SACC Manual Clauses

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

7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

7.6 Discretionary Audit

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

8. INVOICING INSTRUCTIONS

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the Task Authorization (TA) number;
- (d) the description of the milestone invoiced, as applicable.

2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification.

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

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

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

9. CERTIFICATIONS

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

9.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification
B6800C (2007-11-30) List of Non-consumable Equipment and Materials

10. APPLICABLE LAWS

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

11. PRIORITY OF DOCUMENTS

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-16);
- (c) the general conditions 2040 (2016-04-04)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Contractor Disclosure of Foreground Information;
- (g) Annex D, Security Requirements Check List
- (h) Annex E, DND 626, Task Authorization Form
- (i) the signed Task Authorizations (including all of its annexes, if any)
- (j) the Contractor's bid dated _____ **(to be completed at contract award)**

12. DEFENCE CONTRACT

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

13. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

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

14. INSURANCE

SACC Manual clause G1005C (2016-01-28), Insurance – No specific Requirement

15. CONTROLLED GOODS PROGRAM

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program
SACC Manual clause B4060C (2011-05-16), Controlled Goods

16. PROGRESS REPORTS

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two parts:
 - (a) PART 1: The Contractor must answer the following three questions:

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

Each negative response must be supported with an explanation.

- (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
 - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - (ii) An explanation of any variation from the work plan.
 - (iii) A description of trips or conferences connected with the Contract during the period of the report.
 - (iv) A description of any major equipment purchased or constructed during the period of the report.

17. CANADIAN FORCES SITE REGULATIONS

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

18. IDENTIFICATION BADGE

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

ATTACHMENT 1

FINANCIAL BID PRESENTATION SHEET

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions

If the resource is working under sub-contract, the Bidder **should** indicate the name of the Subcontractor.

- LABOUR:** at firm hourly rates, inclusive of overhead and profit, GST/HST extra, FOB destination (for goods), in accordance with the following:

Resource Categories	Contract award to March 31 2019	From April 1 2019 to March 31 2020	From April 1 2020 to March 31 2021	From April 1 2021 to March 31 2022	From April 1 2022 to 5 years after Contract award
1) Project Management category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
2) Programmer analyst category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
3) Electronics technologist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
4) Electronics specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
5) Embedded system category specialist - Junior	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Name :					
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
6) Embedded system category specialist - Senior Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
7) Cyber security of embedded system specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
8) Cyber security specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
9) Hardware security of embedded systems specialist (optional category) Name :	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A
Name : ...	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A

Note for Work performed in the field as part of trials only:

After a working period of 8 consecutive hours, the Contractor may claim 1.5 times the hourly rate indicated in the table above for the working time exceeding 8 hours. The Technical Authority must pre-authorize that this rate can be claimed.

2. TRAVEL & LIVING: TOTAL ESTIMATED: \$150 000.00

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier Research Centre facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier Research Centre facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the *National Joint Council Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. MATERIALS AND SUPPLIES: at laid down cost* without markup.

*Laid-down cost means: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) (**laid-down cost**)

Limitation of Expenditures (applicable taxes extra) :

\$5 000 000.00

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.

ATTACHMENT 2

EVALUATION OF PRICE

1 – Approximate percentage use

The Bid Price will be evaluated on the basis of the following estimated level of effort*:

* The level of effort (percentage of use) listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.

Description	Percentage of use	Percentage of use
	(If the Bidder proposed resources for the optional category Hardware security of embedded systems specialist)	(If the Bidder does not proposed any resources for the optional category Hardware security of embedded systems specialist)
Project management category	5%	5%
Programmer analyst category	8%	8%
Electronics technologist category	12%	13%
Electronics specialist category	12%	13%
Embedded system specialist category – Junior	18%	18%
Embedded system specialist category –senior	8%	9%
Security of embedded systems specialist	27%	28%
Cyber security specialist	5%	6%
Hardware security of embedded systems specialist	5%	N/A

2 – Labour Cost:

To establish labour costs, the effort available in terms of hours must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Approximate percentage use}]}{[\text{Average hourly rate for the resource category}^*]}$$

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

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

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

For example:

- Anticipated funding for the work = \$5 000 000.00
- Percentage of use for “PM” = 5%
- If the average hourly rate for bid A = \$90 and for bid B = \$75, then the average hourly rate for the resource category = \$82.50.

Therefore,

- Effort available \$5 000 000.00 X 0.05 / \$82.50 = 3 030.30 hours

and

- Labour costs for PM, bid a
= 3 030.30 hours x \$90 = \$272 727.00

3- Sample calculations for the price of the two bids

	% of use for Bidder A	% of use for Bidders B	Rate for A (\$/hr)	Price for A (\$)	Rate for B (\$/hr)	Price for B (\$)
Project management category	5%	5%	90	272 727.00	75	227 272.50
Programmer analyst category	8%	8%	100	421 053.00	90	378 947.70
Electronics technologist category	12%	13%	100	666 667.00	80	577 777.60
Electronics specialist category	12%	13%	95	651 428.30	80	594 285.60
Embedded system specialist category – Junior	18%	18%	80	900 000.00	80	900 000.00
Embedded system specialist category – senior	8%	9%	80	412 903.20	75	435 483.75
Security of embedded systems specialist	27%	28%	75	1 500 000.00	60	1 244 444.40
Cyber security specialist	5%	6%	75	241 935.75	80	309 677.60
Hardware security of embedded systems specialist	5%	N/A	75	249 999.75	N/A	N/A
				\$ 5 316 714.00		\$ 4 667 889.15

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

ATTACHMENT 3

MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. General

For each resource category, the Bidder must indicate the names of the proposed resources and attach their résumés with all the proof needed to show their education and experience (length in months at full time). Only the names proposed by the Bidder in each category will be evaluated for that category.

