



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC
1550, Avenue d'Estimauville
1550, D'Estimauville Avenue
Québec
Québec
G1J 0C7

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Development of electro-optical sys	
Solicitation No. - N° de l'invitation W7701-196916/A	Date 2018-12-10
Client Reference No. - N° de référence du client W7701-196916	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-020-17567	
File No. - N° de dossier QCL-8-41160 (020)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-10	Time Zone Fuseau horaire Heure Normale du l'Est HNE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: - Hamann, Frédéric	Buyer Id - Id de l'acheteur qcn009
Telephone No. - N° de téléphone (418) 649-2975 ()	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 BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	RDDC Contrat Autorisation de Tâche S	W7701	W7701	1	Lot	\$	Voir Doc.	

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Solicitation No. - N° de l'invitation
W7701-196916/A
Client Ref. No. - N° de réf. du client
W7701-196916

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41160

Buyer ID - Id de l'acheteur
QCL020
CCC No./N° CCC - FMS No./N° VME

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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 the Statement of Work, the Basis of Payment, the Contractor Disclosure of Foreground Information, the Security Requirements Checklist and Form DND 626 – Task Authorization Form.

1.2 Summary

1.2.1 Title: Development, modification and testing of electro-optical systems

1.2.2 Description of Work

The main objectives of the work are:

- a) optical design for laser sources used for counter-measure applications, target designation and target identification;
- b) modification of existing laser sources for applications; and
- c) testing of laser sources in a safe, controlled environment.

Defence Research and Development Canada (DRDC) – Valcartier Research Centre is conducting research and development (R&D) work on laser counter-measures (CM). To date, various laser sources have been developed, modified and tested at DRDC – Valcartier Research Centre for CM applications, target designation and target identification. These laser sources are based on different technologies involving fibre lasers, high peak power pulse lasers and parametric oscillators. To keep R&D capacities up to date in the laser CM sector and to provide better CM to protect Canadian Forces platforms, it is essential to keep this research sector active.

1.2.3 Client Department

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

1.2.4 Period of the Contract

The period of the Contract is from April 1st, 2019 to March 31st, 2023.

1.2.5 Important Information

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. Defence Research and Development Canada - Valcartier Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- iii. The entire resulting contract will be a Task Authorizations Contract. 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.
- iv. Limitation of Expenditure: 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 \$850,000.00. Customs duties are included and Applicable Taxes are extra.
- v. Minimum Work Guarantee means 10% of the Maximum Contract Value
- vi. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vii. The requirement is limited to Canadian goods and/or services.
- viii. This procurement is subject to the Controlled Goods Program. The [Defence production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)."

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

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 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.

Définitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 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

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

- national security

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of 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.

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:

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

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1.

Section III: Certifications

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

Section IV: Additional Information

Canada requests that bidders provide the following information:

Administrative representative :

Name : _____

Telephone : _____

Facsimile : _____

Email : _____

Technical representative :

Name : _____

Telephone : _____

Facsimile : _____

Email : _____

3.2 Electronic Payment of Invoices – Bid

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

If attachment 4 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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

Mandatory and point rated technical evaluation criteria are included in Attachment 2.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.1.2.2 Évaluation of Price

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

For evaluation purposes only, the price of the bid will be determined as detailed in **Attachment 3, Evaluation of Price**.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Price per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and

- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Example: Lowest cost per point

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the lowest cost per point. The total available points equals 126 and the lowest evaluated price is \$803,988.20

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	110 points	95 points	105 points
Bid Evaluated Price*	\$899,078.45	\$803,988.20	\$847,022.85
Cost per point	\$8,173.44/point	\$8,463.03/point	\$8,066.88/point
Overall rating (rank)	2 nd rank	3 rd rank	1 st rank

* The Bid Evaluated Price will be calculated according to Attachment 3 – Evaluation of Price.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

5.2.3.2 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.

5.2.3.3 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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) the work site;
- (f) the level of security clearance required of the Contractor's personnel;

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

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

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 Annex B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (20) business days** from the date on which the 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.

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 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10% of the Maximum Contract Value.

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

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

[4002](#) (2010-08-16), Supplemental General Conditions - Software Development or Modification Services, apply to and form part of the Contract.

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE# W7701-196916

1. The Contractor/Offeror must, at all time during the performance of the Contract/Standing Offer, hold a Facility Security Clearance at the level of **NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. This Contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site (s) must EACH hold a valid personnel security screening at the level of **RELIABILITY, SECRET and NATO SECRET**, as required, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site (s) must be permanent residents of **Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information, assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information or assets 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 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 COMSEC / INFOSEC or CLASSIFIED NATO / 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 shall 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 screening 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.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1st, 2019 to March 31st, 2023 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Frédéric Hamann
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 418-649-2975
Facsimile: 418-648-2209
E-mail address: frederic.hamann@tpsgc-pwgsc.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.

