



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) 649-2209

**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

Title - Sujet Algorhythm Integration in RemoteView	
Solicitation No. - N° de l'invitation W7701-186542/A	Date 2018-10-11
Client Reference No. - N° de référence du client W7701-186542	
GETS Reference No. - N° de référence de SEAG PW-\$QCN-032-17506	
File No. - N° de dossier QCN-7-40177 (032)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-06	Time Zone Fuseau horaire Heure Normale du l'Est HNE
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

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

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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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

Algorithme integration remote view pro

1.2.3 Background/History

DRDC – Valcartier Research Centre has developed through the years multiple functions to manipulate and exploit spectral libraries and data. DRDC has a requirement to integrate the current tools written in

Matlab or ENVI in the software Remote View Pro through the software application program interface (API).

1.2.3 Objectives

The Contractor will, among other things:

- Develop algorithm development and integrate them into the processing environment;
- Develop graphical user interfaces for data inputs and tools usage in the processing environment;
- Test, evaluate and demonstrate the tools and their performance in the processing environment;
- Install, test, adjust and validate developed code on unclassified and classified systems;
- Provide technical reports(s), presentation(s), demonstration(s), and/or user manual(s) on tools.
- Adapt or develop algorithms, functions, tools and codes to solve problems related to spectral or spatial exploitation;
- Test and validate that algorithms, functions, tools and codes return the expected values.

1.2.4 Client department

The organization for which the services are to be rendered is Defence Research and Development Canada - Valcartier (DRDC - Valcartier).

1.2.5 Period of the contract

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

1.2.6 Additional Information

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- iii. The requirement is limited to Canadian goods and/or services.
- iv. This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- v. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

-
- vi. Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
 - vii. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
 - viii. 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.
 - 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 **\$1,700,00.00** 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 [par exemple : 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

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Instructions, clauses et conditions uniformisées

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

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

Due to the nature of the bid solicitation, bids transmitted by facsimile 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, 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

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

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- national security.

2.7 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$1,700,000.00** (Applicable Taxes extra). 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 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 hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

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

3.1.1 Section I : Technical 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 address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In 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:

All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Sections 4.1.1.1 and 4.1.1.2, 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 and additional information 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 2.3 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 (70%) and Price (30%)

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 201.
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 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 181 and the lowest evaluated price is \$1,500,00.00.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder	Bidder	Bidder
		A	B	C
Overall Technical Score		130	120	135
		201	201	201
Bid Evaluated Price		1 500 000,00 \$	1 600 000,00 \$	1 650 000,00 \$
Calculations	Technical Merit Score	$130/201 \times 70$	$120/201 \times 70$	$135/201 \times 70$
		45,3	41,8	47
	Pricing Score	$1\,500\,000/1\,500\,000 \times 30$	$1\,500\,000/1\,600\,000 \times 30$	$1\,500\,000/1\,650\,000 \times 30$
		30,0	28,1	27,3
Écombined Rating		75,3	69,9	74,3
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. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 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 \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](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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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 » : **at least one** of the proposed resources has a current « RELEABILITY » security screening level;
- Category « Senior Programmer » : **at least one** of the proposed resources have a current « SECRET » security screening level;
- Category « Junior Programmer » : **at least one** of the proposed resources have a current « SECRET » security screening level;
- Category « Scientific » : **at least one** of the proposed resources has a current « SECRET » security screening level.

At the assignment of Task Authorizations including Phase 2 activities, the Contractor shall meet at least one of the following minimum security requirements:

- Category « Senior Programmer » : **at least one** of the proposed resources have a current « TOP SECRET SIGINT » security screening level;
- Category « Junior Programmer » : **at least one** of the proposed resources have a current « TOP SECRET SIGINT » security screening level;

- (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

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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 ____ 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, except for experience gained through a formal co-operative program at a post-secondary institution (where applicable).
 - (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.