Below are examples of information allowing a complete evaluation of experience (applicable depending on the criterion):

- topic of the project or experience;
- nature of the project or experience;
- exact dates during which the project or experience was carried out (month and year of start and end);
- exact dates of the resource’s involvement in the project (month and year of start and end);
- exact tasks carried out by the resource during the project or experience.

Only resources meeting the mandatory technical criteria will be assessed against the rated technical criteria. Resources that do not meet the mandatory technical criteria will not be part of the Contract, where applicable.

When the resources have been evaluated according to the mandatory technical criteria, the minimum resources required for the categories must be met by the Bidder. Failing this, the bid will be considered non responsive.

More than one resource may be proposed in a given category. In this case, each resource will be evaluated individually. Unless otherwise indicated, the overall scores obtained by each resource in the category in question will be added up and then divided by the number of proposed resources to obtain an average.

Unless otherwise indicated, the minimum score indicated must be achieved by the team average and not by each of the resources proposed.

To be considered by the evaluation team, the diploma must be from a recognized Canadian university, or an equivalent established by a recognized Canadian credential-assessment service if the diploma or certificate was obtained abroad.

Note 1: A Task Authorization may be considered as a project.

Note 2: The term embedded system used in the evaluation criteria is defined as a single device or a composition of devices that run almost exclusively on microcontrollers, Field Programmable Gate Arrays (FPGAs), digital signal processors or similar embedded processors. Also, embedded devices referred in the evaluation criteria do not run or have a very small proportion of devices with an operating system (Windows; Linux, even in its embedded form, are operating systems). As a consequence, a wireless router running a Linux operating system will not be considered as an embedded system. Embedded system cyber security experience on such a device will not be considered as a valid.

Note 3: For the bidder to obtain points at part 3-Experience and Expertise of point-rated technical criteria, it should be demonstrated that the proposed resource has gained experience in one or the other areas of expertise listed below. The resource could also have a combination of experience including some of the areas of expertise listed.

2. Mandatory Technical Criteria

General	
<p>For the categories of resources included into the Mandatory Technical Criteria, at least 10 different resources must be proposed by the Bidder.</p> <p>The same resource can be proposed for up to two categories and will therefore be assessed for each of those two categories. If the Bidder proposes a resource for more than two categories, the resource will only be evaluated for the first two categories selected alphabetically by the name of the category.</p>	

Project management category	
<p>These resources are responsible for all aspects of project management, including the production of project management documents, holding progress meetings, tracking work progress, following the project schedule and managing financial aspects.</p>	
1.1	All the proposed resources for this category must have at minimum a bachelor's degree in pure or applied science or in administration. A bachelor's degree in another discipline combined with a complementary university diploma (e.g., certificate, master's degree) in administration or project management is also acceptable.
1.2	The Bidder must propose at least one resource in this category.

Programmer analyst category	
<p>These resources are responsible for providing support in systems analyst and computer programming. These resources are responsible to design, develop, program and test software developed or used in the course of the Contract work.</p>	
2.1	The proposed resources in this category must have at a minimum a bachelor's degree in electrical engineering, computer engineering, computer science or any other bachelor's degrees in a field related to the analysis, development and test of computer software.
2.2	The Bidder must propose at least one resource in this category.

Electronics technologist category	
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These resources are responsible for providing support in electronics and microelectronics. These resources are responsible for fabricating, assembling, testing and installing electronic and microelectronics equipment and operating characterization devices.

3.1	The proposed resources in this category must have at a minimum a technologist diploma in electronics or a technologist diploma in a field related to the fabrication, assembly and testing of electronic equipment.
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3.2	The Bidder must propose at least one resource in this category.
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Electronics specialist category

These resources are responsible for designing electronic circuits and for presenting and documenting those designs. They will also be responsible for the electronic characterization and functional analysis of circuits. Moreover, they will be called upon to ensure equipment availability and provide support during studies and testing campaigns. These resources are responsible for fabricating, assembling, testing and installing electronic equipment developed or used in the course of the Contract work.

4.1	The proposed resources for this category must have at minimum a bachelor's degree in electrical engineering, computer engineering or any other bachelor's degrees in a field related to the design, fabrication and tests of electronic elements.
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4.2	The Bidder must propose at least one resource in this category.
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Embedded system specialist category - Junior

These resources are responsible for developing, programming, testing, integrating and characterizing embedded systems. These resources will be required to work with microcontrollers or digital logic chips, Field Programmable Gate Arrays (FPGA), sensors and actuators connected to them as well as embedded communication buses. These resources will also be required to test firmware as well as study embedded systems in laboratory setups. These resources will work under the supervision of a senior embedded system or an electronic specialist.