Solicitation No. - N° de l'invitation
W7701-196916/A
Client Ref. No. - N° de réf. du client
W7701-196916

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41160

Buyer ID - Id de l'acheteur
QCL020
CCC No./N° CCC - FMS No./N° VME

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

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

The Procurement Authority for the Contract is:

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

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

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

7.5.4 Contractor's Representative *(to be completed at contract award)*

Administrative representative :

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

Technical representative :

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

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

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

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

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

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

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

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

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

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

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

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

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

(iv) Travel and Living Expenses:

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

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

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

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

7.7.2 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 \$850,000.00. 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

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

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

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.7.6 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.

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

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.
- 5. The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 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 (2010-08-16), Software Development or Modification Services;
- (c) the general conditions 2040 (2018-06-21), General Conditions - Research & Development;
- (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 _____, (*insert date of bid*).

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

7.14 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.15 Controlled Goods Program

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

SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

7.16 Progress reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two parts:
 - (a) PART 1: The Contractor must answer the following three questions:
 - (i) Is the project on schedule?
 - (ii) Is the project within budget?
 - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

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

7.17 Canadian Forces Site Regulations

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

7.18 Identification Badge

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

ATTACHMENT 1: FINANCIAL BID PRESENTATION SHEET

1. LABOUR : Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows :

Note to Bidders:

a. The Bidder must enter a firm all-inclusive rate (including profit and overhead) for each Labour Category and for each year of the Contract.

b. The rates must include the travel and living fees for the work performed at DRDC Valcartier facility, located at 2459, de la Bravoure Road, Québec, Québec, G3J 1X5 or the work performed in Quebec city region.

c. The Bidder must submit the required number of resources required according to the mandatory criteria of Attachment 2.

d. A different rate can be proposed for two resources proposed in the same Labour Category.

Labour Categories	Firm all- inclusive hourly rates for the following periods:			
	April 1st, 2019 to March 31st, 2020	April 1st, 2020 to March 31st, 2021	April 1st, 2021 to March 31st, 2022	April 1st, 2022 to March 31st, 2023
a) High-power laser specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Optics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Computer engineer Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Electrical engineer Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
e) Electronics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
f) Optical physics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

g) Physics technician Name : _____	_____/hr	_____/hr	_____/hr	_____/hr
h) Mechanical technician Name : _____	_____/hr	_____/hr	_____/hr	_____/hr
i) Project manager Name : _____	_____/hr	_____/hr	_____/hr	_____/hr

2. MATERIALS, SUPPLIES and EQUIPMENT: at laid down cost¹ without markup.

3. TRAVEL & LIVING: at laid down cost¹ without markup.

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

TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE: 850,000.00\$
(Applicable Taxes extra)

¹ Laid-down cost means: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) **(laid-down cost)**

ATTACHMENT 2: MANDATORY AND POINT RATED TECHNICAL CRITERIA

At bid closing, bidders must provide the necessary documentation to demonstrate their compliance with the mandatory technical criteria. Any proposal that fails to meet one or more of the following mandatory criteria will be declared non-responsive. Each criterion should be addressed separately.

In order for the evaluation team to properly evaluate each technical evaluation criterion (mandatory and rated), bidders must clearly indicate the names of the resources proposed and the categories for which they are proposed.

MANDATORY TECHNICAL EVALUATION CRITERIA	
1.	<p>A minimum of one (1) resource must be proposed for each of the following categories. Bidders must clearly indicate the name(s) of the resource(s) proposed.</p> <ul style="list-style-type: none">a) High-power laser specialistb) Optics specialistc) Computer engineerd) Electrical engineere) Electronics specialistf) Optical physics specialistg) Physics technicianh) Mechanical techniciani) Project manager <p>Note: A resource may be proposed for a maximum of two categories.</p>

Instructions for the point rated criteria:

Experience of proposed resources

1- For each resource proposed, bidders should indicate the experience in terms of projects. This experience should be demonstrated in a clear, accurate and concrete manner. Each resource must have participated during a cumulative time of at least 1 month (i.e. 160 hours) for each project in order that the experience is valid.

2- To help the evaluators determine whether the experience is acceptable, bidders should provide, for each resource proposed, a description of the projects and work in which the experience was acquired. Each project description should include:

- a) the subject;
- b) the objectives;
- c) the time frame (start and end month and year) during which the resource was involved;
- d) the total number of hours for which the resource has participated to the project (160 hours minimum);
- e) the role the resource played within the project;
- f) a description of the tasks carried out by the resource.

3- The experience acquired during the study period may be accepted if it is relevant to the field of expertise required.

4- More than one resource can be proposed per category. In such a case, each resource will be evaluated individually. The scores of all resources proposed per category will be added then divided by the number of resources proposed to yield an average.

