



**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**

<b>Title - Sujet</b> Concep. plateformes militaires	
<b>Solicitation No. - N° de l'invitation</b> W7701-176510/A	<b>Date</b> 2018-08-08
<b>Client Reference No. - N° de référence du client</b> W7701-176510	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-028-17453	
<b>File No. - N° de dossier</b> QCL-7-40069 (028)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-09-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Roy, Josée	<b>Buyer Id - Id de l'acheteur</b> qcl028
<b>Telephone No. - N° de téléphone</b> (418) 649-2932 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> 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**

**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

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

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## TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION .....	4
1. <b>Introduction</b> .....	4
2. <b>Summary</b> .....	4
3. <b>Debriefings</b> .....	6
PART 2 - BIDDER INSTRUCTIONS .....	6
1. <b>Standard Instructions, Clauses and Conditions</b> .....	6
2. <b>Submission of Bids</b> .....	6
3. <b>Former Public Servant- Competitive Bid</b> .....	6
4. <b>Communications - Solicitation Period</b> .....	8
5. <b>Applicable Laws</b> .....	8
6. <b>Basis for Canada's Ownership of Intellectual Property</b> .....	8
7. <b>Maximum Funding</b> .....	9
PART 3 – BID PREPARATION INSTRUCTIONS.....	10
1. <b>Bid Preparation Instructions</b> .....	10
1.1 <b>Section I: Technical Bid</b> .....	10
1.2 <b>Section II: Financial Bid</b> .....	11
1.3 <b>Section III: Certifications</b> .....	11
1.4 <b>Section IV: Additional Information</b> .....	11
2. <b>Electronic Payment of Invoices – Bid</b> .....	12
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....	13
1. <b>Evaluation Procedures</b> .....	13
2. <b>Basis of Selection</b> .....	13
PART 5 - CERTIFICATIONS.....	15
1. <b>Certifications Required with the Bid</b> .....	15
2. <b>Certifications Precedent to Contract Award and Additional Information</b> .....	15
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....	18
1. <b>Security Requirement</b> .....	18
2. <b>Financial Capability</b> .....	19
3. <b>Controlled Goods Requirement</b> .....	19

---

<b>PART 7 - RESULTING CONTRACT CLAUSES</b> .....	20
<b>1. Statement of Work</b> .....	20
<b>2. Standard Clauses and Conditions</b> .....	22
<b>3. Security Requirement</b> .....	22
<b>4. Term of Contract</b> .....	23
<b>5. Authorities</b> .....	23
<b>6. Proactive Disclosure of Contracts with Former Public Servants</b> .....	25
<b>7. Payment</b> .....	25
<b>8. Invoicing Instructions</b> .....	28
<b>9. Certifications</b> .....	29
<b>10. Applicable Laws</b> .....	30
<b>11. Priority of Documents</b> .....	30
<b>12. Defence Contract</b> .....	30
<b>13. Foreign Nationals (Canadian Contractor)</b> .....	30
<b>14. Insurance</b> .....	30
<b>15. Controlled Goods Program</b> .....	30
<b>16. Progress Reports</b> .....	30
<b>17. Canadian Forces Site Regulations</b> .....	31
<b>18. Identification Badge</b> .....	31
ATTACHMENT 1.....	32
FINANCIAL BID PRESENTATION SHEET .....	32
ATTACHMENT 2.....	36
EVALUATION OF PRICE.....	36
ATTACHMENT 3.....	39
MANDATORY AND POINT RATED TECHNICAL CRITERIA .....	39
ATTACHMENT 4 (Reference to PART 3 OF THE BID SOLICITATION).....	50
ELECTRONIC PAYMENT INSTRUMENTS.....	50
ATTACHMENT 5 (Reference to PART 5 OF THE BID SOLICITATION).....	51
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....	51
ANNEX A.....	52
STATEMENT OF WORK.....	52
ANNEX B.....	60
BASIS OF PAYMENT .....	60

Solicitation No – N° de l’invitation  
W7701-176510/A  
Client Ref No. – N° de réf. du client  
W7701-176510

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-7-40069

Buyer ID – id de l’acheteur  
qcl 028

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ANNEX C.....	63
CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION .....	63
ANNEX D.....	64
SECURITY REQUIREMENTS CHECK LIST .....	64
ANNEX E .....	65
DND 626, TASK AUTHORIZATION FORM.....	65

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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:** Study and development of new protection concepts for Canadian military platforms

(b) **Description of Work**

The nature of the work to be performed by the Contractor is divided into six main tasks (electronic design, software/firmware programming, optical design, opto-mechanical design, laboratory manipulation and testing, and project management). The Contractor may need to perform one or a combination of tasks and subtasks.

Task 1: Electronic design (estimated 8% of the total contract value)

Task 2: Software/microcode (firmware) programming (estimated 65% of total contract value)

Task 3: Optic design (estimated 10% of the total contract value)

Task 4: Opto-mechanical design (estimated 10% of the total contract value)

Task 5: Manipulation of optical systems and equipment in laboratory and during testing (estimated 3% of the total contract value)

Task 6: Project management (estimate required: 4% of the total contract value)

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(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: The majority of the work for this contract (>90%) must be carried out at DRDC Valcartier Research Centre owing to the nature of the work and the equipment to be manipulated. If the Contractor uses subContractors to carry out non-sensitive work, they may work outside DRDC Valcartier Research Centre with the approval of the Technical Authority (e.g.: optical design, mechanical fabrication, electronics work, etc.).
- iv. 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.  
  