5.1	The proposed resources for this category must have at minimum a bachelor's degree in electrical engineering or computer engineering. A bachelor's degree in other engineering discipline or computer science combined with a complementary experience is also acceptable.
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5.2	The Bidder must propose at least two resources in this category.
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Embedded system specialist category –senior

These resources are responsible for developing, programming, testing, integrating and characterizing embedded systems. These resources will be required to work with microcontrollers or digital logic chips, Field Programmable Gate Arrays (FPGA), sensors and actuators connected to them as well as embedded communication buses. These resources will also be required to test firmware as well as study embedded systems in laboratory setups.

6.1	The resources proposed for this category must have at minimum a bachelor’s degree in electrical engineering or computer engineering. A bachelor’s degree in other engineering discipline or computer science combined with a complementary experience is also acceptable.
6.2	At least one resource proposed for this category must have at least 24 months of experience in embedded system development, testing, integration, characterization, firmware analysis, or hardware/software-based simulators.
6.3	The Bidder must propose at least one resource in this category.

Cyber security of embedded system specialist category

These resources are responsible for all aspects of embedded system security, including the characterization, risk analysis, penetration testing, and identification of mitigation solutions related to embedded systems.

7.1	The proposed resources proposed in this category must have at minimum a bachelor’s degree in computer engineering, software engineering, computer science or electrical engineering. A bachelor’s degree in other engineering discipline or computer science combined with a complementary experience is also acceptable.
7.2	The Bidder must propose at least two resources in this category.

Cyber security specialist category

These resources are responsible for the risk assessment using rigorous methodologies, mainly by using a risk model, identifying vulnerabilities, assessing their possible impacts on the functions accomplished by the systems, and prioritizing the vulnerabilities/mitigation.

8.1	The proposed resources in this category must have at minimum a bachelor’s degree in computer science, computer engineering, software engineering, electrical engineering any other bachelor’s degrees in a field related to the cyber security of computer systems.
8.2	The proposed resources in this category must have at least 24 months of experience in conducting risk assessments of computer systems.

8.3	The Bidder must propose at least one resource in this category.
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3. Point-rated technical criteria

DESCRIPTION	MAX. POINTS	MIN. POINTS
TECHNICAL PROPOSAL	40	18
MANAGEMENT MODEL	20	8
EXPERIENCE AND EXPERTISE	185	90
BIDDER'S EXPERIENCE	15	-
ADDITIONAL RESOURCES	24	-
TOTAL	284	116

Table 1: Qualitative Criteria Evaluation Grid

Non-responsive	Extremely weak	Very weak	Weak	Acceptable	Average	Superior	Exceptional
0 point	1-2 points	3-4 points	5 points	6 points	7-8 points	9 points	10 points
Did not submit information that could be evaluated	Does not meet requirements	Generally does not meet requirements	Lacks details	Barely meets requirements	Meets requirements	Exceeds requirements	Far exceeds requirements
	Weaknesses cannot be corrected	Generally doubtful that weakness	Weaknesses can be corrected	Weaknesses	No significant weaknesses	No weaknesses identified	No weaknesses

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		s can be corrected		can be easily corrected			
	Unacceptable	Extremely weak, insufficient to meet performance requirements	Little chance of meeting performance requirements	Minimum acceptable capability, should meet minimum performance	Average capability, should be adequate for effective results	Superior capability, should deliver very effective results	Exceptional capability, should deliver extremely effective results

DESCRIPTION	MIN. POINTS	MAX. POINTS
1. TECHNICAL PROPOSAL <i>Table 1 – Qualitative Criteria Evaluation Grid</i> will be used to assess the criteria.	18	40
1.1. Demonstrated understanding of scope and background Demonstrated understanding of the background and the scope should be complete and not limited to the description of each Task. The Bidder should use its own words to provide a convincing demonstration of its understanding.		10
1.2. Proposed technical approach and methodology The Bidder should clearly present its proposed technical approach and methodology to carry out the Work. The technical approach and methodology should be coherent, relevant, complete and realistic.		10
1.3. Risk element identification and management The Bidder should clearly describe all project components that could pose a risk and provide a plan for risk mitigation that would allow for the project’s scope and the Tasks to be executed. The described components should be suitable and the mitigation plan realistic.		10
1.4. Clarity and accuracy of information provided The Bidder will be evaluated on the clarity and accuracy of the content of its proposal. The proposal should be well structured and easy to understand.		10
2. MANAGEMENT MODEL <i>Table 1 – Qualitative Criteria Evaluation Grid</i> will be used to assess the criteria.	8	20
2.1 Management methods and tools for planning, supervising and controlling of tasks and activities The Bidder should outline the manner in which he/she proposes to oversee the management of Task Authorizations, and present the tools/techniques to be used for this purpose. The Bidder should address the following matters in his/her proposal: <ul style="list-style-type: none"> a. Proposed method for monitoring each task authorization (follow-up of the work progress according to proposed task authorization, budgetary follow-up); 		10

<p>b. Approach to management given the unpredictable nature of a task authorization contract; and</p> <p>c. System put in place to ensure access to resources (provide examples); if the use of business partners is provided for, agreements with these partners must be presented and signed by the partners in order to earn consideration.</p>		
<p>2.2 Quality assurance process</p> <p>The Bidder should describe its quality control process, which should, at a minimum, include:</p> <p>a. Verification and validation of work performed;</p> <p>b. Validation of compliance with the client's requirements; and</p> <p>c. Identification of future elements that could be improved.</p> <p>The Bidder should also demonstrate, using explanatory documents that this method has been shown to be effective in previous projects.</p>		10

