



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

FAX pour soumissions: (418) 648-2209

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Support - Mod and Digital Sim	
Solicitation No. - N° de l'invitation W7701-186543/A	Date 2018-09-13
Client Reference No. - N° de référence du client W7701-186543	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-032-17483	
File No. - N° de dossier QCN-7-40322 (032)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-30	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Fortin, Marie-Claire	Buyer Id - Id de l'acheteur qcn032
Telephone No. - N° de téléphone (418) 649-2764 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RDDC-R et D Défense Canada-Valcartier DRDC-Defence R&D Canada-Valcartier Bâtisse 53 2459 route de la Bravoure QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

1.1 Introduction

The bid solicitation document is divided into seven (7) parts plus attachments and annexes as follows:

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

- Annex A : Statement of Work
- Annex B : Basis of Payment
- Annex C : Contractor Disclosure of Foreground Information
- Annex D : Security Requirements Check List
- Annex E : DND 626, Task Authorization Form

List of Attachments :

- Attachment 1 : Financial Bid Presentation Sheet
- Attachment 2 : Evaluation of Price
- Attachment 3 : Mandatory and Point Rated Technical Criteria
- Attachment 4 : Federal Contractors Program for Employment Equity – Certification

1.2 Summary

1.2.1 Title

Support for Engagement Modelling and Digital Simulation

1.2.2 Objectives

This Task Authorization Contract includes, but is not limited to, the following work:

1. Plan, implement, test, validate, verify, integrate and document models of platforms, decoys, missiles, sensors, and environmental components to analyze the protection of certain platforms, as well to obtain the results of engagement scenarios using modelling and digital simulation.
2. Design, develop, test, validate, verify and document the components of a synthetic environment.
3. Design engagement scenarios and execute them as a simulation.
4. Support the analysis of simulations.
5. Carry out parametric studies on simulated engagement scenarios.
6. Support the collection of experimental data.
7. Take part in the analysis of experimental data.
8. Manage and coordinate projects, which include, but are not limited to, ensuring effective coordination among various project stakeholders, determining the schedule and ensuring that it is adhered to, assigning tasks to be performed, and managing the development team.

1.2.3 Background/History

Because of its versatility and integration capability, digital simulation has been a method selected to evaluate the performance of current and future military systems. Defence Research and Development Canada (DRDC) uses engagement digital simulation to evaluate the performance of infrared (IR) sensors in electro-optical warfare.

DRDC has developed an IR signature methodology and modelling tools that have been applied to the development of IR signatures of platforms (eg, ships and aircrafts) and of decoys. This methodology and these tools shall be used and adapted, as needed. IR signature models take the shape of a sectioned 3D model to which are applied indicators characterizing the IR properties of the sections. The models are used during run time in a Karma simulation environment, an interface developed by DRDC, in which images of the various sensors are provided through a scene generation module (IRSG) using the GPU, OpenGL (OSG), as well as an atmospheric transmission module developed by DRDC (SMART/EOSPEC) based on MODTRAN. The engagement simulation provides an intermediate level of detail that makes it possible to achieve the performance required to simulate the engagement of a few sensors against a few targets in near-real-time. The models are based on physical phenomena and are validated through experimental measurements in order to achieve the highest level of fidelity possible within these constraints.

For Navy projects, the contractor shall simulate engagement scenarios using the BAE systems' SADM (Ship Air Defence Model) engagement simulator with an EO/IR Karma interface developed at DRDC Valcartier.

To be able to respond appropriately to clients using Modelling and Simulation, models shall be created, tested, verified, validated and improved through iteration in order to achieve the desired level of fidelity. Since these models must accurately represent complex systems or phenomena, experimental work is done in advance or in parallel in order to better characterize the physics of the situation that is to be reproduced. The contractor may be required to support characterization work.

The technical authority will decide on the optimal level of fidelity based on available information and data. The contractor will be able to benefit from DRDC Valcartier expertise in terms of fine-tuning and validating the simulation components.

1.2.4 Client department

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier research centre.

1.2.5 Period of the contract

The period of the contract is from the award of the contract for a period of sixty (60) months inclusive.

1.2.6 Additional Information

- i. Defence Research and Development Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- ii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- iii. For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, to respect the politics and directives of the Treasury Board for the contracts attributed to former Public Servants.
- iv. The requirement is limited to Canadian goods and/or services.
- v. This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vi. 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).
- vii. This procurement is subject to the Controlled Goods Program.
- viii. There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the attachment named Federal Contractors Program for Employment Equity - Certification.
- ix. The work will be carried out entirely on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for this Contract is **\$2,700,00.00** Applicable Taxes extra.

In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract, Canada's obligation under the Contract is limited to 10% of the estimated amount of available funding specified above.

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.

1.3 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

2.1 Standard instructions, clauses and conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: sixty (60) days

Insert: one hundred eighty (180) days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit, at the address 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 or email to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at marie-claire.fortin@tpsgc-pwgsc.gc.ca, no later than **height (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.

2.5 Applicable Laws

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

2.6 Basis for Canada's Ownership of Intellectual Property

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Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-7-40322

Buyer ID – id de l'acheteur
QCN032

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, on the following grounds:

- national security;

2.7 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$2,700,00.00\$** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service or 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.

3.1.1 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 Sections 4.1.1.2 and 4.1.1.3, Part 4, of this document.

3.1.2 Section II : Financial Bid

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

- (a) The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1**.
- (b) No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.
- (c) Prices must be in Canadian funds, Applicable Taxes excluded, and Canadian customs duties and excise taxes included.

3.1.3 Section III : Certifications

Bidders must submit the certifications required under Part 5.

3.1.4 Section IV : Additional Information

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

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.

Canada requests that bidders provide the following information:

Administrative representative Technical representative :

Name : _____	Name : _____
Telephone : _____	Telephone : _____
Facsimile : _____	Facsimile : _____
Email : _____	Email : _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

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

4.1.1.3 Mandatory Financial Criteria

Bidders must present their financial bid in accordance with article 3.1.2, Section II: **Financial Bid of Part 3** of the Request for Proposals.

4.1.2 Financial Evaluation

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

For evaluation purposes only, the price of the bid will be determined as detailed in **Attachment 2, Evaluation of Price**.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (65%) and Price (35%)

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory criteria;
 - c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating;
 - d) and obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 150.

2. Bids not meeting (a) or (b) or (c) or (d) 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 65 % for the technical merit and 35 % 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 65%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%.
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 65/35 ratio of technical merit and price, respectively. The total available points equals 150 and the lowest evaluated price is \$2,300,146.15.

Basis of Selection - Highest Combined Rating Technical Merit (65%) and Price (35%)

		Bidder		
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		130/150	120/150	135/150
Bid Evaluated Price		2 425 017,25\$	2 300 146,15\$	2 644 957,45\$
Calculations	Technical Merit Score	$130/150 \times 65 = 56,33$	$120/150 \times 65 = 52$	$135/150 \times 65 = 58,5$
	Pricing Score	$2\,300\,146,15\$ / 2\,425\,017,25\$ \times 35 = 33,20$	$2\,300\,146,15\$ / 2\,300\,146,15\$ \times 35 = 35,00$	$2\,300\,146,15\$ / 2\,644\,957,45\$ \times 35 = 30,44$
Combined Rating		89.53	87	88,94
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

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

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

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

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

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

5.2.3 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.