CLAUSES AT SECRET LEVEL FOR THE FIRST PHASE OF THE CONTRACT

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W7701-186542

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian

Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Services and Procurement Canada.
3. The Contractor personnel requiring access to CLASSIFIED information and/or assets bearing the caveat "CANADIAN EYES ONLY" **must be citizens of Canada** and EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
4. The Contractor/Offeror personnel requiring access to **CANADIAN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Great Britain, New Zealand or of the United States and must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Great Britain, New Zealand or of the United States and must EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
6. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
7. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
8. 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 FOREIGN** information/assets. Public Works and Government Services Canada (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*".
9. 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*.
10. 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.

11. The Contractor/Offeror must also comply with the provisions of the:

- (a) Security Requirements Check List, attached at Annex D;
- (b) Industrial Security Manual (latest edition).

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

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

CLAUSES AT SECRET AND TOP SECRET LEVEL FOR THE SECOND PHASE OF THE CONTRACT

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE # W7701-186542

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **TOP SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Services and Procurement Canada.
3. The Contractor personnel requiring access to CLASSIFIED information and/or assets bearing the caveat "CANADIAN EYES ONLY" **must be citizens of Canada** and EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
4. The Contractor/Offeror personnel requiring access to **CANADIAN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Great Britain, New Zealand or of the United States and must EACH** hold a valid personnel security screening at the level of **TOP SECRET SIGINT, SECRET or RELIABILITY as required**, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Great Britain, New Zealand or of the United States and must EACH** hold a valid personnel security screening at the level of **TOP SECRET SIGINT, SECRET or RELIABILITY as required**, granted or approved by CISD/PWGSC.

-
6. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
 7. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
 8. 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 FOREIGN** information/assets. Public Works and Government Services Canada (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*".
 9. 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*.
 10. 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.
 11. The Contractor/Offeror must also comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex D;
 - (b) Industrial Security Manual (latest edition).

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

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

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, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.

For services rendered further than 50 kilometres from Defence Research and Development Canada - Valcartier, 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 **\$1,700,000.00**. 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.

7.3.2.1 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.

7.3.2.2 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.

7.3.2.3 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.

7.4.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price

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. Form PWGSC-TPSGC 1111 is available at the following Website <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number;
 - (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
 - (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;

-
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC- TPSGC 1111, and forward it to the Contracting Authority for certification.

Supply and Support Clerk
Public Works and Government Services
Canada 601-1550 D'Estimauville
Québec, QC.
G1J 0C7

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

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

7.9 Certifications

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 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 wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4002 (2010-08-156) 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 Insurance

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

7.14 Programme des Marchandises contrôlées

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

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

7.15 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.

7.16 Identification Badge

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

7.17 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.

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 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) Senior Programmer (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Junior Programmer (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Scientific (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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 within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.
 - (ii) any travel between the Contractor's place of business 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/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Treasury Board Secretariat’s Special Travel Authorities, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp, also apply.
- (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.

Total limitation of expenditure for the contract (taxes extra): \$1,700,000.00

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 Workproceeds, 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%
Scientist Category	20%
Senior programmer Category	30%
Junior programmer Category	40%

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 = \$1,700,000.00
- 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 = \$81,67.

Therefore,

- Effort available $\$1,700,000.00 \times 0.10 / \$81,66 = 2\,081,80$ hours

and

- Labour costs for PM, bid A
 $= 2\,081,80 \text{ hours} \times \$90 = \$187,382.00$
- Labour costs for PM, bid B
 $= 2\,081,80 \text{ hours} \times \$75 = \$156,135.00$
- Labour costs for PM, bid C
 $= 2\,081,80 \text{ hours} \times \$80 = \$166,544.00$

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 hour	Average hourlay rate
Project Manager	10%	\$90,00	\$187 346,94	\$75,00	\$156 122,45	\$80,00	\$166 530,61	2 081,63	\$81,67
Scientific	20%	\$85,00	\$340 000,00	\$80,00	\$320 000,00	\$90,00	\$360 000,00	4 000,00	\$85,00
Senior Programmer	30%	\$80,00	\$539 207,05	\$72,00	\$485 286,34	\$75,00	\$505 506,61	6 740,09	\$75,67
Junior Programmer	40%	\$65,00	\$687 046,63	\$68,00	\$718 756,48	\$60,00	\$634 196,89	10 569,95	\$64,33
TOTAL :			\$1 753 600,62		\$1 680 165,27		\$1 666 234,11		

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

Proposals submitted for this requirement must demonstrate that bidders meet all the following mandatory criteria. Failure to meet any of the requirements of the following mandatory evaluation criteria will render the proposal non-responsive, automatically eliminating it from the process.