DESCRIPTION	MIN. POINTS	MAX. POINTS
<p>3 – EXPERIENCE AND EXPERTISE</p> <p><i>*It is required that the Bidder obtained a minimum of 90 points overall for the technical evaluation criteria for that part. This required minimum is not the addition of required minimum for each criterion.</i></p>	90*	185
<p>3.1 – Experience of proposed resources – <u>Project management category</u></p>	3	10
<p>3.1.1 – Experience in project management for research and development projects</p> <p>10 points: at least 60 months of experience; 6 points: at least 48 months, but less than 60 months; 3 points: at least 24 months, but less than 48 months; 0 point: less than 24 months of experience</p>	3	10
<p>3.2 – Experience and expertise of proposed resources – <u>Programmer analyst category</u></p>	5	10
<p>3.2.1 – Experience in software and architecture design, programming and debugging</p> <p>3 points: at least 36 months; 2 points: at least 18 months, but less than 36 months; 1 points: at least 6 months, but less than 18 months; 0 point: less than 6 months.</p>		3

3.2.2 – Expertise 3 points: at least 12 months of experience in Python programming 2 points: at least 12 months of experience in C or C++ programming 2 points: at least 12 months of experience software and architectures design		7
3.3 – Experience of proposed resources – <u>Electronics technologist category</u>	3	10
3.3.1 – Experience in fabrication, assembly, execution, test, installation and characterization of electronic or microelectronic components 10 points: at least 48 months of experience; 6 points: at least 36 months, but less than 48 months; 5 points: at least 24 months, but less than 36 months; 3 points: less than 24 months of experience.	3	10
3.4 – Experience and expertise of proposed resources – <u>Electronics specialist category</u>	15	25
3.4.1 – Experience in electronics system development, integration, characterization, fabrication, assembly, test or installation 10 points: at least 60 months; 6 points: at least 48 months, but less than 60 months; 3 points: at least 24 months, but less than 48 months; 0 point: less than 24 months.		10
3.4.2 – Expertise 5 points: at least 12 months of experience with computer-assisted design tools for electronics-based equipment 5 points: at least 12 months of experience with microcontroller programming or integration 5 points: at least 12 months of experience with printed circuit board development, integration, test, characterization, fabrication, assembly		15
3.5 – Experience and expertise of proposed resources – <u>Embedded system specialist category - Junior</u>	10	15
3.5.1 – Experience in design, test, characterization or integration of embedded systems. Experience in projects acquired in project-based courses or extra curriculum university projects is also considered. 5 points: at least 6 months; 3 points: at least 4 months, but less than 6 months; 2 points: at least 2 months, but less than 4 months; 0 point: less than 2 months.		5
3.5.2 – Expertise		10

<p>5 points: at least three university courses or equivalent project experience in embedded system design, tests, or integration</p> <p>2 points: at least 1 month of experience with controller area network bus</p> <p>2 points: at least 1 month of experience with microcontroller programming, JTAG (or equivalent), Inter-Integrated Circuit (I2C) or Serial Peripheral Interface Bus (SPI)</p> <p>1 point: at least 1 month of experience with Field Programmable Gate Arrays (FPGA)</p>		
3.6– Experience and expertise of proposed resources – <u>Embedded system specialist category – senior</u>	10	25
<p>3.6.1 – Experience in design, test, characterization or integration of embedded systems</p> <p>10 points: at least 60 months;</p> <p>6 points: at least 48 months, but less than 60 months;</p> <p>4 points: at least 24 months, but less than 48 months;</p> <p>0 point: less than 24 months.</p>		10
<p>3.6.2 – Expertise</p> <p>5 points: at least 6 months of experience with controller area network bus</p> <p>3 points: at least 6 months of experience with microcontroller programming and JTAG (or equivalent)</p> <p>3 points: at least 6 months of experience with Field Programmable Gate Arrays (FPGA)</p> <p>3 points: at least 6 months of experience with Inter-Integrated Circuit (I2C) or Serial Peripheral Interface Bus (SPI)</p> <p>1 point: at least 6 months of experience with simulation or stimulation of sensors and actuators of embedded systems</p>		15
3.7 – Experience and expertise of proposed resources – <u>Cyber security of embedded systems specialist category</u>	20	50
<p>3.7.1 – Experience in characterization, penetration testing and identification and/or of mitigation solutions of embedded systems</p> <p>5 points: at least 36 months;</p> <p>3 points: at least 24 months, but less than 36 months;</p> <p>2 points: at least 12 months, but less than 24 months;</p> <p>0 point: less than 12 months.</p>		5
<p>3.7.2 – Experience in characterization, penetration testing and identification and/or of mitigation solutions of automotive systems</p> <p>15 points: at least 36 months;</p> <p>10 points: at least 24 months, but less than 36 months;</p> <p>5 points: at least 12 months, but less than 24 months;</p> <p>0 point: less than 12 months.</p>		15
3.7.3 – Expertise		30