Academic training of the proposed resources:

To be acceptable to the evaluation team, the diploma must come from a recognized* Canadian university or college, or the equivalent as established by a recognized* Canadian academic credentials assessment service,* if obtained outside Canada. The list of recognized organizations can be found on the Canadian Information Centre for International Credentials Web site at <http://www.cicic.ca/>.

Rated criteria		Rating scale	Max	Min	Reference
2	PROPOSED RESOURCES		96	50	
2.1	High-power laser specialist		18	N/A	
2.1.1	Experience of the proposed resource(s) The proposed resource has participated in high-power laser projects as a high-power laser specialist in the last eight years. Role of the high-power laser specialist: - Conduct tests and measurements using a laser with an average power greater than 500 watts. The purpose of the tests and measurements is to characterize laser parameters (spatial profile, power, intensity, wavelength) and design optical assemblies for controlling the laser beam's propagation.	a) The resource has participated in at least three projects: 15 points b) The resource has participated in two projects: 10 points c) The resource has participated in one project: 5 points	15		
2.1.2	Education	a) PhD in a field directly related to high-power lasers: 3 points b) Master's degree in a field directly related to high-power lasers: 2 points c) Bachelor's degree in physics or engineering: 1 point	3		

Rated criteria		Rating scale	Max	Min	Reference
2.2	Optics specialist		18	N/A	
2.2.1	Experience of the proposed resource(s) The proposed resource has participated in optical design projects as an optics specialist in the last eight years. Role of the optics specialist: - Develop optical designs for electro-optical devices used for image acquisition, electromagnetic signal detection or light beam projection.	a) The resource has participated in at least three projects: 15 points b) The resource has participated in two projects: 10 points c) The resource has participated in one project: 5 points	15		
2.2.2	Education	a) PhD in a field directly related to optical systems: 3 points b) Master's degree in a field directly related to optical systems: 2 points c) Bachelor's degree in physics or engineering: 1 point	3		
2.3	Computer engineer		6	N/A	
2.3.1	Experience of the proposed resource(s) The proposed resource has participated as a computer engineer in programming projects involving the acquisition and control of electro-optical equipment in the last eight years.	a) The resource has participated in at least three projects: 3 points b) The resource has participated in two projects: 2 points	3		

Rated criteria		Rating scale	Max	Min	Reference
	<p>Role of the computer engineer:</p> <ul style="list-style-type: none"> - Design programs for the automated acquisition of data obtained using electro-optical instruments. - Design programs for the remote control of electro-optical systems. <p>For a project to be considered, it must include both of the above elements for the role of the computer engineer.</p>	c) The resource has participated in one project: 1 point			
2.3.2	Education	<ul style="list-style-type: none"> a) Bachelor's degree in computer engineering: 3 points b) Bachelor's degree in electrical engineering: 2 points c) Bachelor's degree in physics or engineering physics: 1 point 	3		
2.4	Electrical engineer		18	N/A	
2.4.1	<p>Experience of the proposed resource(s)</p> <p>The proposed resource has participated as an electrical engineer in electronic design projects involving the acquisition and control of electro-optical instruments in the last eight years.</p> <p>Role of the electrical engineer:</p> <ul style="list-style-type: none"> - Design electronic circuits for the acquisition of data obtained using electro-optical instruments. 	<ul style="list-style-type: none"> a) The resource has participated in at least five projects: 15 points b) The resource has participated in four projects: 12 points c) The resource has participated in three projects: 9 points 	15		

Rated criteria		Rating scale	Max	Min	Reference
	<ul style="list-style-type: none"> - Design electronic circuits for the remote control of electro-optical systems. - Program integrated circuits for electronic assemblies. <p>For a project to be considered, it must contain all three of the above elements for the role of the electrical engineer.</p>	<ul style="list-style-type: none"> d) The resource has participated in two projects: 6 points e) The resource has participated in one project: 3 points 			
2.4.2	Education	<ul style="list-style-type: none"> a) Bachelor's degree in electrical engineering: 3 points b) Bachelor's degree in engineering physics: 2 points c) Bachelor's degree in computer engineering: 1 point 	3		
2.5	Electronics specialist		6	N/A	
2.5.1	Experience of the proposed resource(s) <p>The proposed resource has participated as an electronics specialist in electronic design projects involving acquisition systems and the control of electro-optical instruments in the last eight years.</p> <p>Role of the electronics specialist:</p> <ul style="list-style-type: none"> - Design electronic circuits for the acquisition of data obtained using electro-optical instruments. - Design electronic circuits for controlling electro-optical systems. <p>For a project to be considered, it must include both of the above elements for the role of the electronics specialist.</p>	<ul style="list-style-type: none"> a) The resource has participated in at least three projects: 3 points b) The resource has participated in two projects: 2 points c) The resource has participated in one project: 1 point 	3		