For each proposed resource, the bidder must indicate the resource's experience in terms of months of experience. This experience must be demonstrated clearly and precisely. Experience acquired during studies may be recognized (in months) if its relevance is satisfactorily demonstrated. To determine whether the experience is acceptable, the bidder should provide a description of the project in which the proposed resources were involved. The following information should be provided for each project:

- subject
- context
- objectives
- scope
- tools involved (if applicable)
- project periods (month and year of the beginning and month and year of the end)
- exact dates of the involvement of the proposed resource
- role of the proposed resource in the project
- level of effort in the project for the proposed resource
- tasks performed by the proposed resource and duration of each task performed by the proposed resource

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

A project is defined as being valued at \$50,000 or more and as having taken at least three months to complete in the past ten (10) years. A task authorization of \$50,000 or more that takes at least three months to complete is considered a project.

Only projects completed by the bid closing date will be given consideration.

To be considered acceptable by Canada, each diploma must be from a recognized Canadian university or college, or an equivalent established by a recognized Canadian credential-assessment service if the diploma or certificate was obtained abroad. The list of recognized organizations is posted on the Web site of the Canadian Information Centre for International Credentials at the following address:
<http://cicic.ca>.

The months of experience must be expressed in months of full-time employment (1 month of experience = minimum of 150 hours of work).

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.

The same resource can be used in more than one category.

Mandatory Technical Criteria	Description	Yes	No
1a	The bidder must propose at least one resource in the Project Manager category.		
1b	The proposed resources in the Project Manager category must have a minimum experience in project management of 24 months in the last five years.		
2	The bidder must propose at least one resource in the Senior Programmer category.		
3	The bidder must propose at least one resource in the Junior Programmer category.		
4	The bidder must propose at least one resource in the Scientific category.		

2. RATED EVALUATION CRITERIA

Every bid that meets all the mandatory requirements specified above will be evaluated and rated on the following evaluation criteria.

Rated Evaluation 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.

EVALUATION CRITERIA	MAX	MIN
1. TECHNICAL AND MANAGEMENT PROPOSAL	20	12
2. ASSESSMENT OF PROPOSED RESOURCES	176	42
2.1 Project Manager Category	20	3
2.2 Senior Programmer Category	75	12

2.3 Junior Programmer Category	11	2
2.4 Scientist Category	70	25
3. BIDDER'S EXPERIENCE AND/OR ONE OF ITS MAJOR SUB-CONTRACTORS	5	2
TOTAL	201	56

The rating of these criteria will be done using the following generic evaluation table:

Non-responsive	Extremely low	Very Low	Low	Acceptable	Average	Above Average	Outstanding
<i>0 points</i>	<i>1-2 points</i>	<i>3-4 points</i>	<i>5 points</i>	<i>6 points</i>	<i>7-8 points</i>	<i>9 points</i>	<i>10 points</i>
<i>Did not submit information that could be evaluated</i>	<i>Does not meet requirements.</i>	<i>Does not meet requirements in general.</i>	<i>Lack of details</i>	<i>Barely meets requirements</i>	<i>Meets requirements</i>	<i>Exceeds requirements</i>	<i>Significantly exceeds requirements</i>
	<i>Shows weaknesses that cannot be corrected</i>	<i>Shows weaknesses that, in general, are unlikely to be corrected</i>	<i>Shows weaknesses that can be corrected</i>	<i>Shows weaknesses that can be easily corrected</i>	<i>No significant weaknesses</i>	<i>No apparent weaknesses</i>	<i>No weaknesses</i>
	<i>Unacceptable.</i>	<i>Extremely low, will not meet the performance requirements</i>	<i>Low capacity to meet the performance requirements</i>	<i>Minimum acceptable capacity, should meet minimum performance requirements</i>	<i>Average ability, should be capable of delivering effective results</i>	<i>Superior ability, should ensure delivery of effective results</i>	<i>Exceptional ability, should ensure delivery of extremely effective results</i>