<p>9 points: at least 24 months of experience with security of controller area network bus</p> <p>5 points: at least 12 months of experience with security of microcontroller firmware</p> <p>4 points: at least 12 months of experience with fuzzing of embedded systems</p> <p>4 points: at least 12 months of experience with characterization of embedded systems</p> <p>4 points: at least 12 months of experience with Python programming</p> <p>4 points: at least 12 months of experience with C programming</p>		
3.8 – Experience and expertise of proposed resources – <u>Cyber security specialist category</u>	5	20
<p>3.8.1 – Experience in risk assessment</p> <p>10 points: at least 96 months;</p> <p>6 points: at least 60 months, but less than 96 months;</p> <p>3 points: at least 24 months, but less than 60 months;</p> <p>0 points: less than 24 months.</p>		10
<p>3.8.2 – Expertise</p> <p>5 points: at least one of the following certifications: Certified Information Systems Security Professional (CISSP), Global Information Assurance Certification (GIAC), CEH: Certified Ethical Hacker (CEH), CompTIA Security+, Certified Information Security Manager (CISM)</p> <p>3 points: at least 12 months of experience with threat risk modeling like Damage, Reproducibility, Exploitation, Affected users, Discoverability (DREAD) or Spoofing, Tampering, Repudiation, Information disclosure, Denial of Service and Elevation of Privilege (STRIDE) or NIST 800-30.</p> <p>2 points: at least 12 months of risk assessment experience in a leading position</p>		10
<p>3.9 – Experience and expertise of proposed resources – Hardware security of embedded systems specialist – OPTIONAL CATEGORY</p> <p>These optional resources are responsible for all aspects of the security of hardware components of embedded systems, including techniques of fault injection and side-channel attacks.</p> <p>Note: Only the individual resources (and not the team average) meeting the required minimum number of points for 3.9.1 and 3.9.2 will be part of the Contract. Failing this, the bid will still be responsive but the individual resource(s) not meeting the minimum will not be considered.</p> <p>Also, points will not be cumulated if resource(s) obtain less points than the required minimum and her/his firm hourly rate will not be considered for the evaluation of price.</p>	4 or N/A	20
3.9.1 Possess at minimum a master degree in computer engineering, software engineering or electrical engineering.	1 or N/A	1
<p>3.9.2 – Experience in hardware security of embedded systems at developing tools for testing or conducting testing of embedded system hardware security including techniques of fault injection and side-channel attack.</p> <p>10 points: at least 48 months;</p> <p>6 points: at least 36 months, but less than 48 months;</p>	3 or N/A	10

3 points: at least 24 months, but less than 36 months; 0 point: less than 24 months.		
3.9.3 – Expertise 5 points: at least 12 months of experience with side-channel attack 4 points: at least 12 months of experience with fault injection		9

DESCRIPTION	MIN. POINTS	MAX. POINTS
4 – EXPERIENCE OF THE BIDDER AND/OR OF ONE OF ITS MAJOR SUB-CONTRACTORS To be considered a major sub-contractor, at least 25% of the resources proposed for all the resource categories must work for that sub-contractor. Failed to be considered a major sub-contractor, the experience of a sub-contractor will not be considered and will not permit to obtain point(s).		15
4.1 – Bidder’s experience with R&D projects (worth at least \$100,000) 5 points: The Bidder (company) has completed at least 5 R&D projects. 3 points: The Bidder (company) has completed 3 or 4 R&D projects. 0 point: The Bidder (company) has completed fewer than 3 R&D projects.		5
4.2 – Bidder’s experience with embedded system security projects (worth at least \$100,000) 5 points: The Bidder (company) has completed at least 3 embedded system security projects. 3 points: The Bidder (company) has completed 1 or 2 security of embedded system projects. 0 point: The Bidder (company) has not completed any security of embedded system projects.		5
4.3 – Bidder’s experience with military system projects (platforms, sensors, and weapon systems) (worth at least \$100,000) 5 points: The Bidder (company) has completed at least 4 military system projects. 3 points: The Bidder (company) has completed 1 to 3 military system projects. 0 point: The Bidder (company) has not completed any military system projects.		5

DESCRIPTION	MIN. POINTS	MAX. POINTS
5 –ADDITIONAL RESOURCES		24

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5.1 –The Bidder has proposed at least one additional resource beyond the minimum required by the mandatory criteria for the electronic technologist category (Section 3.3).		12
5.2 –The Bidder has proposed at least one additional resource beyond the minimum required by the mandatory criteria for the Embedded system category –Junior or Senior (Section 3.5 or Section 3.6).		12

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ATTACHMENT 4 (Reference to PART 3 OF THE BID SOLICITATION)

ELECTRONIC PAYMENT INSTRUMENTS

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

☐ Direct Deposit (Domestic and International);

☐ Electronic Data Interchange (EDI);

ATTACHMENT 5 (Reference to PART 5 OF THE BID SOLICITATION)**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

Solicitation No – N° de l'invitation

W7701-186800/A

Client Ref No. – N° de réf. du client

W7701-186800

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-8-41016

Buyer ID – id de l'acheteur

qcl 028

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

ANNEX A

STATEMENT OF WORK

1. TITLE

Security of embedded systems

2. BACKGROUND

Embedded systems are now part of billions of everyday consumer and industrial devices. For example, Internet-of-things devices rely extensively on embedded systems. The security of these systems is different from traditional information technology systems. They often do not use an operating system and rely on embedded communication protocols for which few tools exist.

Studying the security of embedded system hardware and software requires a different set of knowledge and expertise. It also requires tailored methodologies and tools, many of which do not exist yet. Also, the problem of security of embedded systems is not fully understood. This Work aims at developing security tools and methodology, use them to better understand the security posture and to test various mitigation solutions.