5.2.4 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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Buyer ID – id de l’acheteur
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5.2.5 Language Capability

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 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 site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

At contract award, the bidder must meet the following minimum security requirements:

- Category « Project Manager » : **all** of the proposed resources has a current « SECRET » security screening level;
- Category « Modelling » : **at least one** of the proposed resources have a current « NATO SECRET » security screening level;
- Category « Computer Science » : **at least one** of the proposed resources have a current « NATO SECRET » security screening level;
- Category « Physics » : **at least one** of the proposed resources has a current « NATO SECRET » security screening level.

REMINDER: these requirements are minimal for the award of the contract, but **all** individuals proposed in the "Modelling", "Computer Science" and "Physics" categories must acquire the NATO SECRET security clearance.

- (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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capacity

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

6.3 Controlled Goods Requirement

SACC Manual clause A9130T (2014-11-27), Controlled Goods Program

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of word

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled _____, dated _____. *(to be completed at contract award)*

7.1.2 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.

7.1.2.1 Task Authorization Process

7.1.2.1.1 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) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) 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.

7.1.2.1.2 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 Appendix 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 offer 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. The Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada.

For each proposed resource, the Contractor's TA proposal must include the following, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:

- A résumé for each of the proposed resources. The Contractor's proposal must demonstrate that each proposed resource meets the requirements set out in Appendix A – Statement of Work of the resource category for which it is proposed (including any educational requirements, work experience and professional designation or membership requirements. With respect to résumés and resources:
 - (a) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
 - (b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date the Contractor submits its TA quote.
 - (c) For work experience, Canada will not consider experience gained as part of an educational program.
 - (d) For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
 - (e) The résumé must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

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.

7.1.2.1.3 Approval of the Task Authorization

The Contractor must not begin the work until the approved TA has been received by Canada. 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.

7.1.2.2 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.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10% of Contract value, including any Firm and Task Authorizations parts of the Work.

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

7.1.2.4 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, 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.

7.1.3 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.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2040 (2018-06-21), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 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

7.2.3 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

7.3 Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER :

PWGSC FILE N° W7701-186543

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **NATO SECRET** issued by the Canadian Industrial Security Directorate (CISD), Public Works and 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 PWGSC.
 3. The Contractor/Offeror personnel requiring access to **PROTECTED CANADIAN Non-Restricted** information, assets or *sensitive work site(s)* must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISC/PWGSC.
 4. The Contractor/Offeror personnel requiring access to **CLASSIFIED CANADIAN** information, assets or *sensitive work site(s)* **must be a citizen of Canada and must** EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISC/PWGSC.
 5. The Contractor/Offeror personnel requiring access to **CLASSIFIED CANADIAN Restricted or CLASSIFIED FOREIGN Restricted** information, assets or sensitive work site(s) **must be citizens of Canada, Australia, the United Kingdom, or the United States of America, and must** EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISC/PWGSC.
 6. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the **NATO UNCLASSIFIED** information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
 7. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country and must** EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
 8. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or *sensitive work site(s)* **must be citizens of a NATO country and must** EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
 9. The Contractor/Offeror MUST NOT remove any **CLASSIFIED** information from the identified *work site(s)*, and the Contractor/ Offeror must ensure that its personnel are made aware of and comply with this restriction.
 10. The Contractor must complete and submit a *Foreign Ownership, Control and Influence* (FOCI) Questionnaire and associated documentation identified in the *FOCI Guidelines for Organizations* prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **CLASSIFIED NATO / FOREIGN** information/assets. PWGSC will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if

mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

11. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
12. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
13. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISC/PWGSC.
14. 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).

NOTE ¹: There are multiple levels of release restrictions associated with this file. In this instance, a *Security Guide* must be added to the SRCL clarifying these restrictions. The *Security Guide* is normally generated by the organization's Project Authority and/or Security Authority.

NOTE ²: There are multiple levels of personnel security screenings associated with this file. In this instance, a *Security Classification Guide* must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's Project Authority and/or Security Authority.

NOTE ³: As Australia is not a **NATO** country, no **NATO** information will be released to Australians unless special permission is obtained from CISC/PWGSC.

7.3.2 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.

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 facilities, leaving the supplier liable for delays in delivery.

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

7.4 Term of Contract

7.4.1 Period of Contract

The period is five (5) years from the date of contract award to sixty (60) months inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Marie-Claire Fortin
Title : Procurement Agent
Public Services and Procurement Canada
Supply and Compensation Directorate
Address : 1550 D'Estimauville Avenue,
Quebec City, Quebec, Canada
G1J 0C7
Telephone : 418-649-2764
Facsimile : 418-648-2209
E-mail : marie-claire.fortin@tpsgc-pwgscc.gc.ca

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

7.5.2 Technical Authority *(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

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the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Administrative representative :

Name : _____

Telephone : _____

Facsimile : _____

Email: _____

Technical representative :

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

7.5.4 Procurement Authority *(to be completed at contract award)*

The Procurement Authority for the Contract is:

Name : _____

Title : _____

Organization : _____

Address : _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

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

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

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

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

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

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

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

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

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

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

(iv) Travel and Living Expenses:

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada – Valcartier research centre, located at 2459 de la Bravoure Road, 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, private vehicle and incidental expense 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".

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$2,700,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

Payments will be made not more frequently than once a month.

Depending on the method of payment specified in the applicable TA, one of the following methods of payment clauses will apply.

7.7.3.1 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 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

7.7.3.2 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, (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) 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.

7.7.3.3 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 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;

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

7.7.4 SACC Manual Clauses

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

7.7.5 Discretionary Audit

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

7.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

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 Firm Price portion of the work, and 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 to the address below for certification.

Supply and Support Clerk
Public Works and Government Services Canada
601-1550 Avenue 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.

7.9 Certifications

7.9.1 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.

7.9.2 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.

7.9.3 SACC Manual Clauses

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

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wordings 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 (2010-08-156) Software Development or Modification Services;
- (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)*

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor)

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

7.14 Insurance

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

7.15 Controlled Goods Program

7.15.1 SACC Manual clause A9131C (2014-11-27), Controlled Goods Program

7.15.2 SACC Manual clause B4060C (2011-05-16), Controlled Goods

7.16 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.

7.17 Identification Badge

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

7.18 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 three 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 workplan.
- (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.