See "1.1.3.1 Minimum Work Guarantee – All the Work – Task Authorizations" of Part 7 to be aware of Canada's obligation under the Contract.
- v. The requirement is limited to Canadian services.
- vi. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vii. 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).
- viii. The estimated amount of available funding is \$2 500 000.00 Applicable Taxes extra.
- 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.

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### 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 (2018-05-22) 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

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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.

### Définitions

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](mailto: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](#):

Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:

- To augment an existing body of Crown Background as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of Commercial Exploitation.
- To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

Solicitation No – N° de l'invitation

W7701-176510/A

Client Ref No. – N° de réf. du client

W7701-176510

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-7-40069

Buyer ID – id de l'acheteur

qcl 028

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**7. MAXIMUM FUNDING**

The maximum funding available for the contract resulting from the bid solicitation is \$2 500 000.00 (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.

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## **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. Each criterion should be addressed separately.
  - (ii) 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.
  - (iii) 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**

Bidders must submit their Financial Bid in accordance with the Financial Bid Presentation Sheet at Attachment 1.

## **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

Solicitation No – N° de l’invitation  
W7701-176510/A  
Client Ref No. – N° de réf. du client  
W7701-176510

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-7-40069

Buyer ID – id de l’acheteur  
qcl 028

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(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.

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## **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 submit their Financial Bid in accordance with the Financial Bid Presentation Sheet at Attachment 1.

##### **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 and Price**

- 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 70 % for the technical merit and 30 % 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 70%.
  5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
  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 70/30 ratio of technical merit and price, respectively. The total available points equals 148 and the lowest evaluated price is \$2 234 246.75.

		<b>Bidder</b>	
		<b>Bidder 1</b>	<b>Bidder 2</b>
<b>Overall Technical Score</b>		139/148	115/148
<b>Bid Evaluated Price*</b>		\$ 2 640 752.85	\$ 2 234 246.75
<b>Calculations</b>	<b>Technical Merit Score</b>	$139/148 \times 70 = 65.74$	$115/148 \times 70 = 54.39$
	<b>Pricing Score</b>	$(\$2\,234\,246.75 / \$2\,640\,752.85) \times 30 = 25.38$	$(\$2\,234\,246.75 / \$2\,234\,246.75) \times 30 = 30$
<b>Combined Rating</b>		91.12	84.39
<b>Overall Rating</b>		<b>1st</b>	<b>2nd</b>

\* The Bid Evaluated Price will be calculated according to Attachment 2 – Evaluation of Price.

## **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#>).

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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.

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## **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.

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**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:

Resource Categories	SECRET
Analog electronics category	At least 1 resource
Digital electronics and microcode (firmware) category – Expert level	At least 1 resource
Digital electronics and microcode (firmware) category – junior level	At least 1 resource
Software design category- Expert level	At least 2 resources
Software design category- Junior level	At least 1 resource
Optical design category – Expert level	At least 1 resource
Optical design category – Junior level	At least 1 resource
Opto-mechanical design category	At least 1 resource
Project management 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.

Solicitation No – N° de l’invitation  
W7701-176510/A  
Client Ref No. – N° de réf. du client  
W7701-176510

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-7-40069

Buyer ID – id de l’acheteur  
qcl 028

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**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

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## 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.

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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 (2018-06-21), 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° W7701-176510

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, 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 Services and Procurement Canada.

3. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** 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 CISD/PWGSC.
6. The Contractor/Offeror 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

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E-mail address: [Josee.Roy@pwgsc-tps.gc.ca](mailto:Josee.Roy@pwgsc-tps.gc.ca)

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

## 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 : \_\_\_\_\_

### Technical representative :

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

Facsimile : \_\_\_\_\_

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:**

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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 **\$2 500 000.00**. 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

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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 C0711C (2008-05-12), Time Verification

### **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

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## 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 (2018-06-21)
- (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**

- a) Bidders must submit a firm all-inclusive hourly rate for each proposed resource, for each period of the contract.
- b) For a given period, the hourly rates of each proposed resources at the Junior level for a given category must be lower than the hourly rates of each proposed resources at the Expert level for the same category. If this is not the case, the resource will be rejected and will not be part of the contract, if applicable.
- c) Each proposed resource for a category must be indicated in section 1. Labour of Attachment 1 – Financial Bid presentation sheet. If this is not the case, the resource will be rejected and will not be part of the Contract, where applicable.
- d) Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included

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

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
<b>1)Analog electronics category</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>2)Digital electronics and microcode (firmware) category – Expert level</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>3)Digital electronics and microcode (firmware)</b>	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____

<b>category – junior level</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>4)Software design category- Expert level</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>5)Software design category- Junior level</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>6)Optical design category – Expert level</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>7)Optical design category – Junior level</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>8)Opto-mechanical design category</b> Name :					
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____

Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>9)Project management category</b>					
Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____

**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:** at laid down cost<sup>1</sup> without markup.

- (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 Reseach 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.

<sup>1</sup> 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)**

Solicitation No – N° de l'invitation  
W7701-176510/A  
Client Ref No. – N° de réf. du client  
W7701-176510

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-7-40069

Buyer ID – id de l'acheteur  
qcl 028

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3. **MATERIALS AND SUPPLIES**: at laid down cost<sup>1</sup> without markup.