Rated criteria		Rating scale	Max	Min	Reference
2.5.2	Education	a) College or CEGEP diploma / certificate in electronics: 3 points b) Post-secondary diploma in electronics: 2 points c) College or CEGEP diploma / certificate in computer science: 1 point	3		
2.6	Optical physics specialist		12	N/A	
2.6.1	Experience of the proposed resource(s) The proposed resource has participated as an optical physics specialist in optical system characterization projects in the last eight years. Role of the optical physics specialist: - Conduct tests and measurements using optical systems. The purpose of the tests and measurements is to characterize the system's optical components (focal length of the optics, optics materials, magnification of the optical system). - Develop optical assemblies in a laboratory. The assemblies consist of an optico-mechanical system and optics for measuring the characteristics of optical components (focal length of the optics, optics materials, magnification of the optical system).	a) The resource has participated in at least three projects: 9 points b) The resource has participated in two projects: 6 points a) The resource has participated in one project: 3 points	9		

Rated criteria		Rating scale	Max	Min	Reference
	For a project to be considered, it must include both of the above elements for the role of optical physics specialist.				
2.6.2	Education	a) Master's degree in a field directly related to optical systems: 3 points b) Bachelor's degree in physics or engineering: 2 points c) College or CEGEP diploma / certificate in physics: 1 point	3		
2.7	Physics technician		6	N/A	
2.7.1	Experience of the proposed resource(s) The proposed resource has participated as a physics technician in experimental campaigns, tests and laboratory assemblies in the last eight years. Role of the physics technician: - Design laboratory electro-optical assemblies for data acquisition. - Create electro-optical assemblies for experimental campaigns and participate in data acquisition. For a project to be considered, it must include both of the above elements for the role of physics technician.	a) The resource has participated in at least three projects: 3 points b) The resource has participated in two projects: 2 points c) The resource has participated in one project: 1 point	3		
2.7.2	Education	a) College or CEGEP diploma / certificate in physics: 3 points b) College or CEGEP diploma / certificate in	3		

Rated criteria		Rating scale	Max	Min	Reference
		electronics: 2 points c) Post-secondary diploma: 1 point			
2.8	Mechanical technician		6	N/A	
2.8.1	Experience of the proposed resource(s) The proposed resource has participated as a mechanical technician in designing mechanical parts for electro-optical assemblies in the last eight years. Role of the mechanical technician: - Design and machine mechanical parts for laboratory electro-optical assemblies.	a) The resource has participated in at least three projects: 3 points b) The resource has participated in two projects: 2 points c) The resource has participated in one project: 1 point	3		
2.8.2	Education	a) College or CEGEP diploma / certificate in mechanics: 3 points b) Post-secondary diploma in mechanics: 2 points c) College or CEGEP diploma / certificate in physics: 1 point	3		
2.9	Project manager		6	N/A	
2.9.1	Experience of the proposed resource(s)	a) The resource has managed at least three projects: 3 points	3		

Rated criteria		Rating scale	Max	Min	Reference
	<p>The proposed resource has managed projects in the last eight years.</p> <p>Role of the project manager:</p> <ul style="list-style-type: none"> - Coordinate a work team to execute an electro-optics research and development project of a value of at least \$100,000 CAD (taxes not included). - Monitor the availability of the staff and equipment required to carry out the project. - Monitor and produce a statement of project expenditures. <p>For a project to be considered, it must include all three of the above elements for the role of the project manager.</p>	<p>b) The resource has managed two projects: 2 points</p> <p>c) The resource has managed one project: 1 point</p>			
2.9.2	Education	<p>a) Bachelor's degree in administration: 3 points</p> <p>b) Graduate degree: 2 points</p> <p>c) Bachelor's degree: 1 point</p>	3		

3	BIDDER'S EXPERIENCE		30	12	
3.1	Experience in optical design for high-power lasers Bidders must submit projects they have completed in the last eight years involving the optical design of systems for projecting a high-power laser beam. The power of the laser supported by the optical design must be greater than 1 kilowatt average power, and the cost of the project must be greater than \$10,000 CAD (taxes not included).	a) The bidder has completed at least three projects: 9 points b) The bidder has completed two projects: 6 points c) The bidder has completed one project: 3 points	9		
3.2	Experience in optical design for remote sensing Bidders must submit projects they have completed in the last eight years involving the optical design of systems for the long-range remote sensing of electromagnetic signals. The cost of the project must be greater than \$10,000 CAD (taxes not included).	a) The bidder has completed at least three projects: 9 points b) The bidder has completed two projects: 6 points c) The bidder has completed one project: 3 points	9		
3.3	Experience in electronic design Bidders must submit projects they have completed in the last eight years involving the electronic design of systems for detecting and identifying electromagnetic signals backscattered over long distances in the atmosphere. The cost of the project must be greater than \$10,000 CAD (taxes not included).	a) The bidder has completed at least four projects: 12 points b) The bidder has completed three projects: 9 points c) The bidder has completed two projects: 6 points d) The bidder has completed one project: 3 points	12		
TOTAL					