(c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:

- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET

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

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

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

Resource Categories	Award date at the 12th month	14 to 24 months	25 to 36 months	37 to 48 months	49 to 60 months
a) Project Manager (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Modelling (min. 3 resources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Computer Science (min. 3 resources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Physics (min. 3 resources)					

Solicitation No – N° de l'invitation
W7701-186543/A
Client Ref No. – N° de réf. du client
W7701-186543

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-7-40322

Buyer ID – id de l'acheteur
QCN032

Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

2. TRAVEL & LIVING:

- (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 greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), 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.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

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

Solicitation No – N° de l'invitation
W7701-186543/A
Client Ref No. – N° de réf. du client
W7701-186543

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-7-40322

Buyer ID – id de l'acheteur
QCN032

Total limitation of expenditure for the contract (taxes extra): \$2,700,000.00

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

For evaluation purposes only, the price of the bid will be determined as follows:

1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B, Basis of Payment**.

2 - Calculation of bid price

The bid price will be calculated as follows:

Bid price = Cost of labour

The Total Bid Price will be calculated as set out in section 3 below.

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

Project Manager (PM)	10%
Modelling Category - Physicist or Physical, Mechanical or Electrical Engineer	40%
Computer Science Category - Computer Specialist or Software Engineer or Computer Engineer	25%
Physics Category - Physicist or physical, mechanical or electrical engineer	25%

3 - Cost of labour:

To establish labour costs, the effort available in terms of hours (see last column in Table 4.1, below) 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).

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 = \$2,700,000.00
- Percentage of use for “PM” = 10%
- If the average hourly rate for bid A = \$90, that for bid B = \$75 and that for bid C = \$80, then the average hourly rate for the resource category = \$81,66.

Therefore,

- Effort available $\$2,700,000.00 \times 0.10 / \$81,66 = 3\,306,39$ hours

and

- Labour costs for PM, bid A
 $= 3\,306,39 \text{ hours} \times \$90 = \$297,575.10$
- Labour costs for PM, bid B
 $= 3\,306,39 \text{ hours} \times \$75 = \$247,979.25$
- Labour costs for PM, bid C
 $= 3\,306,39 \text{ hours} \times \$80 = \$264,511.20$

4 - Sample calculations for the price of the three bids

Table 4.1

Resource category	% of use	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Qty
Project manager	10%	90.00 \$	297,551.02 \$	75.00 \$	247,959.18 \$	80.00 \$	264,489.80 \$	3,306.12
Modelling category	40%	85.00 \$	1,080,000.00 \$	80.00 \$	1,016,470.59 \$	90.00 \$	1,143,529.41 \$	12,705.88
Computer science category	25%	80.00 \$	713,656.39 \$	72.00 \$	642,290.75 \$	75.00 \$	669,052.86 \$	8,920.70
Physics category	25%	65.00 \$	681,994.82 \$	68.00 \$	713,471.50 \$	60.00 \$	629,533.68 \$	10,492.23
TOTAL :			2,773,202.23 \$	2,620,192.02 \$		2,706,605.75 \$		

The "percentages 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.

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

ATTACHMENT 3 – MANDATORY AND POINT RATED TECHNICAL CRITERIA

1. MANDATORY EVALUATION CRITERIA

Bidders must demonstrate that they meet all the following mandatory evaluation criteria in their proposals. Failure to meet any of the requirements of the mandatory evaluation criteria will render the proposal non-responsive and will automatically eliminate it from the process.

To demonstrate that the proposed person(s) meets all the above-mentioned criteria, bidders should provide detailed resumés specifying:

- **The diploma obtained, the year of issue and the name of the issuing educational institution**
(To be considered acceptable by the Government of Canada, each diploma must be from a recognized Canadian university or college or by equivalent establishments recognized by a recognized Canadian credential-assessment service if the diploma or certificate was obtained abroad. The list of recognized organizations is posted on the website of the Canadian Information Centre for International Credentials at the following address: <http://cicic.ca>.)
- **Work experiences** indicating the number of months of assignments and any other relevant detail, so as to demonstrate clearly that the proposed individual has the competencies and experience in the categories under evaluation. The months of experience must be expressed in terms of months of full-time employment (1 month of experience = a minimum of 150 hours of work).

	CRITERIA	YES	NO
K1	The bidder must propose a minimum of one resource in the Project Manager category. The proposed resource must have a minimum level of completed university studies and a minimum of 24 months of experience in project management. This resource may also be proposed for another category (Modelling, Computer Science, Physics).		
K2	The bidder must propose a minimum of 9 different resources, that is, the number of resources indicated for each of the 3 categories mentioned below. No resource for the Modelling, Computer Science or Physics categories can be proposed for more than one category. 1. Modelling (a minimum of 3 resources) 2. Computer Science (a minimum of 3 resources) 3. Physics (a minimum of 3 resources)		
K3	All resources proposed for the Modelling and Physics categories must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering or Mechanical Engineering.		

K4	All resources proposed for the Computer Science category must have a bachelor's, master's or doctoral degree in Computer Science or Computer Engineering or Software Engineering.		
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2. RATED EVALUATION CRITERIA

Section 2 criteria will be scored according to the descriptions accompanying each stated criterion. To be considered responsive, submissions must obtain the minimum number of points required, as indicated in the table.

The following is an overview of the rated evaluation criteria and of the weight they are given:

- CC1 Technical Proposal – **30 points***
 - CC1.1 Clarity and Accuracy of the Proposal
 - CC1.2 Resource Control System / Project Management Approach
 - CC1.3 Risk Identification
- CC2 Work Experience of Proposed Resources – **80 points**
 - CC2.1 Modelling Category
 - CC2.1.1 Experience in Creating Physical Digital Models
 - CC2.1.2 Software Experience
 - CC2.1.3 Experience in Relevant Areas of Expertise
 - CC2.2 Computer Science Category
 - CC2.2.1 Experience with C++ Programming Software
 - CC2.2.2 Software Experience
 - CC2.2.3 Experience in Relevant Areas of Expertise
 - CC2.3 Physical Category
 - CC2.3.1 Experience in Relevant Areas of Expertise
- CC3 Experience of the Bidder and/or one of its Major Sub-Contractors – **40 points**
 - CC3.1 R&D Project Experience
 - CC3.2 Experience in Modelling and/or Simulation Projects

CC3.3 Experience in Software Engineering Projects

CC3.4 Experience in Projects Related to Military Systems

*The scoring for this criterion will be made using **Table 1: Evaluation Grid for Rated Evaluation Criteria** at the end of this document.

	DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
CC1	MANAGEMENT AND TECHNICAL PROPOSAL	10	30
CC1.1	Clarity and Accuracy of the Proposal The proposal is well structured, easy to understand and demonstrates that the bidder has understood the objectives of the request. See Table 1	-	10
CC1.2	Resource Control System / Project Management Approach The bidder must propose an appropriate Resource Control System. The bidder must describe how it plans to control the management of the project with regard to the evaluation of priorities, work overload, resource availability, and the quality of services offered within the task authorization process. See Table 1	-	10
CC1.3	Risk Identification The bidder must describe clearly all project components that it deems could pose a risk and provide a plan for risk mitigation that would allow for the project objectives to be reached with respect to costs and schedules. See Table 1	-	10

	DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
CC2	WORK EXPERIENCE OF PROPOSED RESOURCES	27	80
	For each resource category, the following elements apply: <ul style="list-style-type: none"> - The bidder must identify clearly the category for which the resource is being proposed. - The bidder should provide the names and resumés of the proposed resources. The resumés should clearly, explicitly and indisputably demonstrate that the proposed resources meet the minimum of the 		

	<p>education and experience requirements for the category.</p> <ul style="list-style-type: none"> - The resumés should therefore contain the following information: the title, the objectives, the scope, the project periods (month and year of the beginning of the project and the month and year of its end), the exact dates of the involvement and the role of the proposed resource in the project, the tasks performed by the proposed resource and any other relevant information. - The experience acquired during internships, as well as that acquired during the resource's studies, cannot be accrued and will therefore not be taken into account. - Activities carried out at the same time for a single work experience will be considered only once. For example, if a resource worked on two projects at the same time between January 1, 2013, and December 31, 2013, using Matlab for both projects, then the resource's experience with Matlab for this period is 12 months, not 24. - Resources may be proposed for only one technical category. - Unless otherwise indicated, for each resource category, each person will be evaluated separately and the total score for the resource category will be the average of all the resources in the category. - The minimum score indicated should be achieved by the team average and not by each of the proposed resources. 		
CC2.1	Modelling Category	12	40
CC2.1.1	<p>Experience in Creating Physical Digital Models</p> <p>Points will be awarded according to the following method:</p> <p>10 points: 60 months or more of experience in physical modelling 6 points: 24 months or more of experience in physical modelling, but less than 60 months 3 points: 12 months or more of experience in physical modelling, but less than 24 months 0 point: Less than 12 months in physical modelling</p>	5	10
CC2.1.2	<p>Software Experience</p> <p>Points will be awarded according to the following method:</p> <p>3 points: 24 months of experience using Matlab</p>	3	10

	4 points: 24 months of experience using Simulink 1 point: 3 months of experience using a thermal model 1 point: 3 months of experience using an engagement simulator 1 point: 6 months of experience using image processing libraries		
CC2.1.3	Experience in Relevant Areas of Expertise Points will be awarded according to the following method: 6 points: 12 months of experience using a laser 6 point : 12 months of experience in electro-optics 3 points: 12 months of experience in control 3 points: 12 months of experience in aeronautics 2 points: 12 months of experience in spectroscopy or in radiometry	4	20
CC2.2	Computer Science Category	10	26
CC2.2.1	Experience with C++ Programming Language Points will be awarded according to the following method: 10 points: 60 months or more of experience with C++ programming language 6 points: 36 months of experience with C++ programming language, but less than 60 months 3 points: 12 months of experience with C++ programming language, but less than 36 months 0 point: Less than 12 months of experience with C++ programming language	5	10
CC2.2.2	Software Experience Points will be awarded according to the following method: 3 points: 24 months of experience using Visual Studio 2 points: 24 months of experience using UML 1 point: 6 months of experience using Matlab/Simulink	2	6
CC2.2.3	Experience in Relevant Areas of Expertise Points will be awarded according to the following method:	3	10

	4 points: 12 months of experience analyzing and developing software architecture 3 points: 12 months of experience creating digital models 2 points: 12 months of experience with physical phenomena surrounding electro-optics 1 point: 6 months of experience in developing 3D applications		
CC2.3	Physical Category	5	14
CC2.3.1	Experience in Relevant Areas of Expertise The following elements apply only to the <i>Physical Category (CC2.3.1)</i> criterion: <ul style="list-style-type: none"> - Each resource proposed for this category will be evaluated individually. The points obtained for each resource will be added to provide the total score. 2 points: 12 months of experience with physical phenomena surrounding gases and their infrared signature. 2 points: 12 months of experience with physical phenomena surrounding the infrared signature of platforms (eg, ships, aircraft and vehicles) 2 points: 12 months of experience with physical phenomena surrounding electro-optics 2 points: 12 months of experience with physical phenomena surrounding target tracking and guidance 3 points: 12 months of experience with laser systems 3 points: 12 months of experience surrounding the atmospheric propagation of light and lasers	5	14

	DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
CC.3	EXPERIENCE OF THE BIDDER AND/OR ONE OF ITS MAJOR SUB-CONTRACTORS	13	40
	For each criterion in this section, the bidder should demonstrate its experience, or that of its sub-contractor, by describing recent past projects related to the evaluation criteria pertaining to the following information: <ul style="list-style-type: none"> a. the topic, the context, the objectives and the scope of the project; 		

	<div><div><div>b. the project periods (exact month and year of the beginning, exact month and year of the end of each project);</div><div>c. the exact dates of the bidder's involvement in the project;</div><div>d. the bidder's role(s) in the project (prime contractor, sub-contractor, etc);</div><div>e. the budget;</div><div>f. the name of the client;</div><div>g. the number of resources (full-time equivalents) taking part in the project for each year of the project;</div><div>h. any other relevant information.</div></div><div><div>A project is defined as being valued at \$100,000 or more and requiring three months or more to complete and has been completed out in the 60 months preceding the closing date of the Request for Proposal. A task authorization of \$100,000 or more that takes at least three months to complete is considered a project.</div><div>Only projects completed by the bid closing date will be given consideration.</div><div>To be considered a prime sub-contractor, at least 25% of the resources proposed for all the resource categories must work for that sub-contractor. Only sub-contractor projects that meet this definition will be given consideration.</div></div></div>			
CC3.1	Experience of the bidder and/or one of its prime sub-contractors in the completion of R&D projects.	<div>Points will be awarded according to the following method:</div> <div>10 points: 3 projects or more</div> <div>3 points: 1 or 2 projects</div> <div>0 point: no project</div>	-	10
CC3.2	Experience of the bidder and/or one of its prime sub-contractors in the completion of Modelling and/or Simulation (M&S) projects.	<div>Points will be awarded according to the following method:</div> <div>10 points: 3 projects or more</div> <div>3 points: 1 or 2 projects</div> <div>0 point: no project</div>	-	10
CC3.3	Experience of the bidder and/or one of its prime sub-contractors in the completion of Software Engineering projects.	<div>Points will be awarded according to the following method:</div> <div>10 points: 3 projects or more</div> <div>3 points: 1 or 2 projects</div> <div>0 point: no project</div>	-	10
CC3.4	Experience of the bidder and/or one of its prime sub-contractors in the completion of Projects Related to Military Systems (platforms, sensors, defence or attack equipment).	<div>Points will be awarded according to the following method:</div> <div>10 points: 3 projects or more</div> <div>3 points: 1 or 2 projects</div> <div>0 point: no project</div>	-	10

FINAL SCORE FOR SECTIONS 1 AND 2	50	150
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Table 1: Evaluation Grid for Rated Evaluation Criteria CC1.1-CC1.2-CC1.3

Non Responsive	Extremely Low	Very Low	Low	Satisfactory	Good	Superior	Outstanding
0 point	1-2 points	3-4 points	5 points	6 points	7-8 points	9 points	10 points
Did not submit information that could be evaluated	Does not meet requirements	Generally does not meet requirements	Lack of details	Barely meets requirements	Meets requirements	Exceeds requirements	Far exceeds requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses	No weaknesses
	Unacceptable	Extremely poor; will not meet performance requirements	Little chance of meeting performance requirements	Minimum acceptable capability; should meet performance requirements	Good capability; should be adequate for effective results	Superior capability; should ensure very effective results	Exceptional capability; should ensure extremely effective results