Criteria	Rating Scale	Max	Min
1. TECHNICAL AND MANAGEMENT PROPOSAL			
<p>1.1 Task Authorization Process</p> <p>The bidder should describe how it proposes to oversee the task authorization process and present the tools/techniques used to achieve this.</p> <p>The bidder should address the following aspects in the proposal:</p> <p>a. Proposed method for monitoring each task authorization (tracking work progress based on the task authorization proposal, budget monitoring)</p> <p>b. Management approach given the unpredictability of a task authorization market</p> <p>c. System in place to ensure the availability of resources (provide examples). If there are plans to use business partners, the agreements with these partners must be submitted for consideration.</p>	<p>The generic evaluation table will be used to assess this criterion. The score will be based on the whole answer including the specified aspects.</p>	<p>10 points</p>	<p>6 points</p>
<p>1.2 Understanding of the statement of work</p> <p>The bidder should demonstrate its understanding of the Statement of Work (SOW) by providing, in its own words, a convincing demonstration of its understanding of the context, scope and objectives of the resulting contract. The demonstrated understanding of the context, scope and objectives should be complete and should not be limited to the description of the SOW.</p>	<p>The generic evaluation table will be used to assess this criterion</p>	<p>10 points</p>	<p>6 points</p>
<p>Subtotal of 1. Technical and Management Proposal</p>		<p>20 points</p>	<p>12 points</p>
<p>2. ASSESSMENT OF PROPOSED RESOURCES</p> <p>If more than one resource is proposed within a resource category, each resource will be evaluated individually. The scores obtained by each resource for the given criterion will be added up and then divided by the number of proposed resources to obtain an average. This average will be the score</p>			

accorded to the bidder for that criterion. Each resource must obtain the required minimum to be considered.

2.1 PROJECT MANAGER CATEGORY

Criteria	Rating Scale	Max	Min
2.1.1 The Project Manager has experience in managing R&D projects valued at \$50,000 or more. To be considered, a project must be completed at the date of bid closing and the Project Manager must have worked a minimum of 3 months.	20 points : 4 projects or more 13 points : 3 projects 8 points : 2 projects 3 points : 1 project 0 points : 0 project	20 points	3 points
Sub-total of 2.1 Project Manager Category		20 points	3 points

2.2 SENIOR PROGRAMMER CATEGORY

Criteria	Rating Scale	Max	Min
2.2.1 Experience of each proposed resource in C++ programming	20 points : more than 60 months of experience 16 points : 49 to 60 months experience 12 points : 36 to 48 months experience 0 points : less than 36 months	20 points	12 points
2.2.2 Experience of each proposed resource in MATLAB programming	10 points : more than 48 months of experience 8 points : 25 to 48 months experience 6 points : 13 to 24 months experience 4 points : 7 to 12 months experience 2 points : 3 to 6 months experience 0 points : less than 3 months	10 points	

<p>2.2.3 Experience of each proposed resource in Python programming</p>	<p>10 points: more than 48 months of experience 8 points: 25 to 48 months experience 6 points: 13 to 24 months experience 4 points: 7 to 12 months experience 2 points: 3 to 6 months experience 0 points: less than 3 months</p>	<p>10 points</p>	
<p>2.2.4 Experience of each proposed resource in ENVI/IDL programming</p>	<p>10 points: more than 48 months of experience 8 points: 25 to 48 months experience 6 points: 13 to 24 months experience 4 points: 7 to 12 months experience 2 points: 3 to 6 months experience 0 points: less than 3 months</p>	<p>10 points</p>	
<p>2.2.5 Experience of each proposed resource in Remote View Pro programming</p>	<p>5 points: more than 12 months of experience 2 points: 7 to 12 months experience 1 points: 3 to 6 months experience 0 points: less than 3 months</p>	<p>5 points</p>	
<p>2.2.6 Experience of each proposed resource in multi-spectral or hyper-spectral data analysis or processing</p>	<p>10 points: more than 48 months experience 8 points: 37 to 48 months experience 6 points: 25 to 36 months experience 4 points: 13 to 24 months experience 2 points: 3 to 12 months experience</p>	<p>10 points</p>	