**Limitation of Expenditures (applicable taxes extra) :**

**\$2 500 000.00**

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
Analog electronics category	5 %
Digital electronics and microcode (firmware) category – Expert level	10 %
Digital electronics and microcode (firmware) category – junior level	5 %
Software design category- Expert level	45 %
Software design category- Junior level	10 %
Optical design category – Expert level	7 %
Optical design category – Junior level	3 %
Opto-mechanical design category	10%
Project management category	5%

**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

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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 = \$2 500 000.00
- 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  $\$2\,500\,000.00 \times 0.05 / \$82.50 = 1\,515.15$  hours

and

- Labour costs for PM, bid a  
 $= 1\,515.15 \text{ hours} \times \$90 = \$136\,363.50$

**3- Sample calculations for the price of the two bids**

	<b>% of use for Bidder A</b>	<b>Rate for A (\$/hr)</b>	<b>Price for A (\$)</b>	<b>Rate for B (\$/hr)</b>	<b>Price for B (\$)</b>
Analog electronics category	5%	90	136 363.50	75	113 636.25
Digital electronics and microcode (firmware) category – Expert level	10%	100	263 158.00	90	236 842.20
Digital electronics and microcode (firmware) category – junior level	5%	100	138 889.00	80	111 111.20
Software design category- Expert level	45%	95	1 221 428.30	80	1 028 571.20
Software design category- Junior level	10%	80	250 000.00	80	250 000.00
Optical design category – Expert level	7%	80	180 644.80	75	169 354.50
Optical design category – Junior level	3%	75	83 333.25	60	66 666.60
Opto-mechanical design category	10%	75	241 935.75	80	258 064.80
Project management category	5%	75	125 000.25	75	125 000.25
			<b>\$ 2 640 752.85</b>		<b>\$ 2 234 246.75</b>

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

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## ATTACHMENT 3

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. General information

To enable the evaluation team to evaluate the criteria, the Bidder must provide the CV for each resource proposed.

The Bidder should also provide proof of all work experience by describing the projects in which the resource(s) acquired that experience. For each reference project, the Bidder should provide the following information at a minimum.

- title;
- objectives;
- scope of the work;
- exact date of the proposed resource's involvement and role in the project;
- the tasks performed by this resource and any other relevant information.

If more than one resource is proposed within a category, each resource will be evaluated individually.

Resources that do not meet the mandatory technical criteria or the required minimum for the rated technical criteria will not be part of the contract, if applicable.

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

The same resource may be proposed for more than one job category, in which case, the resource will be evaluated for each of these categories.

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

Experience acquired during graduate studies may be recognized if it is relevant to the field of expertise required.

A Task Authorization (TA) may be considered as a project. For the Bidder to score points under section 3.2 Experience of the Bidder's resources of the rated technical criteria, it should have to demonstrate that the proposed resource has acquired the experience in one or more of the fields of expertise listed. The resource could also have a combination of experience from the fields of expertise listed.

#### 2. Mandatory technical criteria

<p><b>2.1 Analog electronics category</b></p> <p>The Bidder must propose at least one resource in the analog electronics category that must have a Bachelor’s degree in electrical engineering.</p>
<p><b>2.2 Digital electronics and microcode (firmware) category</b></p> <p><b>2.2.1 Expert level</b></p> <p>The Bidder must propose at least one expert-level resource with a Bachelor’s degree in electrical engineering.</p> <p><b>2.2.2 Junior level</b></p> <p>The Bidder must propose at least one junior-level resource with a Bachelor’s degree in electrical engineering.</p>
<p><b>2.3 Software design category</b></p> <p><b>2.3.1 Expert level</b></p> <p>The Bidder must propose at least two expert-level resources that have a Bachelor’s degree in electrical engineering, software engineering, computer sciences or a related field.</p> <p><b>2.3.2 Junior level</b></p> <p>The Bidder must propose at least two junior-level resources that have a Bachelor’s degree in electrical engineering, software engineering, computer sciences or a related field.</p>
<p><b>2.4 Optical design category</b></p> <p><b>2.4.1 Expert level</b></p> <p>The Bidder must propose at least one expert-level resource that has a Master’s degree in engineering physics, physics or a related field.</p> <p><b>2.4.2 Junior level</b></p> <p>The Bidder must propose at least one resource that has a Bachelor’s degree in engineering physics, physics or a Bachelor’s degree in a related field.</p>
<p><b>2.5 Opto-mechanical design category</b></p> <p>The Bidder must propose at least one resource in the opto-mechanical category that has a diploma of college studies (DEC) in mechanical engineering or a Bachelor’s degree in mechanical engineering.</p>
<p><b>2.6 Project management category</b></p>

Solicitation No – N° de l'invitation

W7701-176510/A

Client Ref No. – N° de réf. du client

W7701-176510

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-7-40069

Buyer ID – id de l'acheteur

qcl 028

The Bidder must propose at least one resource in the project management category that has a Bachelor's degree in engineering and a Master's degree in business administration (M.B.A.) or project management.