ATTACHMENT 3: EVALUATION OF PRICE

1 – Approximate percentage use

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

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

Catégorie de ressource	% of use
High-power laser specialist	20 %
Optics specialist	20 %
Computer engineer	5 %
Electrical engineer	15 %
Electronics specialist	5 %
Optical physics specialist	5 %
Physics technician	10 %
Mechanical technician	15%
Project manager	5%

2 – Labour Cost:

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

Effort available	=	$\frac{[\text{Total anticipated available funding}] \times [\text{Approximate percentage use}]}{[\text{Average hourly rate for the resource category}]^*}$
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The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category (for a given bid).

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

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

For example:

- Anticipated funding for the work = \$850,000.00
- Percentage of use for the project manager (PM) = 5%
- If the average hourly rate for bid A = \$100, for bid B = \$95 and for bid C = \$85, then the average hourly rate for the resource category = \$93.33

Therefore,

- Effort available $\$850,000.00 \times 0.05 / 93.33 \text{ \$/hr} = 455.37 \text{ hours}$

and

- Labour costs for PM,
Bid A = 455.37 hours x 100\$/hr = \$45,537.00
Bid B = 455.37 hours x 95\$/hr = \$43,260.15
Bid C = 455.37 hours x 85\$/hr = \$38,706.45

3- Example of calculations for the price of the three bids

Catégories de ressource	% of use	Rate A \$/hr	Price A	Rate B \$/hr	Price B	Rate C \$/hr	Price C	Avg. Rate \$/hr	Available Effort (hours)
High-power laser specialist	20	90	\$183,607.20	75	\$153,006.00	85	\$173,406.80	83.33	2040.08
Optics specialist	20	100	\$182,149.00	90	\$163,934.10	90	\$163,934.10	93.33	1821.49
Computer engineer	5	100	\$48,115.00	80	\$38,492.00	85	\$40,897.75	88.33	481.15
Electrical engineer	15	95	\$139,770.65	80	\$117,701.60	85	\$125,057.95	86.66	1471.27
Electronics specialist	5	80	\$40,801.60	80	\$40,801.60	90	\$45,901.80	83.33	510.02
Optical physics specialist	5	90	\$43,303.50	85	\$40,897.75	90	\$43,303.50	88.33	481.15
Physics technician	10	75	\$91,071.75	60	\$72,857.40	75	\$91,071.75	70.00	1214.29
Mechanical technician	15	75	\$124,722.75	80	\$133,037.60	75	\$124,722.75	76.67	1662.97
Project manager	5	100	\$45,537.00	95	\$43,260.15	85	\$38,706.45	93.33	455.37
Total			\$899,078.45		\$803,988.20		\$847,022.85		

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.

Solicitation No. - N° de l'invitation
W7701-196916/A
Client Ref. No. - N° de réf. du client
W7701-196916

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41160

Buyer ID - Id de l'acheteur
QCL020
CCC No./N° CCC - FMS No./N° VME

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

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);

ANNEX A: STATEMENT OF WORK

1. TITLE

Development, modification and testing of electro-optical systems

2. OBJECTIVE

The main objectives of the work are:

- d) optical design for laser sources used for counter-measure applications, target designation and target identification;
- e) modification of existing laser sources for applications; and
- f) testing of laser sources in a safe, controlled environment.

3. BACKGROUND

Defence Research and Development Canada (DRDC) – Valcartier Research Centre is conducting research and development (R&D) work on laser counter-measures (CM). To date, various laser sources have been developed, modified and tested at DRDC – Valcartier Research Centre for CM applications, target designation and target identification. These laser sources are based on different technologies involving fibre lasers, high peak power pulse lasers and parametric oscillators. To keep R&D capacities up to date in the laser CM sector and to provide better CM to protect Canadian Forces platforms, it is essential to keep this research sector active.

4. ACRONYMS

cm	Centimetre
CM	Counter-measure
dB	Decibel
DRDC	Defence Research and Development Canada
EO	Electro-optical
FPGA	Field Programmable Gate Arrays
GFE	Government furnished equipment
kW	Kilowatt
low-E	Low emissivity
MHz	Megahertz
mm	Millimetre
MS	Microsoft
mW	Milliwatt
M ²	Quality factor for spatial profile
nm	Nanometre
ps	Picosecond
PVB	Polyvinyl butyral
R&D	Research and development
TA	Technical Authority
TAuth	Task authorization
TW	Terawatt
μJ	Microjoule
μm	Micrometre

5. APPLICABLE DOCUMENTS AND REFERENCES

Applicable documents and references will be identified in the task authorizations (TAuth) where applicable.