ATTACHMENT 4 - 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)

ANNEX A – STATEMENT OF WORK

1. General

1.1 Title

Support for Engagement Modelling and Digital Simulation

1.2 Objectives

1. Plan, implement, test, validate, verify, integrate and document models of platforms, decoys, missiles, sensors, and environmental components to analyze the protection of certain platforms, as well to obtain the results of engagement scenarios using modelling and digital simulation.
2. Design, develop, test, validate, verify and document the components of a synthetic environment.
3. Design engagement scenarios and execute them as a simulation.
4. Support the analysis of simulations.
5. Carry out parametric studies on simulated engagement scenarios.
6. Support the collection of experimental data.
7. Take part in the analysis of experimental data.
8. Manage and coordinate projects, which include, but are not limited to, ensuring effective coordination among various project stakeholders, determining the schedule and ensuring that it is adhered to, assigning tasks to be performed, and managing the development team.

1.3 Background/History

Because of its versatility and integration capability, digital simulation has been a method selected to evaluate the performance of current and future military systems. Defence Research and Development Canada (DRDC) uses engagement digital simulation to evaluate the performance of infrared (IR) sensors in electro-optical warfare.

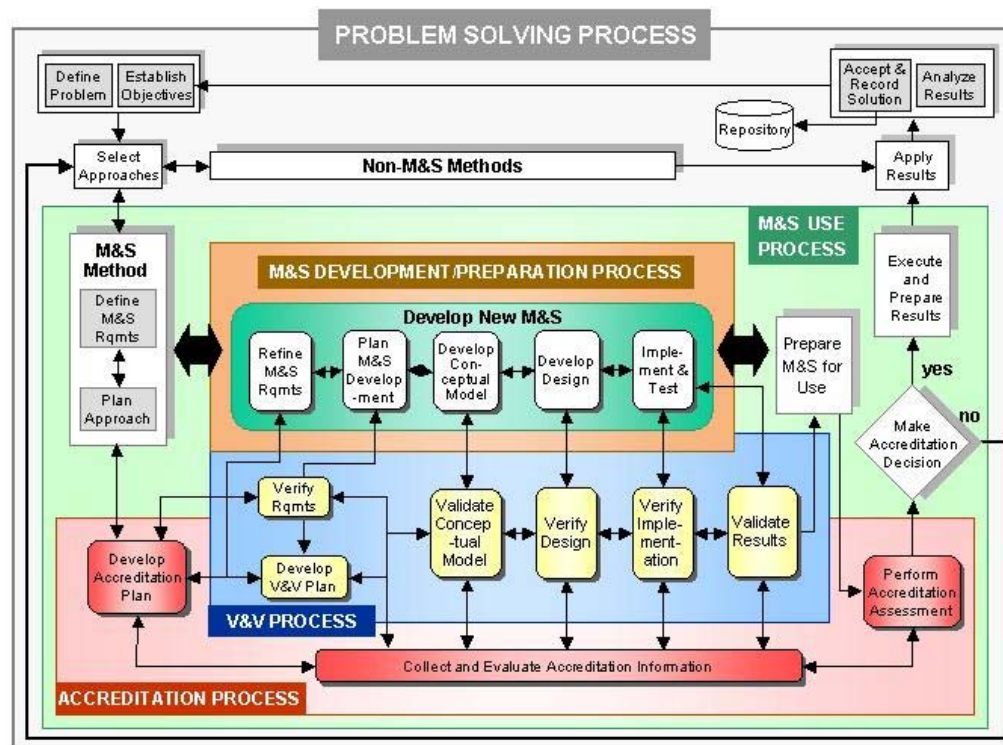
DRDC has developed an IR signature methodology and modelling tools that have been applied to the development of IR signatures of platforms (eg, ships and aircrafts) and of decoys. This methodology and these tools shall be used and adapted, as needed. IR signature models take the shape of a sectioned 3D model to which are applied indicators characterizing the IR properties of the sections. The models are used during run time in a Karma simulation environment, an interface developed by DRDC, in which images of the various sensors are provided through a scene generation module (IRSG) using the GPU, OpenGL (OSG), as well as an atmospheric transmission module developed by DRDC (SMART/EOSPEC) based on MODTRAN. The engagement simulation provides an intermediate level of detail that makes it possible to achieve the performance required to simulate the engagement of a few sensors against a few targets in near-real-time. The models are based on physical phenomena and are validated through experimental measurements in order to achieve the highest level of fidelity possible within these constraints.

For Navy projects, the contractor shall simulate engagement scenarios using the BAE systems' SADM (Ship Air Defence Model) engagement simulator with an EO/IR Karma interface developed at DRDC Valcartier.

To be able to respond appropriately to clients using Modelling and Simulation, models shall be created, tested, verified, validated and improved through iteration in order to achieve the desired level of fidelity. Since these models must accurately represent complex systems or phenomena, experimental work is done in advance or in parallel in order to better characterize the physics of the situation that is to be reproduced. The contractor may be required to support characterization work.

The technical authority will decide on the optimal level of fidelity based on available information and data. The contractor will be able to benefit from DRDC Valcartier expertise in terms of fine-tuning and validating the simulation components.

The contractor shall verify and validate digital models using a formal V&V process developed by DRDC Valcartier (based on the MSCO process). Figure 1 illustrates the V&V process to be followed.



VV&A and New M&S Development

5/15/01

Figure 1 – MSCO Verification and Validation Process

Below is a summary description of each of the steps in the established V&V process:

- i. Definition of requirements. The system must be precisely characterized so that the developer can create a component that meets the client's requirements.
- ii. Verification of requirements. The developer must ensure that it clearly understands the stated requirements. This way, the developer is sure to develop a system that adequately meets the client's requirements, as determined beforehand.
- iii. Development of the V&V plan. The next step consists in developing a Verification and Validation Plan. This plan plays a crucial role in the V&V process because the V&V strategies to be applied in each of the upcoming phases are determined within it. The plan also contains the tests to conduct, the data available, the expected results, and the criteria to determine whether or not a requirement has been met.
- iv. Validation of the conceptual model. Once the conceptual model is completed, it must be validated by various people to ensure that all the client's requirements have been taken into account. A frequently used method for this step is the peer review.

- v. Verification of the design. At the end of the design phase, the system is verified to ensure that the developer has followed the best software engineering practices and to ensure once more that all the client’s requirements have been met.
- vi. Verification of the implementation. A verification of the developer’s implementation is conducted. This step consists in verifying that implementation complies with programming rules and is optimized and properly documented. A series of unit and integration tests must also be performed by an individual other than the developer. This step also makes it possible to collect internal data and verify that the data correspond to existing data representing the real system.
- vii. Validation of results. The data output from the system must be validated with data from the real system. Also, a validation that the system meets all the client’s pre-defined requirements must be carried out. At the end of this step, a report must be prepared describing the results of the various phases of the V&V process.
- viii. Accreditation decision. The last step consists in deciding whether or not to accredit the system. A system is accredited if the V&V process has been applied and if it meets all of the client’s requirements and complies with their acceptance criteria.