### 3. Rated technical criteria

Description	Max points	Min points
<b>3.1 Understanding of the Statement of Work</b>	<b>15</b>	<b>5</b>
<b>3.2 Experience of the Bidder’s resources</b>	<b>61</b>	<b>10</b>
3.2.1 Analog electronics category	6	1
3.2.2 Digital electronics and microcode (firmware) category	12	2
3.2.3 Software design category	21	3
3.2.4 Optical design category	10	2
3.2.5 Opto-mechanical design category	6	1
3.2.6 Project management category	6	1
<b>3.3 Additional resources</b>	<b>18</b>	<b>0</b>
<b>3.4 Bidder’s experience</b>	<b>24</b>	<b>0</b>
<b>3.5 Management proposal</b>	<b>30</b>	<b>0</b>
<b>TOTAL</b>	<b>148</b>	<b>15</b>

	Rating Scale	Max	Min
<b>3.1 Understanding of the Statement of Work</b>		<b>15</b>	<b>5</b>
The Bidder must demonstrate an understanding of the Statement of Work by providing, in its own words, a convincing demonstration of its understanding of the context and objectives. This demonstration should be complete and not limited to a description of the Statement of Work.	See Table 1 at the end of this document.		
<b>3.2 Experience of the Bidder’s resources</b>		<b>61</b>	<b>10</b>

Scores will be totalled for each resource in a given category then divided by the number of proposed resources to obtain an average. This average will be the score accorded to the Bidder for that criterion.			
<b>3.2.1 Analog electronics category</b>		<b>6</b>	<b>1</b>
<b>Analog electronics</b> The proposed resource must have experience designing, assembling and evaluating various analog circuits, such as low-noise amplifiers, attenuators and active and passive filters.	84 months or more (6 pts)	6	1
	Minimum of 72 months, but less than 84 months (4 pts)		
	Minimum of 60 months, but less than 72 months (2 pts)		
	Minimum of 48 months, but less than 60 months (1 pt)		
<b>3.2.2 Digital electronics and microcode (firmware) category</b>		<b>12</b>	<b>2</b>
<b>Expert level</b> The proposed resource must have experience designing, assembling and evaluating digital circuits and programming in Verilog (or VHDL) on Xilinx or Altera development platforms.	84 months or more (6 pts)	6	1
	Minimum of 72 months, but less than 84 months (4 pts)		
	Minimum of 60 months, but less than 72 months (2 pts)		
	Minimum of 48 months, but less than 60 months (1 pt)		
<b>Junior level</b> The proposed resource must have experience designing, assembling and evaluating digital circuits and programming in Verilog (or VHDL) on Xilinx or Altera development platforms.	48 months or more (6 pts)	6	1
	Minimum of 36 months, but less than 48 months (4 pts)		
	Minimum of 24 months, but less than 36 months (2 pts)		
	Minimum of 12 months, but less than 24 months (1 pt)		
<b>3.2.3 Software design category</b>		<b>21</b>	<b>3</b>

<p><b>Expert level</b></p> <p>The proposed resource must have experience programming in C/C++ applied to instrument control and the development of software involved in imagery processing</p>	<p>60 months or more (6 pts)</p> <p>Minimum of 48 months, but less than 60 months (4 pts)</p> <p>Minimum of 36 months, but less than 48 months (2 pts)</p> <p>Minimum of 24 months, but less than 36 months (1 pt)</p>	<p>6</p>	<p>1</p>
<p><b>Expert level</b></p> <p>The proposed resource must have experience related to developing GUIs/software for dedicated applications using the following protocols: Qt, OpenGL, GigE Vision, etc.</p>	<p>60 months or more (6 pts)</p> <p>Minimum of 48 months, but less than 60 months (4 pts)</p> <p>Minimum of 36 months, but less than 48 months (2 pts)</p> <p>Minimum of 24 months, but less than 36 months (1 pt)</p>	<p>6</p>	<p>1</p>
<p><b>Expert level</b></p> <p><b>Experience in AVB</b></p> <p>One proposed resource in the expert-level software design category has at least three months’ experience in developing software code using the Audio Video Bridging (AVB) communication protocol.</p>	<p>A minimum of 3 months (3 pts)</p>	<p>3</p>	<p>0</p>
<p><b>Junior level</b></p> <p>The proposed resource must have experience programming in C/C++ applied to instrument control and the development of software for research and development applications.</p>	<p>48 months or more (6 pts)</p> <p>Minimum of 36 months, but less than 48 months (4 pts)</p> <p>Minimum of 24 months, but less than 36 months (2 pts)</p>	<p>6</p>	<p>1</p>

	Minimum of 12 months, but less than 24 months (1 pt)		
<b>3.2.4 Optical design category</b>		<b>10</b>	<b>2</b>
<b>Expert level</b>  The proposed resource must have experience designing and conducting simulations with the Zemax software.	60 months or more (3 pts)  Minimum of 48 months, but less than 60 months (2 pts)  Minimum of 36 months, but less than 48 months (1 pt)  Minimum of 24 months, but less than 36 months (0.5 pt)	3	0.5
<b>Expert level</b>  The proposed resource must have experience in laboratory manipulation in order to be able to validate the performance of optical designs produced.	60 months or more (3 pts)  Minimum of 48 months, but less than 60 months (2 pts)  Minimum of 36 months, but less than 48 months (1 pt)  Minimum of 24 months, but less than 36 months (0.5 pt)	3	0.5
<b>Junior level</b>  The proposed resource must have experience designing and conducting simulations with the Zemax software.	48 months or more (2 pts)  Minimum of 36 months, but less than 48 months (1.5 pt)  Minimum of 24 months, but less than 36 months (1 pt)  Minimum of 12 months, but less than 24 months (0.5 pt)	4	1