	0 points: Less than 3 months experience		
2.2.7 Experience of each proposed resource in graphical user interface development	10 points: more than 48 months of experience 8 points: 25 to 48 months experience 6 points: 13 to 24 months experience 4 points: 7 to 12 months experience 2 points: 3 to 6 months experience 0 points: less than 3 months	10 points	
Sub-total of 2.2 Programmer Category		75 points	12 points
2.3 JUNIOR PROGRAMMER CATEGORY			
Criteria	Rating Scale	Max	Min
2.3.1 Experience of each proposed resource in C++ programming	5 points: more than 24 months of experience 2 points: 12 to 24 months experience 0 points: less than 12 months experience	5 points	2 points
2.3.2 Experience of each proposed resource in MATLAB programming	1 points: 12 months and more of experience 0 points: less than 12 months experience	1 points	
2.3.3 Experience of each proposed resource in Python programming	1 points: 12 months and more of experience 0 points: less than 12 months experience	1 points	
2.3.4 Experience of each proposed resource in ENVI/IDL programming	1 points: 12 months and more of experience 0 points: less than 12 months experience	1 points	
2.3.5 Experience of each proposed resource in Remote View Pro programming	1 point: 3 months and more experience	1 points	

	0 points: less than 3 months experience		
2.3.6 Experience of each proposed resource in multi-spectral or hyper-spectral data analysis and processing	1 point: 3 months and more experience 0 points: Less than 3 months experience	1 points	
2.3.7 Experience of each proposed resource in graphical user interface development	1 point: 6 months and more of experience 0 points: Less than 6 months experience	1 points	
Sub-total of 2.3 Junior Programmer Category		11 points	2 points
2.4 SCIENTIFIC CATEGORY			
Criteria	Rating Scale	Max	Min
2.4.1 Experience of each proposed resource with multispectral and hyperspectral with at least 2 items of the list below: <ul style="list-style-type: none"> - resampling - data calibration - pre-processing algorithms including atmospheric correction - detection algorithms - identification algorithms - classification functions - image analysis - image processing - artificial intelligence A resource’s score, for a resource with experience with at least 2 items of the previous, will be calculated based on the total months of experience gained.	50 points: more than 60 months experience 35 points: 48 to 60 months experience 20 points: 36 to 48 months experience 10 points: 24 to 36 months experience 0 points: Less than 24 months experience	50 points	10 points
2.4.2 University degree of each proposed resource To be considered, university degree must be a Bachelor’s degree or a Master’s degree or a Doctorate’s degree in Physics, Engineering	20 points : Master’s or Doctorate degree completed 15 points : Bachelor’s degree completed	20 points	15 points

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File No. – N° du dossier
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Buyer ID – id de l'acheteur
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Physics, Electrical Engineering, or Mathematics or equivalent demonstrated by the bidder.	0 point : no university diploma		
Subtotal for 2.4 Scientist category		70 points	25 points
Subtotal 2. Assessment of proposed resources		176 points	42 points
3. BIDDER'S EXPERIENCE AND/OR ONE OF ITS MAJOR SUB-CONTRACTORS			
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.			
Criteria	Rating Scale	Max	Min
3.1 Experience of the bidder or that of its sub-contractor, with analysis and processing of hyper-spectral, multispectral or broadband image. To be considered, projects must have been completed within the last 120 months and be valued at \$50,000 or more.	5 points: 4 projects or more 4 points: 3 projects 3 points: 2 projects 2 points: 1 project 0 points: 0 project	5 points	2 points
Subtotal 3. Bidder experience and/or one of its major sub-contractors		5	2
TOTAL		201	56

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. TITLE

ALGORITHM INTEGRATION INTO REMOTE VIEW PRO

2. BACKGROUND

DRDC – Valcartier Research Centre has developed through the years multiple functions to manipulate and exploit spectral libraries and data. DRDC has a requirement to integrate the current tools written in Matlab or ENVI in the software Remote View Pro through the software application program interface (API).