1.4 Acronyms

DLL:	Dynamic Link Library
GPU :	Graphics Processing Unit
IR:	Infrared
IRSG:	Infrared Scene Generator
MODTRAN:	MODerate Resolution Atmospheric TRANsmission
MSCO:	Modelling and Simulation Coordination Office
OSG:	OpenSceneGraph
DRDC:	Defence Research and Development Canada
SADM:	Ship Air Defence Model
SMART:	Suite for Multi-Resolution Atmospheric Radiative Transmission
UML:	Unified Modelling Language
V&V:	Verification and Validation
XML:	Extensible Markup Language
EOSPEC:	Electro-Optical Sensor Performance Evaluation Code
UV:	Ultraviolet

2. APPLICABLE DOCUMENTS AND REFERENCES

Modelling and Simulation Verification and Validation Process, DRDC Scientific Report, November 2016, PROTECTED A

3. SCOPE OF WORK

Develop simulation components by following the processes determined in the technical authorization, create and conduct simulations and provide support during the analysis of these simulations and during data collection. These data will make it possible to construct and validate digital models of platforms, weapons, countermeasures and sensors. The contractor may also be required to manage and coordinate projects. In addition, the contractor may be required to perform software maintenance. The work will be divided into a number of tasks, as described below.

Activity 3.1 – Create digital models

Design, develop, test, and document in iterative cycles by following a development process according to the best software engineering practices (modularity, tests, documentation, etc) for digital models until the desired degree of fidelity is reached. The desired degree of fidelity will be defined in the task authorizations. These development cycles shall be followed by developers: definition of requirements, creation of the conceptual model, design, development, testing phase, integration and documentation. The main digital models that may require development by the contractor include, but are not limited to:

- a) threats, including their signatures (ultraviolet (UV), infrared (IR) and visible), suitable tracking and guidance systems, and the necessary dynamic (including autopilot, control, propulsion and aerodynamics);
- b) military platforms (including chimney smoke plumes) equipped with the appropriate dynamic, doctrine, signature (UV, IR, and visible), and related equipment;
- c) various countermeasures, including the dynamic, the signature (UV, IR, and visible) and the deployment tactic; and
- d) the environment, including the generation of the scene, the atmospheric transmission, the sea, and the interaction between the sensor and the target.

The detailed specifications for the components will be defined when the tasks are authorized. The optimal fidelity to be achieved shall also be determined by the technical authority at the same time as the task authorization, prior to the start of the development cycle. The contractor shall prepare the technical documentation for each part of the development cycle and also at the very end.

Activity 3.2 – Validate and verify digital models or software components

Validate and verify digital models or software components in accordance with the V&V process in place. Among other things, this involves creating a V&V Plan prior to the development of each software component. During development, a V&V report shall be prepared by the contractor. This report will include, without being limited to, besides analysis of the results obtained in the verification and validation, the limitations of the model and how the model should be used by future users. The contractor shall interact with the various stakeholders involved in the process and comply with the various steps of the process. The contractor shall be capable of providing a resource, other than the person who developed the model, to be responsible for testing and validating the model. The conclusions of the verification and validation will allow the technical authority to determine whether the model or the software component has reached the desired level of fidelity or if new iterations will be necessary in order to improve the fidelity.

Activity 3.3 – Analyze, modify or create tools or software components

Analyze, modify or create tools or software components related to modelling and simulation. The contractor shall carry out the following activities:

- a) Analysis: analyze the various ways of modifying or creating the software tool or software component. Verify whether there are already similar products on the market. Then, submit its analysis to the technical authority and a decision will be made to determine the best strategy to use for conceptualizing the work to be performed.
- b) Conceptualization: Develop the concept and use UML to create a conceptual diagram of the component or tool being modified or created.
- c) Design: Create the design and use UML to create a class diagram representing the component or tool being modified or created. The class diagram shall include the various interactions with the other modules, if applicable.
- d) Development: Develop the software using Visual Studio 2010. Follow the programming standards in effect, as well as the development standards provided by the technical authority.
- e) Testing: Conduct a series of tests to ensure the integrity of the software tool or component.
- f) Documentation: Document each step, ie, analysis, conceptualization, design, development and testing.

The contractor shall ensure that the work carried out is compatible with the systems and models prepared by the other teams using the same simulation architecture to ensure integration of the final product. The simulation architecture to be used shall be determined and specified in the task authorization.

Activity 3.4 – Support the execution of the software components in a series of simulations

Create scenarios by including software components developed in activities 3.1 to 3.3, and execute them to assess the effectiveness of Canadian platforms and their equipment in realistic scenarios. The technical authority will submit the details of the scenarios to be implemented to the contractor at the same time as the task authorization. The scenarios could be presented as a series of engagements or missions involving various combinations of threats, platforms and countermeasures. Based on the results of the simulation passes, additional developments (iterative cycles) may be required to refine the software components and thereby improve the accuracy of the results.

Activity 3.5 – Analyze the simulations

Analyze the data collected from the simulations. The task authorization will indicate the type of analysis to be done and will provide a clear and precise task list. The analysis may include, but is not limited to, the effectiveness of doctrines, missions, decoy tactics or platforms and their equipment. The analysis may also be a parametric study of the impact of various simulation parameters on the effectiveness of specific modelled systems. The contractor shall draft reports describing the results of its analyses.

Activity 3.6 – Collect data from real systems

Participate in field or laboratory tests to collect data used to build or validate a specific model. If participation is required, a clear mandate will be given to the contractor when the task authorization is implemented.

Analyze test data without necessarily having taken part in the tests, for example tests to measure the spectral signature of ship plumes or to study the performance of countermeasures.

Activity 3.7 – Communicate with various stakeholders

Ensure proper continuity of projects by performing management tasks. For example, the contractor may be required to contact military clients to provide them with a report or answer their questions. The contractor may also be required to ensure effective project coordination. Consequently, the contractor may be required to communicate with collaborators both within and outside of DRDC Valcartier in order to coordinate work and ensure that deliverables will be completed on schedule. The scope of the work will be determined by the technical authority when tasks are authorized. This activity will not be a separate task; it will always be part of a set of tasks.

Activity 3.8 – Correlate test data with the simulation

Represent test scenarios in a simulation and compare the test results with the simulated results. Identify the elements that explain the difference between the two and determine whether the models could be improved so as to enhance the correlation between the reality and the simulation.

Activity 3.9 – Maintain software capability

Ensure that a software application or capability used in modelling and simulation is operational. The contractor shall be responsible for testing the applications in order to detect errors. He shall correct any problems encountered during the tests, as well as when other individuals use the software. He may also be required to fine-tune the software by modifying it or by altering the environment in which it operates. The contractor may be required to restructure or optimize certain software components.