<p><b>Junior level</b></p> <p>The proposed resource must have experience in laboratory manipulation in order to be able to validate the performance of optical designs produced.</p>	<p>48 months or more (2 pts)</p> <p>Minimum of 36 months, but less than 48 months (1.5 pt)</p> <p>Minimum of 24 months, but less than 36 months (1 pt)</p> <p>Minimum of 12 months, but less than 24 months (0.5 pt)</p>		
<p><b>3.2.5 Opto-mechanical design category</b></p>		<b>6</b>	<b>1</b>
<p><b>Opto-mechanics</b></p> <p>The resource proposed must have experience with opto-mechanical design and fabrication using Pro Eng or Solid Edge software.</p>	<p>72 months or more (6 pts)</p> <p>Minimum of 60 months, but less than 72 months (4 pts)</p> <p>Minimum of 48 months, but less than 60 months (2 pts)</p> <p>Minimum of 36 months, but less than 48 months (1 pt)</p>	6	1
<p><b>3.2.6 Project management category</b></p>		<b>6</b>	<b>1</b>
<p><b>Project management</b></p> <p>The proposed resource must have experience managing a research and development project.</p>	<p>84 months or more (6 pts)</p> <p>Minimum of 72 months, but less than 84 months (4 pts)</p> <p>Minimum of 60 months, but less than 72 months (2 pts)</p> <p>Minimum of 48 months, but less than 60 months (1 pts)</p>	6	1
<p><b>3.3 Additional resources</b></p>		<b>18</b>	<b>0</b>
<p>3.3.1 The Bidder proposed at least one other resource in addition to the minimum number required for the software design category.</p>			
<p>3.3.1.1 Points for a proposed expert-level resource</p>		6	0
<p>3.3.1.2 Points for a proposed junior-level resource</p>		3	0

3.3.2 The Bidder proposed at least one other resource in addition to the minimum required for the digital electronics and microcode (firmware) category.			
3.3.2.1 Points for a proposed expert-level resource		6	0
3.3.2.2 Points for a proposed junior-level resource		3	0
<b>3.4 Bidder’s experience</b>		<b>24</b>	<b>0</b>
For each criterion, the Bidder should demonstrate its experience by describing projects it carried out related to the evaluation criterion. In general, the description should contain the following information:  a. The project’s subject, context, objectives and scope; b. The project’s start date (month/year) and end date (month/year); c. The exact dates of the Bidder’s involvement in the project; d. The Bidder’s role(s) in the project (primary integrator, subcontractor, etc.); e. Clients’ names; f. Any other relevant information.			
3.4.1 The Bidder should demonstrate that it has the required experience in the field of expertise related to Task 1: electronic design. (See the full description of Task 1 in Annex A - Statement of Work.)	6 pts: The Bidder has completed four projects in this field of expertise  4 pts: The Bidder has completed two projects in this field of expertise.  2 pts: The Bidder has completed one project in this field of expertise.  0 pt: Any other situation.	6	0
3.4.2 The Bidder should demonstrate that it has the required experience in the field of expertise related to Task 2: software/firmware programming. (See the full description of Task 2 in Annex A - Statement of Work.)	12 pts: The Bidder has completed four projects in this field of expertise  8 pts: The Bidder has completed three projects in this field of expertise.  4 pts: The Bidder has completed two projects in this field of expertise.	12	0

	0 pt: Any other situation.		
3.4.3 The Bidder should demonstrate that it has the required experience in the field of expertise related to Task 3: optical design. (See the full description of Task 3 in Annex A - Statement of Work.)	<p>6 pts: The Bidder has completed more than four projects in this field of expertise.</p> <p>4 pts: The Bidder has completed three projects in this field of expertise.</p> <p>2 pts: The Bidder has completed two projects in this field of expertise.</p> <p>0 pt: Any other situation.</p>	6	0
<b>3.5 Management proposal</b>		<b>30</b>	<b>0</b>
<p><b>3.5.1 Management method:</b></p> <p>The management method described by the Bidder should be realistic and take into account each of the following elements:</p> <ul style="list-style-type: none"> <li>• contingency management;</li> <li>• resource availability;</li> <li>• work overload;</li> <li>• schedule control; and</li> <li>• the difficult-to-predict context of task authorization contracts.</li> </ul>	See Table 1 at the end of this document.	15	0
<p><b>3.5.2 Tools used:</b></p> <p>The Bidder should describe its planning and the control tools that will be used to ensure an effective management method.</p>	See Table 1 at the end of this document.	5	0

<b>3.5.3 Quality control process:</b>  The Bidder should describe its quality control process, which should at minimum include:  <ol style="list-style-type: none"><li>1. Verification and validation of work performed;</li><li>2. Validation of compliance with the client's requirements;</li><li>3. Identification of future elements that could be improved.</li></ol>	See Table 1 at the end of this document.	10	0
<b>Total:</b>		<b>/148</b>	<b>15</b>

Solicitation No – N° de l’invitation  
W7701-176510/A  
Client Ref No. – N° de réf. du client  
W7701-176510

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-7-40069

Buyer ID – id de l’acheteur  
qcl 028

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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);

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**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**

- 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)

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## ANNEX A

### STATEMENT OF WORK

#### 1. GENERAL:

##### 1.1 Title

Study and development of new protection concepts for Canadian military platforms

##### 1.2 Purpose

The general purpose is to provide advanced technical services in the area of electromagnetic science to continue the study and development of protection concepts for military platforms. The protection of military platforms includes detection, tracking and countermeasures against threats through the use of sensors, software as well as countermeasure techniques to jam, decoy or destroy guided or non-guided weapons. The concept of situational awareness is incorporated into the work for this contract because it allows for the provision of required information to the military team and optimization of the platform's chances of survival.