6. WORK PERFORMED BY TASK AUTHORIZATIONS

Each TAuth will include different types of work in accordance with the tasks below. One TAuth may include one or more of the following tasks.

Task 1: Electro-optical instrument for measuring the thickness of commercial windows

The Contractor shall develop a design and build an instrument for measuring the thickness of commercial windows with normal glass, tempered glass, thermal glass, with one or more sheets of polyvinyl butyral (PVB), with one or more low-E (low emissivity) coatings, or a combination of these glasses, sheets and coatings. The instrument must have the capacity to measure the thickness of a window, a PVB sheet or a combination of windows and/or PVB sheets smaller than or equal to 10 centimetres (cm), with a resolution smaller than or equal to 0.2 millimetres (mm) for the thickness of a window, a PVB sheet or a combination of windows and PVB sheets. The instrument must identify and display on a screen air-glass, PVB-glass and PVB-air interfaces for the window. In the case of a combination of glass, PVB sheets and low-E coatings, the instrument must indicate on the screen the individual thicknesses of the glass, PVB sheets and air or gas spaces between them. Finally, the instrument must associate the measurement with a family of windows listed in its memory files. The light beam used to measure the window must have a wavelength between 800 nanometres (nm) and 1.5 micrometres (µm), an average power less than or equal to 5 milliwatts (mW) and a peak power less than or equal to 5 mW. The display screen must be larger than 4 cm X 7 cm. The instrument must be powered by batteries or cells, and have an operating autonomy greater than 30 minutes.

Task 2: Maintenance and testing of a supercontinuum laser

Task 2.1: Maintenance of a pump laser

The Contractor shall maintain a fibre pump laser used for supercontinuum generation to maintain the parameters of an erbium-doped fibre laser. The laser beam must be centered between 1540 nm and 1560 nm, and have an average power of 7 watts, a pulse duration of 50 picoseconds (ps), plus or minus 20 ps, a repetition rate of 1 megahertz (MHz) and a pulse energy of up to 10 microjoules (µJ). The source's laser beam must be collimated to a diameter of 2.5 mm, plus or minus 1 mm, and have a quality factor for spatial profile (M^2) of less than 1.5. The laser beam must be linearly polarized with an extinction ratio greater than 10 decibels (dB). As needed, the Contractor shall procure the optical elements (lenses, prisms, filters, optical fibres, optical networks, etc.) required to maintain the laser.

Task 2.2: Characterization and testing with the supercontinuum

The Contractor shall carry out supercontinuum power and spectrum characterization work in a spectral range of 1 µm to 6 µm for a supercontinuum laser source. The Contractor shall perform glare tests with CM emulators provided by DRDC – Valcartier Research Centre. This characterization and testing work shall be performed on site at DRDC – Valcartier Research Centre using instruments provided by the Technical Authority (TA), because the weight and size of the emulators, as well as their use by other research groups, require that we keep them on site at DRDC – Valcartier Research Centre.

Task 3: Optical concepts for the propagation of the laser beam in the atmosphere and detection of the laser beam

Task 3.1: Telescope for a high average power laser

The Contractor shall develop a design for a telescope to collimate and focus a laser beam with 10 kilowatts (kW) of average power generated by a fibre laser and a central wavelength between 1060 nm and 1100 nm.

Task 3.2: Telescope for a high peak power laser

The Contractor shall develop a design for a telescope to control the divergence and convergence of a laser beam with a peak power varying from 1 kW to 1 terawatt (TW), and with an average power varying from 0.5 Watt to 1000 Watts. The central wavelength of these lasers must vary from 750 nm to 4000 nm.

Task 3.3: Experimental campaigns on the atmospheric propagation of laser beams and their characterization

The Contractor shall support experimental campaigns on the atmospheric propagation of high-power lasers on site at DRDC – Valcartier Research Centre. The Contractor shall analyze data obtained during these campaigns and prepare reports on the results. Analysis may be conducted on commercial software platforms (MATLAB, Excel, etc.) or on dedicated platforms (software specific to the instrument used for collecting data). As needed, the Contractor shall discard data that are not relevant from a scientific perspective and summarize the more significant portions. Upon request, the Contractor shall summarize analysis results in PowerPoint presentations and technical reports. The Contractor shall also review literature in various fields and summarize findings in a report, graphs or tables upon request by the TA.

Task 4: Laser protection

The Contractor shall design laser protection systems for optical detection systems and observers for laser pulse durations ranging from femtoseconds to milliseconds. These laser protections will be based on technologies involving absorbent filters, thin films, optical limiters and liquid crystals.