Test the functionalities of the engagement simulator to target the required improvements. The contractor shall be required to submit improvements to be made to the technical authority for approval prior to their implementation.

Activity 3.10 – Review of the Karma EO/IR interface for SADM

Develop a revised version of the Karma EO/IR interface for SADM. The new version must include the modifications made since the last version by all stakeholders who will have made changes to the interface, and not only the changes made under this contract. The most recent version of Karma and SADM shall be used. The contractor shall be required to solve any compilation and interaction problems among the various software components.

Develop the software installer of the Karma EO/IR interface for the “compiled” and “generic” versions of SADM. Update the Karma configuration files for SADM, sample scenarios and examples of results. The installer must include a selection of Karma components, models and parameter and composition files required for SADM. The installer must include legal texts for redistribution. Review and correct third-party dependencies on licenses, as needed. The technical authority shall provide the contractor with the existing version as a starting point.

Test the installer in a pristine environment and correct the errors, where applicable. Document the tests in an update of the V&V report on the Karma EO/IR interface for SADM.

Update the user guide for the Karma EO/IR interface for SADM.

Draft a document (Release Notes and Known Issues) explaining all the changes included in the revised version of the Karma EO/IR interface for SADM, as well as the known problems.

Deploy the new version of the Karma EO/IR interface software installer for SADM on four client computers that are accessible on the network.

Activity 3.11 – Demonstration of the Karma EO/IR interface for SADM

Give users demonstrations, approximately four per year, two in Ottawa and two in Halifax, on how to use the Karma EO/IR interface for SADM. Dates and locations shall be specified in each task authorization. The demonstrations will be given by videoconference or on site in Halifax, Valcartier or Ottawa. Develop the demonstration material (outline, presentations, practical exercises and installation of a maximum of four computers for the practical portion) and submit it to the technical authority for approval at least five business days prior to the demonstration.

Other considerations

Work time could also be assigned to support demonstration of the simulations during presentations with clients. These demonstrations could take place outside the DRDC Valcartier premises and will be specified in the task authorization.

4. REPORTS AND OTHER DELIVERABLES

The primary deliverables during this contract are listed below by activity. The contractor's work and deliverables must be added to the Subversion database in Karma as they are received, following the technical authority's instructions. At the end of each development cycle for each software component, the data shall be added to the database. In addition to being a configuration management tool, the Karma database serves as a back-up structure for all important documents in the contract. Some deliverables in digital or paper format may also be requested from the contractor. All writing shall be done in English unless otherwise specified by the technical authority.

The deliverables for each activity will be specified in the task authorization, and may include, but are not limited to:

4.1 DELIVERABLES FOR ACTIVITY 3.1

- 4.1.1 Static and dynamic UML diagrams (use cases, class diagrams, etc) of the models, including the follow-up of requirements as demonstrated by static testing. These diagrams must be integrated into the existing Karma UML diagrams.
- 4.1.2 All the source code of the software components produced or revised during this contract.
- 4.1.3 The compiled version of each model, either in DLL format or in an executable format (functional and tested).
- 4.1.4 The technical documentation for the models produced throughout this contract. Technical documentation must also be included in the UML diagrams and generated in the XML files and source code.
- 4.1.5 The XML files for the parameters and composition of the entities.
- 4.1.6 The documentation required must precisely describe the operating procedure and the maintenance procedure of the software components.

4.2 DELIVERABLES FOR ACTIVITY 3.2

- 4.2.1 The Verification and Validation Plan for each model or software component describing, among other things, the verification and validation strategy that will be used during development, in Microsoft Word format.
- 4.2.2 The verification and validation report describing the V&V results obtained during the application of the process, in Microsoft Word format.

4.3 DELIVERABLES FOR ACTIVITY 3.3

- 4.3.1 Static and dynamic UML diagrams (use cases, class diagrams, etc) of the architecture software components, including the follow-up for requirements as shown by the static tests. These diagrams shall be integrated into existing Karma UML diagrams.
- 4.3.2 All the source code of software components produced or revised during this contract.
- 4.3.3 The compiled version of each software component produced, either in DLL format or in an executable format (functional and tested).
- 4.3.4 The technical documentation for the architecture software components produced throughout this contract. The technical documentation must also be included in the UML diagrams and generated in the XML files and source code.
- 4.3.5 The required documentation must also precisely describe the operating procedure and the maintenance procedure of architecture software components.

4.4 DELIVERABLES FOR ACTIVITY 3.4

- 4.4.1 The data collected during execution of the simulations.
- 4.4.2 The files corresponding to the scenarios completed.
- 4.4.3 A document describing the various scenarios created and the data collected, in Microsoft Word format.

4.5 DELIVERABLES FOR ACTIVITY 3.5

- 4.5.1 Documents describing the analysis of engagement simulations, in Microsoft Word format.

4.6 DELIVERABLES FOR ACTIVITY 3.6

- 4.6.1 The data collected during the collection of data from real systems.
- 4.6.2 A document describing the various tests carried out to collect the data, in Microsoft Word format.
- 4.6.3 The analysis of the data following data collection.
- 4.6.4 A document describing the analysis of the data, in Microsoft Word format.

4.7 DELIVERABLES FOR ACTIVITY 3.7

- 4.7.1 Monthly project progress report, in Microsoft Word format.
- 4.7.2 Schedule in Gantt chart format, in Microsoft Word format.
- 4.7.3 Coordination document (document describing the interactions among the various individuals involved in the project) in Microsoft Word format.

4.8 DELIVERABLES FOR ACTIVITY 3.8

- 4.8.1 The files corresponding to the scenarios completed.
- 4.8.2 Comparison of results in Excel format.
- 4.8.3 A document detailing the simulated scenarios versus the test data used, a comparison of the results, the key elements derived from the comparison, and the improvements or changes that could be made to the models to improve the correlation between the reality and the simulation.

4.9 DELIVERABLES FOR ACTIVITY 3.9

- 4.9.1 Static and dynamic UML diagrams (use cases, class diagrams, etc) of the modified software components, including follow-up of requirements demonstrated through static tests. These diagrams must be integrated into existing Karma UML diagrams.
- 4.9.2 All the source code of the software components produced or revised during this contract.
- 4.9.3 The compiled version of each software component produced, either in DLL format or in executable format (functional and tested).
- 4.9.4 Updates of the technical documentation for the modified software components throughout this contract. The technical documentation must also be included in the UML diagrams and generated in XML files and the source code.
- 4.9.5 The required documentation must precisely describe the operating procedure and the maintenance procedure of the software components.

4.10 DELIVERABLES FOR ACTIVITY 3.10

- 4.10.1 The installation package of the revised version of the Karma EO/IR interface for SADM, including:
 - a) The source code, the compiled and tested code, and all the configuration and template files.
 - b) The “compiled” and “generic” version for SADM.
 - c) Legal texts for the redistribution of third-party dependencies on licences.
 - d) V&V report of the Karma EO/IR interface for SADM.
 - e) User's guide for the Karma EO/IR interface for SADM; and

f) Release Notes and Known Issues.