3. ACRONYMS

AD	Applicable Document
DRDC	Defence Research and Development Canada
NIST	National Institute of Standards and Technology
TA	Task Authorization

4. APPLICABLE DOCUMENTS & REFERENCES

AD1: NIST 800-30 R1 [800-30 Guide for Conducting Risk Assessments." Gaithersburg, MD, USA: National Institute of Standards and Technology, 2012.](#)

5. SCOPE OF THE WORK

The Work is to be performed on an "as and when requested basis" through Task Authorizations (TAs).

The Contractor must be able to provide the services described in Tasks 1 to 8 below. The Tasks will be carried out on an "as and when requested basis" through TAs. A TA may refer to more than one Task and the same Task may be repeated several times during the term of the Contract.

Task 1 – Characterize an embedded system

- 1.1 Collect information on the embedded system to support subsequent vulnerability assessments, as described in Task 2, considering that information to collect may include but is not limited to official manufacturer manuals/wiring diagrams, various internet sources, and hands-on work on the system;
- 1.2 Identify the main elements of the embedded system, including the number, identity and role of all computerized elements as well as sensors and actuators connected to them; protocol of messages exchanged on intra system networks; the system computer and communication architecture; and any other elements considered relevant by the Contractor or the Technical Authority; and
- 1.3 Develop software and hardware tools required for the characterization, considering that 1) developed tools could extend existing tools; and 2) the nature of the functions of the tools will depend on the type of targeted vulnerabilities and of the embedded systems studied.

Task 2 – Find vulnerabilities and security measures

- 2.1 Conduct a vulnerability assessment and penetration testing of the system by searching for vulnerabilities, documenting how vulnerabilities were found (discovery process), studying the potential impact of the vulnerabilities on the system and identify how these vulnerabilities can potentially be exploited;
- 2.2 Present the list of vulnerabilities in a coherent structure (e.g., a framework in the form of a table with categories and sub-categories defined by the Contractor and approved by the Technical Authority) by reusing existing software security taxonomy for this purpose, like the NIST 800-30 r1, with hypothetical examples to illustrate missing elements of the structure list;
- 2.3 Identify all security measures encountered in the process; and
- 2.4 Develop software and hardware tools required to find vulnerabilities, considering that 1) developed tools could extend existing tools; and 2) the nature of the functions of the tools will depend on the type of targeted vulnerabilities and of the embedded systems studied.

Task 3 – Test vulnerabilities and assess their impact

- 3.1 Study the impact of the vulnerabilities of a given embedded system by using tests;
- 3.2 Present the list of impacts in a coherent structure (e.g., a framework in the form of a table with categories and sub-categories), hypothetical examples must be used to illustrate missing elements of the structured list;

3.3 Demonstrate the impact of the vulnerability on the larger system, its operators and its environment in the case of an embedded system supporting safety critical functions of a larger system; and

3.4 Develop software and hardware tools required for testing vulnerabilities and assess their impact, considering that 1) developed tools could extend existing tools and 2) the nature of the functions of the tools will depend on the type of tests to be performed by the Contractor and of the embedded systems studied.

Task 4 – Identify potential mitigation solution(s) that would reduce the risk

4.1 Identify existing commercial or research-based mitigation solution(s) to protect embedded systems or create quick patches aiming at eliminating or reducing the risk of an embedded system, with mitigation solutions that include, but are not limited to, intrusion detection systems, secure updates, hardened hardware components, hardened software solutions, encryption for enforcing confidentiality, authentication approaches based, for instance, on hash and encryption, architecture modification like network segmentation, censorship, code review, code testing approaches, firewalls; and

4.2 Determine the benefits and drawbacks of the list of mitigation solutions, with criteria of assessment including cost, development time, performance and any others that the Contractor deems necessary and are approved by the Technical Authority.

Task 5 – Develop new mitigation solutions

5.1 Develop new mitigation solutions and test their effectiveness on the embedded system, considering that mitigation solutions can be 1) hardware-based, software-based or both; and 2) an addition to the existing system or a replacement of some components; and

5.2 Conduct penetration testing of the proposed mitigation solutions to determine their limitations and the attack potential required to break them. Examples of mitigation solutions are given in Task 4.

Task 6 – Develop testbed to study the embedded system in a laboratory environment:

6.1 Develop a given set of simulated system functionalities (e.g., communication, sensors simulation, actuator reading) to study the potential impacts of vulnerabilities, with the laboratory setup including the embedded system, the sensors or actuators connected to the system, and some custom-made electronic equipment necessary to stimulate the missing elements.

Task 7 – Develop testing procedures and conduct field trials

7.1 Develop tests on the embedded system to determine the effect of the vulnerabilities on the embedded system in a live setup; and

7.2 Conduct experiments and field tests to verify and assess the vulnerability of the embedded system.

Task 8 – Assess security standards and protocols

8.1 Evaluate the feasibility and benefits of applying published standard or protocols to improve the security of embedded systems.

6. DELIVERABLES

All source code and reports must be written in English. Reports must be provided in Word format. The presentation format of these reports must comply with DRDC standards. These standards are available through the Technical Authority. All source code developed in this project must include comments for the sake of readability.