Testing support and the analysis of these data by software and equipment (existing or to be developed) will be required of the Contractor. Furthermore, sensors and countermeasures may be developed and their effects on the threat (or the platform) may be measured and analysed. In the context of the work under this contract, military platforms can be anything from the characterization of simple systems like thermal sensors to the installation of a complete protection system mounted on a soldier, vehicle or frigate.

##### 1.3 Context/Background

DRDC Valcartier Research Centre's Electro-Optical Warfare (EOW) Section has a program to protect military platforms (ships, vehicles, fighter planes, personnel) against threats (weapons, projectiles, lasers, hostile optics, etc.) to address the needs of the Canadian Forces in this area. The EOW Section is the national centre of expertise in electro-optical threat detection, tracking and countermeasures and in camouflage, and is therefore frequently called upon.

The work to be done by the Contractor will be to provide engineering capacity in the field of electro-optics applied to military platform protection. For example, the Contractor may be called to support the development of advanced countermeasure and detection concepts for the protection of a vehicle.

Tasks will range from the development of a simple Windows application to read data on the position of a missile firing station to the development of an automatic protection system for a vehicle. In short, a task may require anywhere from a single individual to a full team of design experts.

Engineering capability in the following fields is required: 1) electronic design; 2) software/firmware programming; 3) optical design; 4) opto-mechanical design; 5) testing support and manipulation; and 6) project management.

##### 1.4 Acronyms

TA : task authorization  
AVB : audio video bridging  
CAD : computer-aided design

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CD: compact disc  
CPLD : complex programmable logic device  
EOW : electro-optical warfare  
EO: electro-optic  
DSP : digital signal processing  
DVD : digital versatile disc  
FPGA : field-programmable gate array  
HDD : hard disc drive  
N/A : non-applicable  
PAL : programmable array logic  
PCB : printed circuit board  
DRDC : Defence Research and Development Canada  
RF : radio frequency

## 2. APPLICABLE DOCUMENTS (references)

Applicable documents may be associated with certain TAs. In that case, the statement of work for that TA will include the information required regarding the applicable documents.

## 3. SCOPE OF WORK

The nature of the work to be performed by the Contractor is divided into six main tasks (electronic design, software/firmware programming, optical design, opto-mechanical design, laboratory manipulation and testing, and project management). The Contractor may need to perform one or a combination of tasks and subtasks.

### 3.1 Task 1: Electronic design (estimated 8% of the total contract value)

#### 3.1.1 General:

The Contractor must design electronic circuits (analog and digital) using commercial software such as Allegro or Protel, or according to the specific need established in the TA. The Contractor shall also design FPGA-type architectures. The Contractor shall design, fabricate and assemble PCBs.

#### 3.1.2 Services to be provided by the Contractor:

- (a) The Contractor must conduct analog electronic design with surface-mounted and through-hole components.
- (b) The Contractor must conduct digital electronic design with components such as PAL, CPLD and FPGA and must code firmware for those components, as required.
- (c) The Contractor must route and design PCBs using current software (e.g.: Protel, Allegro, P-CAD, etc.).
- (d) The Contractor must fabricate new analog and digital PCBs and assemble electronic components on all current or newly developed designs.
- (e) The Contractor must evaluate the performance of circuits developed and give a demonstration to the Technical Authority.

#### 3.1.3 Tools required for Task 1:

DRDC will provide all equipment required for designing and characterizing electronic systems. Software will be provided by DRDC.

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### 3.2 Task 2: Software/microcode (firmware) programming (estimated 65% of total contract value)

#### 3.2.1 General:

The Contractor must develop applications for Windows and Linux and embedded software for DSP and/or microcontrollers. For example, it might have to run a high-power laser using the control software that it will have developed and programmed in an FPGA. The Contractor must develop or modify drivers or code to interface various military instruments (thermal cameras, lasers, missile firing stations). It will also create applications that will be developing using software such as LabView and MatLAB, which will be used to analyze data from sensors, countermeasures, imagers and lasers and to validate threat detection and tracking algorithms.

#### 3.2.2 Services to be provided by the Contractor:

- (a) The Contractor must develop and modify equipment (cameras, sensors, lasers, etc.) drivers or code to integrate them in advanced common software or in order to retrieve information or data generated by the equipment.
- (b) The Contractor must program an FPGA, DSP or microcontroller to control an optical, or other, system.
- (c) The Contractor must develop a Windows or Linux interface in order to run detection algorithms on test data (e.g. camera data).
- (d) The Contractor must conduct data reduction and analysis using software developed by the Contractor.
- (e) The Contractor must develop software and/or firmware to control or run an analog and digital circuit or an instrument designed by the Technical Authority.
- (f) The Contractor has to be able to modify existing software to add new functionalities or improve its functioning according to requirements.

#### 3.2.3 Tools required for Task 2:

DRDC will provide the required equipment to develop and evaluate the functioning of products (software/firmware) developed.

### 3.3 Task 3: Optic design (estimated 10% of the total contract value)

#### 3.3.1 General:

The Contractor must design optical modules and model their performance using commercial design software such as Zemax. The modules developed will be integrated into advanced assemblies and will be used for detection, focussing and optical countermeasures in the context of EOW.

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### 3.3.2 Services to be provided by the Contractor

- (a) The Contractor must develop new optical concepts in order to, for example, optimize a sensor's field of view (FOV), focus a laser to the desired distance, minimize lens distortion, etc.
- (b) The Contractor must create an optical model of an existing system to provide a simulation.
- (c) The Contractor must recommend possible improvements to modernize an assembly and enhance its performance.
- (d) The Contractor must design an optical component, model it, have it fabricated and evaluate its performance.
- (e) The Contractor must characterize an optical measurement system and evaluate its performance.