Task 5: Electro-optical concepts

Task 5.1: Electro-optical instrument for characterizing optical components

The Contractor shall develop a design and build an electro-optical instrument for characterizing the optical properties (transmission, index of refraction, nonlinear response and/or birefringence, etc.) of optical components. These electro-optical instruments will be based on semi-conductor detectors and will use a beam of light to probe optical components.

Task 5.2: Optical designs

The Contractor shall develop a design and build optical systems or components, modeling their behaviour using commercial software such as Zemax. To build an optical system, the Contractor shall procure optical elements including but not limited to lenses, prisms, filters, optical fibres and optical networks. On request, the Contractor shall integrate the systems developed into more advanced systems used for CM applications.

Task 5.3: Electronic system design

The Contractor shall design electronic circuits (analog and digital) using a commercial software platform, such as Allegro or Protel, or a platform based on the requirements of a specific TAuth. The Contractor shall also design a Field Programmable Gate Arrays (FPGA) architecture. The Contractor shall design, produce and integrate the required printed circuit boards.

Task 5.4: Software and firmware programming

The Contractor shall develop applications and firmware for the digital signal processors and microcontrollers required, for example, to remotely control an electro-optical system such as a laser or a camera. The Contractor shall develop or modify interface adaptors to communicate with existing military or scientific systems, such as a thermographic camera, a laser system, etc. The Contractor shall also create applications developed on commercial platforms, such as Labview and MATLAB, to acquire and analyze data from electro-optical systems.

Task 5.5: Optomechanical design

The Contractor shall design optomechanical components or systems for commercially available software platforms, such as Solid Edge, ProEng or AutoCAD. The TA may use concepts proposed by the Contractor to carry out electro-optical activities at DRDC; alternatively, the Contractor may need to build the system designed for its own requirements associated with a TAuth. As needed, the Contractor shall procure the optomechanical components required to carry out the tasks (lenses, prisms, filters, optical fibres, optical networks, etc.).

Task 6: Modeling and simulations

The Contractor shall develop digital and analytical models to simulate various physical phenomena seen in laser propagation applications. The phenomena in question include but are not limited to atmospheric propagation of the laser beam, laser-matter interactions and imaging in unfavourable environments. Commercial simulation software platforms, such as MATLAB, FORTRAN, Visual Basic C++, etc., must be used for this task with TA approval.

7. DELIVERABLES

Number	Reference task	Description of deliverables	Quantity and format
7.1	Task 1	<p>a) An electro-optical instrument.</p> <p>b) A report including, at a minimum:</p> <ul style="list-style-type: none">- a section explaining the operation of the instrument and the technologies used;- a section synthesizing the work performed;- a section on the analysis and conclusions for the task;- software codes and circuit diagrams;- a user guide. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p>	<p>1) One electro-optical instrument.</p> <p>2) The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in Microsoft (MS) Word.</p>

7.2	Task 2 (2.1, 2.2)	<p>A report including, at a minimum:</p> <ul style="list-style-type: none"> - a theory section explaining the phenomenology of laser operation and supercontinuum generation in optical fibres; - a section synthesizing the work performed and the components procured for laser maintenance; - a section on the analysis and conclusions for the task; - a user guide. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p>	The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in MS Word.
7.3	Task 3 (3.1, 3.2 and 3.3)	<p>A report including, at a minimum:</p> <ul style="list-style-type: none"> - a theory section explaining the phenomenology of laser operation and laser atmospheric propagation; - a section synthesizing the work performed; - a section on the analysis and conclusions for the task; - a user guide. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p>	The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in MS Word.
7.4	Task 4	<p>A report including, at a minimum:</p> <ul style="list-style-type: none"> - a theory section explaining the phenomenology of each laser protection technology, a section synthesizing the laser protection capacities, and a section proposing a compact optical design for laser protection of electro-optical systems; - a section synthesizing the work performed; - a section on the analysis and conclusions for the task; - a user guide. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p>	The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in MS Word.
7.5	Task 5 (5.1, 5.2, 5.3, 5.4 and 5.5)	<p>5.1 a) An electro-optical instrument for characterizing the optical properties of optical components.</p> <p>5.1 b) A report including, at a minimum:</p> <ul style="list-style-type: none"> - a section synthesizing the work performed; - a section on the analysis and conclusions for the task; - a user guide. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p> <p>5.2 a) An optical assembly.</p> <p>5.2 b) A report describing the results of the work</p>	<p>1) One electro-optical instrument.</p> <p>2) One optical assembly.</p> <p>3) One functional printed circuit board.</p> <p>4) One optomechanical assembly.</p> <p>5) The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in MS Word.</p>