Number	Reference	Description of deliverable	Quantity and Format
6.1	Task 1	a) A report containing a description of the findings of the characterization b) Software and hardware developed for the Task	1 DVD
6.2	Task 2	a) A report containing a description of the vulnerabilities discovery process and results as well as the security measures founds b) Software and hardware developed for the Task	1 DVD
6.3	Task 3	a) A report containing the impact assessment on the embedded system and the larger system that contains it b) Software and hardware developed for the Task	1 DVD
6.4	Task 4	a) A report containing a description of the mitigation solutions along with their benefits and limitations	1 DVD
6.5	Task 5	a) A report describing the mitigation solution(s) and their limitations b) The software and/or hardware implementation of the mitigation solutions	1 DVD
6.6	Task 6	a) A report containing a description of the testbed b) Software and hardware developed for the Task	1 DVD
6.7	Task 7	a) A report containing the testing procedures and the results of the tests b) Software and hardware developed for the Task	1 DVD
6.8	Task 8	a) A report containing the assessment of standards and protocols	1 DVD

7. DATE OF DELIVERY

Delivery dates will be established in the TA.

8. LANGUAGE OF WORK

English or French, at the convenience of the Contractor.

9. LOCATION OF WORK

At least 85% of the Work must be executed at Defence Research and Development Canada – Valcartier Research Centre (2459, de la Bravoure Rd., Québec, QC, G3J 1X5, CANADA). The reason is that many of the embedded systems are located in DRDC and are required for conducting most of the Work. The embedded systems must stay in DRDC because of the conditions of their loan to DRDC, the need for DRDC employees to access the system from time to time and the nature of the systems (controlled goods). Tasks involving document reading, report writing, data analysis or vulnerability assessment on individual elements of the embedded system(s) for which an access to the full system is not required and no controlled goods are involved can be performed at the Contractor's location of preference. The location of Work will be indicated in the TA.

10. TRAVEL

The Contractor could be required to travel for any of the TA. TA will contain details about the destination(s) and the number of travels. The Contractor might have to travel to the green gate trial zone at Canadian Force Base Valcartier. The Contractor will provide his own transport for accessing the zone. Most travels will be in Canada and the United States of America.

11. MEETINGS

Once a TA is activated, the Contractor must prepare for and attend a kick-off meeting with the Technical Authority and DRDC representatives. The Contractor must prepare an agenda and the minutes of the meeting. This meeting must be held in person (face to face) at the DRDC Valcartier site.

The Technical Authority will request progress review meetings, depending on the duration and complexity of the Work involved in a TA. The Contractor must lead these meetings and produce the minutes. All meetings will be held at the DRDC Valcartier site.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

There is no such material expected in the Contract.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

For operational, logistical and security reasons, the Contractor will have access to certain laboratories at DRDC Valcartier Research Centre and to hardware for processing data required for the project. DRDC Valcartier Research Centre will provide the Contractor with all the equipment necessary to complete the Work described above.

The Contractor is responsible for purchasing the additional equipment needed to carry out its Work. Purchase of equipment may include small electronic components, embedded systems to test, sensors or actuators for replacing broken parts or conducting studies in an isolated/lab context and required for performing the Tasks. However, the Technical Authority must approve any purchases made by the Contractor. The equipment purchased by the Contractor under this contract will remain the property of DRDC Valcartier Research Centre and will be delivered to DRDC Valcartier Research Centre once all the Work required under the TA has been completed. Given the state-of-the-art Work to be completed under this contract, the Technical Authority may require that the purchased equipment meet certain specifications.

14. SPECIAL CONSIDERATIONS

At least one resource must have a commercial driver license, often called Class A (e.g., Ontario, Alberta) or Class 1 (e.g., Province of Quebec, British Columbia). The proposed resource must be proposed in one of the resource category. A proof of the license must be provided if one resource already has it. Otherwise, the Contractor will have six months after contract award to qualify at least one of its resources.

15. CATEGORIES OF RESOURCES

Category	Description
Project management	These resources are responsible for all aspects of project management, including the production of project management documents, holding progress meetings, tracking work progress, following the project schedule and managing financial aspects.
Programmer analyst	These resources are responsible for providing support in systems analyst and computer programmer. These resources are responsible to design, develop, program and test software developed or used in the course of the Contract work.
Electronics technologist	These resources are responsible for providing support in electronics. These resources are responsible for fabricating, assembling, testing and installing electronic equipment developed or used in the course of the Contract work.

Electronics specialist	These resources are responsible for designing electronic circuits and for presenting and documenting those designs. They will also be responsible for the electronic characterization and functional analysis of circuits. Moreover, they will be called upon to ensure equipment availability and provide support during studies and testing campaigns. These resources are responsible for fabricating, assembling, testing and installing electronic equipment developed or used in the course of the Contract work.
Embedded system specialist - junior	These resources are responsible for developing, programming, testing, integrating and characterizing embedded systems. These resources will be required to work with microcontrollers, digital logic chips, Field Programmable Gate Arrays (FPGA), sensors and actuators connected to them as well as embedded communication buses. These resources will also be required to test firmware as well as study embedded system in laboratory setups. These resources will work under the supervision of a senior embedded system or an electronics specialist.
Embedded system specialist- senior	These resources are responsible for developing, programming, testing, integrating and characterizing embedded systems. These resources will be required to work with microcontrollers, digital logic chips, Field Programmable Gate Arrays (FPGA), sensors and actuators connected to them as well as embedded communication buses. These resources will also be required to test firmware as well as study embedded system in laboratory setups.
Cyber security of embedded system specialist	These resources are responsible for all aspects of embedded system security, including the characterization, risk analysis, penetration testing, and/or identification of mitigation solutions related to embedded systems.
Cyber security specialist	These resources are responsible for the risk assessment using rigorous methodologies, mainly by using a risk model, identifying vulnerabilities, assessing their possible impacts on the functions accomplished by the systems, and prioritizing the vulnerabilities and the mitigation solutions.
Hardware security of embedded systems specialist	These resources are responsible for all aspects of the security of hardware components of embedded systems and use test techniques like fault injection and side-channel attacks.