### 3.3.3 Tools required for Task 3:

DRDC shall provide the measuring instruments required to validate the performance of the work conducted by the Contractor, as necessary.

## 3.4 Task 4: Opto-mechanical design (estimated 10% of the total contract value)

### 3.4.1 General:

The Contractor must design opto-mechanical components, housings and supports using commercial software such as Solid Edge or ProEng. The designs will be used to support and allow for the adjustment of optical structures intended for the work of the Technical Authority.

### 3.4.2 Services to be provided by the Contractor:

- (a) The Contractor must create mechanical drawings using software such as Solid Edge or ProEng according to requirements of the task.
- (b) The Contractor must machine parts and part assemblies and use, when required, rapid prototyping. The Contractor may use its own technical drawings (CAD) or those provided by the Technical Authority.
- (c) The Contractor must modify, fabricate and install parts and/or assemblies into a laser, mobile laboratory, military platform, electro-optical assembly, etc.

## 3.5 Task 5: Manipulation of optical systems and equipment in laboratory and during testing (estimated 3% of the total contract value)

### 3.5.1 General:

The Contractor must prepare and manipulate equipment and systems developed at DRDC in order to capture data during testing. The Contractor shall help with installation, positioning and recording using acquisition systems. Data will be used to develop algorithms and validate detection, tracking and countermeasure concepts. For testing outside DRDC Valcartier, the Contractor shall make its own travel arrangements.

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Services to be provided by the Contractor:

- (a) The Contractor must update a system developed by DRDC Valcartier. For example, make a prototype weather-resistant for use in testing.
- (b) The Contractor must learn to manipulate equipment in order to take measurements in the laboratory. For example, DRDC purchases a new monochromator and needs to validate the manufacturer's curve using a reference blackbody.
- (c) The Contractor must participate in locating equipment in the field to characterize a laser, countermeasure, EO sensor suite, etc.

3.6 Task 6: Project management (estimate required: 4% of the total contract value)

3.6.1 General :

The Contractor must prepare, schedule and report on task progress to the Technical Authority. The Contractor shall be in charge of preparing minutes of meetings for each of the tasks. It will provide a 2-3 page executive summary to the Technical Authority at the end of each task. This executive summary will include the work done during the task and the Contractor's recommendations for continuing work that was not completed.

Services to be provided by the Contractor:

- (a) The Contractor must draft an executive summary at the end of each task.
- (b) The Contractor must prepare, schedule and report on the progress of the task.
- (c) The Contractor must make travel arrangements and visit requests for work outside DRDC Valcartier.

## 4. REPORTS AND OTHER DELIVERABLES

### 4.1 General

The deliverables consist of a report, software, firmware, prototypes, imagery and results of laboratory measurements in the form of files. A minimum of one electronic copy (CD, DVD, USB, HDD) must be provided to the Technical Authority. Specific deliverables and the number of copies will depend on the nature of the task and will be specified in the TA.

Acceptable languages for written reports at DRDC Valcartier are French and English. Occasionally, the Contractor must present the work done within a task orally in French and/or English during discussions with subject matter experts.

### 4.2 Reports

A technical report will be required for the Work done during a TA. The report must contain a summary and an executive summary. The report must include the objectives, a description of the Work undertaken (methodology, equipment used, results, analysis of the results, and conclusion/recommendations). The Contractor must include in its technical report the difficulties encountered and the solutions applied for the continuation of the work. The Contractor must also

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refer to previous work as much as possible. The number of pages of the report will depend on the context, the purpose, and the relevance of the results obtained during the task. The presentation format must meet DRDC publication standards. Therefore, a title page, signature page, summary and executive summary must be compatible with the DRDC template. The Technical Authority may specify that the report be drafted using the agency’s Word or LaTeX template; if so, this will be indicated in the TA statement.

#### **4.3 Electronic assembly and design**

For tasks requiring electronic development, the deliverables are the directories and project executables on a CD, DVD or HDD. Also required are a work report in Word format (not necessarily with the agency’s template) providing a summary of the objectives and methodology, and a summary of the electronic design’s capability and its limitations, as well as recommendations on the results and a conclusion. A deliverable may include a prototype (the design, a PCB, the electronic component assemblies, the evaluation, etc.), which may be requested as part of the TA.

#### **4.4 Software/Firmware**

For tasks requiring the development of software or firmware for an FPGA, the deliverables are the directories and project executables on a CD, DVD or HDD. Also required are a work report in Word format (not necessarily with the agency’s template) that provides a summary of the objectives and the methodology, and a summary of the software/firmware’s capability and its limitations, as well as recommendations on the results and a conclusion.

#### **4.5 Mechanical/opto-electronic/optical assembly and design**

For tasks requiring mechanical, opto-mechanical and/or optical development, the deliverables are the parts, optics, assemblies produced as part of the task, the optical simulation files and the CAD drawings. A deliverable may be a system or test bench developed within the TA.

#### **4.6 Publications**

Any manuscript for publication in scientific papers, magazines, journals or other publications, as well as any presentation summary or any other form of publication, must first be submitted to the Technical Authority for review and approval a minimum of ninety (90) days in advance of presentation or publication. An explicit reference to Canadian government funding must be included, and it must be clearly stated that the content is the responsibility of the authors. The Technical Authority will provide a written objection if there are specific elements (e.g. audience) that are not in Canada’s best interests. If the Technical Authority objects in writing, he or she will send his or her written objection to the organization responsible for the publication (journal or conference).