3. ACRONYMS

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority
API	Application program interface
RX	Reed-Xiaoli
ROI	Region of interest

4. APPLICABLE DOCUMENTS & REFERENCES

AD1: Remote View Pro User’s Manual

5. TASKS

The following tasks include activities which can be executed in both Phases described in point 7.3 Security Requirements of the Part 7 – Resulting Contract Clauses.

So, certain activities connected with these tasks will only be executed when the Contractor and Contractor personnel will have met the requirements regarding security required in the Phase 2.

5.1 Algorithm development and their integration into processing environment, maintenance and improvements

The Contractor must:

- 5.1.1 Develop or modify an architecture to store and reuse data, including but not limited to sensor characteristics, spectral library location and data location.
- 5.1.2 Adapt algorithms, functions, tools and codes to be readily available in the processing environment. The algorithms, functions, tools and codes are related to spectral or spatial exploitation including, but not limited to, data and library resampling, data calibrations, pre-processing of data, detection functions, identification functions, classification functions, background selection functions and statistical target to background estimation. The functions or codes could be provided as Matlab, Python, ENVI (IDL) and C++ codes or must be developed.

5.1.3 Integrate spectral or spatial exploitation algorithms, functions or codes in the processing environment. Algorithms, functions and codes may be supplied by DRDC.

5.2 Graphical user interface and performance assessment

The Contractor must:

5.2.1 Develop graphical user interfaces for data inputs and tools usage in the processing environment.

5.2.2 Test, evaluate and demonstrate the tools and their performance in the processing environment.

5.3 Installation and documentation

The Contractor must:

5.3.1 Install, test, adjust and validate developed code on unclassified and classified systems.

5.3.2 Provide technical reports(s), presentation(s), demonstration(s), and/or user manual(s) on tools.

5.4 Algorithm development and validation

The Contractor must:

5.4.1 Adapt or develop algorithms, functions, tools and codes to solve problems related to spectral or spatial exploitation. The algorithms, functions, tools and codes are related to spectral or spatial exploitation including, but not limited to, data and library resampling, data calibrations, pre-processing of data, detection functions, identification functions, classification functions, background selection functions and statistical target to background estimation. The functions or codes could be provided as Matlab, Python, ENVI (IDL) and C++ codes or must be developed.

5.4.2 Test and validate that algorithms, functions, tools and codes return the expected values.

6. DELIVERABLES

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1.1	5.1.1	Provide software (source codes and executables)	Electronic files
6.1.2	5.1.2	Provide software (source codes and executables)	Electronic files
6.1.3	5.1.3	Provide software (source codes and executables)	Electronic files
6.2.1	5.2.1	Provide software (source codes and executables)	Electronic files

6.2.2	5.2.2	Provide a report. It must at least contain the following sections: Introduction Description of tests Results The way ahead Conclusion	Electronic files of report (in Word or PDF)
6.3.1	5.3.1	Provide software (source codes and executables)	Electronic files
6.3.2	5.3.2	Provide a document as specified in the task.	Electronic files of report (in Word or PDF)
6.4.1	5.4.1	Provide algorithm (source codes) Provide a report. It must at least contain the following sections: Introduction Description of algorithm Results Conclusion	Electronic files Electronic files of report (in Word or PDF)
6.4.2	5.4.2	Provide a report. It must at least contain the following sections: Introduction Description of tests Results Conclusion	Electronic files of report (in Word or PDF)

Source codes must include sufficient and clear comments to allow another software programmer to understand easily.

7. DATE OF DELIVERY

To be specified in each task authorizations

8. LANGUAGE OF WORK

English or French.

9. LOCATION OF WORK

Most of the work will have to be performed at DRDC:

Defence Research and Development Canada – Valcartier Research Centre
Building 25
2459 de la Bravoure Road
Québec, Québec
G3J 1X5
Canada

Accounting and billing work can be done on the contractor's site. Other portions of the work could be performed at the contractor's site if approved by the technical authority beforehand.