4.10.2 The contractor shall deliver the installation package to the technical authority five business days prior to the end of the task. If modifications are necessary, the technical authority will, within two business days, inform the contractor who shall make the corrections before the end of the task.

4.11 DELIVERABLES FOR ACTIVITY 3.11

4.11.1 The demonstration package on the use of the Karma EO/IR interface for SADM, including:

- a) the plan;
- b) presentation in English by the contractor for the duration of the demonstration;
- c) presentation material in English, in PowerPoint format;
- d) documentation on practical exercises in English;
- e) Government computers installed for the practical portion; and
- f) documents in English, printed for demonstration participants.

4.12 DELIVERABLES FOR EACH APPROVED TASK

4.12.1 An end-of-task report describing the task completed, deliverables, budget spent compared with the budget forecast, problems encountered, lessons learned and improvements to be made for similar tasks, in Microsoft Word format.

4.12.2 All written documents must be drafted in Microsoft Word format, in English, and must include a copy generated in PDF format.

5. FREQUENCY OF EACH TASK

Throughout the duration of the Task Authorization Contract, the frequency of occurrence of each task should be:

Task	Frequency
3.1	15%
3.2	15%
3.3	15%
3.4	10%
3.5	15%
3.6	5%
3.7	5%
3.8	5%
3.9	8%
3.10	5%
3.11	2%
	100%

6. DELIVERY DATES

Delivery dates for each deliverable will be specified in the Task Authorization Work Statement.

7. LANGUAGE OF WORK

French or English.

8. MEETINGS

Once the contract is awarded, a start-up meeting will be held at DRDC Valcartier.

At minimum, upon activation of a task, the contractor shall organize a task kick-off meeting with the technical authority and another meeting at the end of the task.

When one or more tasks are under way, meetings shall be scheduled every two weeks and they will be held at the DRDC Valcartier premises. The purpose of these meetings shall be to evaluate progress made, problems encountered and upcoming work. The contractor shall chair each meeting and prepare the agenda and the minutes.

9. EQUIPMENT PROVIDED BY THE GOVERNMENT

No equipment.

10. GOVERNMENT SUPPLIED MATERIAL

The contractor shall have access to DRDC Valcartier's Karma database as a source of models. This database will be made available to the contractor at the start of work. The contractor shall also have access to the technical documentation for processes and tools. This information is reserved exclusively for the needs of this project.

The contractor shall have access to the Modelling and Simulation laboratory. DRDC Valcartier can offer the contractor a maximum of four workstations. The contractor shall therefore manage its personnel, taking this constraint into account. The workstations shall include the computers and necessary software for the contractor to complete the work required.

Some DRDC Valcartier experts will be involved as the contract progresses. These experts will intervene in the Verification and Validation process during the validation phases. They will also ensure that the results obtained during the conduct of the simulations are realistic.

The contractor will work with software for which DRDC Valcartier has site licences (RotorLib, 3D models, ShipIR, SADM, WinISAS, etc).

11. SPECIAL CONSIDERATIONS

The contractor may be required to provide equipment/parts of low dollar value. However, the technical authority shall approve the equipment/parts to be purchased. The equipment/parts purchased by the contractor under this contract shall remain the property of DRDC Valcartier and shall be delivered to the latter at the end of this contract.

Given the state-of-the-art work to be completed under this contract, the task authorization may require that the equipment/parts purchased meet certain specifications.

12. LOCATION OF WORK

The work must be carried out on site at DRDC Valcartier, 2459 de la Bravoure Road, Quebec City, QC, G3J 1X5.

Occasionally, depending on the task, the project manager could work on the site or off-site. However, the monthly meetings between the project manager and the technical authority will take place on the site.

13. TRAVEL

Under Activity 3.11, the contractor may be required to travel to the following locations:

Canadian Forces Maritime Warfare Centre
CFB Stadacona, 2717 Rutherford Street, Halifax, NS, Canada

Naval Electronic Warfare Centre
Shirley's Bay, 3701 Carling Avenue, Ottawa, ON, Canada

ANNEX B – BASIS OF PAYMENT

(to be completed by Canada at contract award)

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

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

Resource Categories	Award date at the 12th month	14 to 24 months	25 to 36 months	37 to 48 months	49 to 60 months
a) Project Manager (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Modelling (min. 3 resources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Computer Science (min. 3 resources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Physics (min. 3 resources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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W7701-186543

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File No. – N° du dossier
QCN-7-40322

Buyer ID – id de l'acheteur
QCN032

Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

2. TRAVEL & LIVING:

- (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 greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
 - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle 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.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

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

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Total limitation of expenditure for the contract (taxes extra): \$2,700,000.00

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

ANNEX C – CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

Signature

Date

Name

Title

(Internal DRDC Valcartier)

Signature

Date

Name

Title (Technical authority)

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Buyer ID – id de l'acheteur
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ANNEX D – SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex D) appended to the bid solicitation package is to be inserted at this point and forms part of this document.



Government
of Canada

Gouvernement
du Canada

JAN 18 2018

DSIC

Contract Number / Numéro du contrat

W7701-186543

Security Classification / Classification de sécurité
Unclassified / Non classifiée

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction DRDC	
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 R&D - Support en modélisation et simulation numérique d'engagement			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input checked="" type="checkbox"/>	
Foreign / Étranger <input checked="" 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 checked="" type="checkbox"/>	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input checked="" type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: AUS/CAN/UK/US		Specify country(ies): / Préciser le(s) pays: AUS/CAN/UK/US	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET / SECRET <input checked="" type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Embedded contractor having access to controlled goods

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Unclassified

Canada



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

Unclassified / Non classifiée

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Isabelle Vincent

Title - Titre

Scientifique de la défense

Signature

Isabelle Vincent

Telephone No. - N° de téléphone
(418) 844-4000 #4158

Facsimile No. - N° de télécopieur
(418) 844-4511

E-mail address - Adresse courriel
isabelle.vincent@drdc-rddc.gc.ca

Date
8 août 2017

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

Name (print) - Nom (en lettres moulées)

**Tippi Graham - CPSC Industrial Security
Senior Security Analyst
Tel: 613-996-0283
E-mail: tippigram@forces.gc.ca**

Title - Titre

Signature

Tippi Graham

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

11 Aug 2017

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non ☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name

Paul Lepinski

Signature

Paul Lepinski

Telep

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

ress - Adresse courriel

Date

12-FÉV-2018

Solicitation No – N° de l'invitation
W7701-186543/A
Client Ref No. – N° de réf. du client
W7701-186543

Amd. No. – N° de la modif.
File No. – N° du dossier
QCN-7-40322

Buyer ID – id de l'acheteur
QCN032

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.

Annex D

Form DND 626, Task Authorization



TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<div style="border: 1px solid black; padding: 5px;"> <p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> </div>	
Delivery location – Expédiez à	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%;"> <p>_____</p> <p style="text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</p> </div> </div> </div>	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 65%;"> <p>_____</p> <p style="text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</p> </div> </div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p> </div> <div style="width: 60%;"></div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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