## **5 MEETINGS**

### **5.1 TA start-up meeting**

When a TA is activated, the Contractor must prepare for and attend a start-up meeting with the Technical Authority and DRDC representatives, preferably in person at DRDC Valcartier. However, if a meeting in person is not possible, an alternative method, such as videoconference, may be considered. This will be specified in the TA. The Contractor must prepare the agenda (to be distributed at least 24 hours before the meeting), the minutes, and the follow-up to the meeting (to be distributed no later than five days following the start-up meeting). The meeting can be held in English or French. At the meeting, the following points must be discussed:

- 1) Review of the TA objectives;
- 2) Presentation of the project plan, as required;
- 3) Description of the method to be adopted to complete the work and evaluate the work plan;
- 4) Review of the documentation to be provided;
- 5) Management of the budget associated with the TA.

## **5.2 Progress review meeting**

The Technical Authority may request a meeting to review progress, based on the duration and complexity of the TA. The Contractor must be in charge of the meeting. This includes preparing the agenda, minutes, and follow-up (to be distributed no later than five days after the meeting). The meeting must cover the objectives, a description of the work, the method, documentation, results and the work to be carried out in the next work period. If problems have hindered work progress, explanations and (a) solution(s) must be proposed. A management report (finance/resources) must be submitted by the Contractor.

The progress review meeting must be held at DRDC Valcartier Research Centre. Depending on time constraints, however, the meeting may be held over the telephone or through videoconference. This will be specified in the TA.

## **5.3 Other meetings**

Meetings other than those specified in sections 5.1 and 5.2 may be held at the discretion of the Technical Authority. The location, roles and responsibilities during those meetings will be specified in the TA.

## **5.4 Meeting location**

When the meetings are held at DRDC Valcartier Research Centre, all personnel without security clearance must be escorted at all times. Normally, the meetings will be held at DRDC Valcartier Research Centre. However, when authorized by the Technical Authority, and only occasionally, they may be held in the Contractor's offices or by videoconference.

## **6 GOVERNMENT-SUPPLIED MATERIAL (GSM)**

If GSM is required for a task, the TA will specify exactly what equipment shall be provided. Typically, equipment may include cameras, threat detection systems, lasers, prototypes developed by DRDC, data acquisition systems, algorithms, test data, etc.

## **7 WORK LOCATION**

The majority of the work for this contract (>90%) must be carried out at DRDC Valcartier Research Centre owing to the nature of the work and the equipment to be manipulated. If the Contractor uses subContractors to carry out non-sensitive work, they may work outside DRDC Valcartier Research Centre with the approval of the Technical Authority (e.g.: optical design, mechanical fabrication, electronics work, etc.).

Solicitation No – N° de l'invitation

W7701-176510/A

Client Ref No. – N° de réf. du client

W7701-176510

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-7-40069

Buyer ID – id de l'acheteur

qcl 028

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At all times, work conducted outside DRDC Valcartier Research Centre will require the written approval of the Technical Authority, whether the work is carried out by the Contractor or by subContractors. Each TA will specify whether it is possible to carry out part of the work outside DRDC Valcartier Research Centre.

**ANNEX B**

**BASIS OF PAYMENT**

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
<b>1)Analog electronics category</b> Name :	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
Name : ...	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
<b>2)Digital electronics and microcode (firmware) category – Expert level</b> Name :	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
Name : ...	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
<b>3)Digital electronics and microcode (firmware) category – junior level</b> Name :	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
Name : ...	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
<b>4)Software design category-Expert level</b> Name :	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____
Name : ...	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____	\$/hr _____

<b>5)Software design category- Junior level</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>6)Optical design category – Expert level</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>7)Optical design category – Junior level</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>8)Opto-mechanical design category</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
<b>9)Project management category</b> Name :	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____
Name : ...	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____	\$/hr_____

**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:** at laid down cost<sup>2</sup> without markup.

- (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<sup>1</sup> without markup.

**Limitation of Expenditures (applicable taxes extra) :**

**\$2 500 000.00**

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.

<sup>2</sup> 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)**

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**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.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ Title \_\_\_\_\_

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(Internal DRDC Valcartier)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ Title (Technical authority) \_\_\_\_\_

Solicitation No – N° de l'invitation

W7701-176510/A

Client Ref No. – N° de réf. du client

W7701-176510

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-7-40069

Buyer ID – id de l'acheteur

qcl 028

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## **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

W7701-176510/A

Client Ref No. – N° de réf. du client

W7701-176510

Amd. No. – N° de la modif.

File No. – N° du dossier

QCL-7-40069

Buyer ID – id de l'acheteur

qcl 028

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**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.

RECEIVED  
MAR 09 2017



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W7701-176510

Security Classification / Classification de sécurité  
UNCLASSIFIED

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 MDN		2. Branch or Directorate / Direction générale ou Direction DRDC
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 Contrat à autorisation de tâches pour l'étude et le développement de nouveaux concepts de protection pour les plateformes militaires canadiennes		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  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



Government of Canada

Gouvernement du Canada

Co Number / Numéro du contrat  
W7701-176510

Security Classification / Classification de sécurité  
UNCLASSIFIED

**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 COSMIC TRÈS 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"/>						
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"/>						
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"/>						

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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