ANNEX B

BASIS OF PAYMENT

(Annex B will be completed by Canada at contract award)

1. **LABOUR:** at firm hourly rates, inclusive of overhead and profit, GST/HST extra, FOB destination (for goods), in accordance with the following:

Resource Categories	Contract award to March 31 2019	From April 1 2019 to March 31 2020	From April 1 2020 to March 31 2021	From April 1 2021 to March 31 2022	From April 1 2022 to 5 years after Contract award
1) Project Management category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
2) Programmer analyst category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
3) Electronics technologist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
4) Electronics specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
5) Embedded system category specialist - Junior	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Name :					
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
6) Embedded system category specialist - Senior Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
7) Cyber security of embedded system specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
8) Cyber security specialist category Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name : ...	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
9) Hardware security of embedded systems specialist (optional category) Name :	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A
Name : ...	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A	_____ \$/hr or N/A

Note for Work performed in the field as part of trials only:

After a working period of 8 consecutive hours, the Contractor may claim 1.5 times the hourly rate indicated in the table above for the working time exceeding 8 hours. The Technical Authority must pre-authorize that this rate can be claimed.

2. TRAVEL & LIVING: TOTAL ESTIMATED: \$150 000.00

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the Québec City Region (including Defence Research and Development Canada, Valcartier Research Centre facility), and
 - (ii) any travel between the Contractor's place of business and the Québec City Region (including Defence Research and Development Canada, Valcartier Research Centre facility).
- (b) For services to be provided outside the Québec City Region, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the *National Joint Council Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. MATERIALS AND SUPPLIES: at laid down cost* without markup.

*Laid-down cost means: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) (**laid-down cost**)

Limitation of Expenditures (applicable taxes extra) : \$5 000 000.00

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.

ANNEX C

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

Signature	Date
-----------	------

Name	Title
------	-------

(Internal DRDC Valcartier)

Signature	Date
-----------	------

Name	Title (Technical authority)
------	-----------------------------

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File No. – N° du dossier
QCL-8-41016

Buyer ID – id de l'acheteur
qcl 028

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List, which is enclosed, is to be inserted at this point and forms part of this document.

Solicitation No – N° de l'invitation
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Client Ref No. – N° de réf. du client
W7701-186800

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File No. – N° du dossier
QCL-8-41016

Buyer ID – id de l'acheteur
qcl 028

ANNEX E

DND 626, TASK AUTHORIZATION FORM

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



Government
of Canada

Gouvernement
du Canada

RECEIVED
JAN 02 2018

Contract Number / Numéro du contrat

W7701- 186800

Security Classification / Classification de sécurité
Sans classification

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Defence R&D Canada	
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 Security of embedded systems Le contrat vise à étudier la sécurité informatique des systèmes embarqués et à étudier les approches de mitigation.			
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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input 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"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
		NATO SECRET <input type="checkbox"/>	
		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A <input type="checkbox"/>	
		PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B <input type="checkbox"/>	
		PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C <input type="checkbox"/>	
		PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL <input type="checkbox"/>	
		CONFIDENTIEL <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		SECRET <input type="checkbox"/>	
		TOP SECRET <input type="checkbox"/>	
		TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) <input type="checkbox"/>	
		TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No / Non ☒ Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No / Non ☐ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Requirement Checklist (SRCL) Supplemental Security Guide

W7701-186800

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		
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:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	NO						
SECRET clearance with CEO applies	NO						

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

Security Requirement Checklist (SRCL) Supplemental Security Guide

W7701-186800

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		
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:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	NO						
SECRET clearance with CEO applies	NO						

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

Security Requirement Checklist (SRCL) Supplemental Security Guide

W7701-186800

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)
SECRET	Project Manager	Access to DRDC site and information. level SECRET	
RELIABILITY	Project Manager	Access to DRDC site and information. level Protected A and B	
SECRET	Electronic Technologist	Access to DRDC site and information. level SECRET	
RELIABILITY	Electronic Technologist	Access to DRDC site and information. level Protected A and B	
SECRET	Electronic Specialist	Access to DRDC site and information. level SECRET	
RELIABILITY	Electronic Specialist	Access to DRDC site and information. level Protected A and B	
SECRET	Embedded systems	Access to DRDC site and information. level SECRET	
RELIABILITY	Embedded systems	Access to DRDC site and information. level Protected A and B	
SECRET	Cyber Security of embedded system	Access to DRDC site and information. level SECRET	
RELIABILITY	Cyber Security of embedded system	Access to DRDC site and information. level Protected A and B	
SECRET	Hardware security of embedded systems	Access to DRDC site and information. level SECRET	
RELIABILITY	Hardware security of embedded systems	Access to DRDC site and information. level Protected A and B	

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

Insert instructions

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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.	
Delivery location – Expédiez à			
Delivery/Completion date – Date de livraison/d'achèvement			
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
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. 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.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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