10. TRAVEL

The Contractor might be required to travel to the following location under the following tasks:

Task: 5.1

Location: Ottawa

Address: To be specified

Duration: To be specified

Frequency: To be specified

The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11. MEETINGS

A. Kick-off meeting at contract Award

The Contractor will host a kick-off meeting (in person) 7 days after contract award. The Contractor must prepare and submit a meeting agenda to DRDC technical authority at least three days before the meeting for possible revisions. The Contractor will be responsible for producing the meeting minutes and action items within 5 working days after the meeting.

B. Kick-off meeting after a Task Authorization

The Contractor will host a kick-off meeting (in person) 7 days after a task is authorised. The Contractor must prepare and submit a meeting agenda to DRDC technical authority at least three days before the meeting for possible revisions. A detailed work breakdown structure must be presented by the Contractor and discussed at the meeting for acceptance by the scientific authority. The Contractor will be responsible for producing the meeting minutes and action items within 5 working days after the meeting.

C. Final meeting

The final meeting (in person) must occur 1 month before the end of the authorised tasks. For the meeting, a draft of the final report must be presented by the Contractor for initial review by DRDC's technical authority. The Contractor must be responsible for producing the meeting minutes and action items within 5 working days after the meeting.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

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W7701-186542

Amd. No. – N° de la modif.
File No. – N° du dossier
QCL-7-40177

Buyer ID – id de l'acheteur
QCN032

An unclassified and a secret computer with the Remote View Pro software will be made for available for the Contractor on the planned location of work.

ANNEX B – BASIS OF PAYMENT

(to be completed by Canada at contract award)

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, DDP 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) Senior Programmer (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Junior Programmer (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Scientific (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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 within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.
 - (ii) any travel between the Contractor's place of business 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/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. The Treasury Board Secretariat’s Special Travel Authorities, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp, also apply.
- (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.

Total limitation of expenditure for the contract (taxes extra): \$1,700,000.00

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 Workproceeds, 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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W7701-186543

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

Buyer ID – id de l'acheteur
QCN032

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.

RECEIVED

MAY 16 2018



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

W7701-186542 amendment 1

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **DND** 2. Branch or Directorate / Direction générale ou Direction **Valcartier centre - Spectral and Geospatial exploitation**

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
Algorithm integration into Remote View Pro

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non 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? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
<small>Citizen of AUS - CAN - GBR - NZL - USA</small>		<small>Citizen of AUS - CAN - GBR - NZL - USA</small>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input checked="" type="checkbox"/>
TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Embedded contractor - EMSEC zone - Phase approach as mentioned SSI Emain on April 7 from J.Donaldson

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRES SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRES SECRET	
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? No / Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non / 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? No / Yes
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non / 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).

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

This form must be completed in addition to SRCL question 7.b) when multiple release restrictions are therein identified and/or in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified.

Part A - Multiple Release Restrictions: Security Classification Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: AUS - CAN - GBR - NZL - USA					X	X	X
Permanent Residents Included*					X	X	X
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to : AUS - CAN - GBR - NZL - USA					X	X	X
Permanent Residents Included*					X	X	X
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	Yes						
SECRET clearance with CEO applies	NO						

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

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability	Project Manager	Reliability	Permanent resident of Canada and Citizen of Canada
SECRET	Senior Programmer	SECRET	Permanent resident of Canada and Citizen of Canada
SECRET	Junior Programmer	SECRET	Permanent resident of Canada and Citizen of Canada
SECRET	Scientist	SECRET	Permanent resident of Canada and Citizen of Canada
TOP SECRET (SIGINT)	Senior Programmer	TOP SECRET (SIGINT)	Permanent resident of Canada and Citizen of Canada
TOP SECRET (SIGINT)	Junior Programmer	TOP SECRET (SIGINT)	Permanent resident of Canada and Citizen of Canada

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INTRUCTIONS

Insert instructions

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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

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
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<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>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<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>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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