		<p>for task 5.2, including, at a minimum, all software codes and optical diagrams.</p> <p>5.3-a) A functional printed circuit board for an electro-optical system.</p> <p>5.3-b) A report describing the results of the work for task 5.3, including, at a minimum, all software codes and circuit diagrams.</p> <p>5.4 A report describing the results of the work for task 5.4, including, at a minimum, all software codes.</p> <p>5.5 a) An optomechanical assembly.</p> <p>5.5 b) A report describing the results of the work for task 5.5, including, at a minimum, all software codes and optomechanical assembly diagrams.</p>	
7.6	Task 6	<p>A report including, at a minimum:</p> <ul style="list-style-type: none"> - a theory section explaining the phenomenology of laser interaction and propagation; - a section synthesizing the work performed; - a section on the analysis and conclusions for the task; - software codes and descriptions for each element of the software code; - a user guide for the software code. <p>The report format must be compliant with DRDC standards, which may be obtained from the TA.</p>	<p>The report must be delivered in English or French in two electronic formats. One version must be in PDF format and the other in MS Word.</p>

8. LANGUAGE OF WORK

English or French.

9. LOCATION OF WORK

Tasks 2.1, 2.2 and 3.3 must be performed on site at DRDC – Valcartier Research Centre. The other sub-tasks in the contract may be performed on the Contractor's premises. The location of work will be indicated as TAAuths are issued.

10. TRAVEL

The Contractor will not be required to travel.

11.MEETINGS

Meetings will be called as needed. There will be a startup meeting at the beginning of a task authorization, following which meetings will be held at the request of the TA (approximately one meeting per month). Additional meetings may be held at the request of one of the parties. The meetings will be held at DRDC – Valcartier Research Centre, on the Contractor's premises or by videoconference. Meetings will be called at least seven calendar days in advance.

At these meetings, the Contractor must be able to present:

- a) an up-to-date report of expenses,
- b) work progress relative to the overall objectives,
- c) a statement of the difficulties encountered; and
- d) expectations for the next stage.

12.Government furnished equipment (GFE)

GFE 1: Power meter with a dynamic range from 1 mW to 10 kW

GFE 2: Infrared photodiodes

GFE 3: Mercury-Cadmium-Tellurium infrared detectors

GFE 4: Ultraviolet, visible and near-infrared fibre spectrometers up to 2.5 µm

GFE 5: Infrared monochromator for a range of wavelengths from 1 µm to 8 µm

GFE 6: Infrared filter kit

GFE 7: CM emulators

13.SPECIAL CONSIDERATIONS

None.

14.SECURITY

There is a security requirement; see Security Requirements Check List (SRCL) and security clause for full details.

15.Task use percentage

Task	Use percentage
1	25%
2	10%
3	15%
4	10%
5	20%
6	20%

ANNEX B: BASIS OF PAYMENT

1. LABOUR: Firm all-inclusive rates (Applicable Taxes extra, including profit and overhead) as follows:

Labour Categories	Firm all- inclusive hourly rates for the following periods:			
	April 1st, 2019 to March 31st, 2020	April 1st, 2020 to March 31st, 2021	April 1st, 2021 to March 31st, 2022	April 1st, 2022 to March 31st, 2023
a) High-power laser specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Optics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Computer engineer Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Electrical engineer Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
e) Electronics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
f) Optical physics specialist Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
g) Physics technician Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
h) Mechanical technician Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
i) Project manager Name : _____	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

2. MATERIALS, SUPPLIES and EQUIPMENT: at laid down cost² without markup.

3. TRAVEL & LIVING: at laid down cost² without markup.

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

TOTAL ESTIMATED COST TO A LIMITATION OF EXPENDITURE: 850,000.00\$
(Applicable Taxes extra)

² Laid-down cost means: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) **(laid-down cost)**

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)

Solicitation No. - N° de l'invitation
W7701-196916/A
Client Ref. No. - N° de réf. du client
W7701-196916

Amd. No. - N° de la modif.
File No. - N° du dossier
QCN-8-41160

Buyer ID - Id de l'acheteur
QCL020
CCC No./N° CCC - FMS No./N° VME

ANNEX D: SECURITY REQUIREMENTS CHECK LIST

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

The Security Requirements Check List includes a Supplemental Security Classification Guide

ANNEX E: DND 626, TASK AUTHORIZATION FORM

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W7701-196916

Security Classification / Classification de sécurité
Aucune

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Aucune

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W7701-196916

Security Classification / Classification de sécurité
Aucune

PART A (continued) / PARTIE A (suite)

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

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

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : Accès au site de RDDC - Centre de recherches de Valcartier

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?

Travail à l'extérieur de RDDC

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

seulement

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS 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?

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

☒ No
Non ☐ Yes
Oui

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

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

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

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

☒ No
Non ☐ Yes
Oui

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

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

Security Requirement Checklist (SRCL)

Supplemental Security 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:							
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries	X				X		
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	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	Technician	Access to site and/or access to information Protected A	
Secret	Technician	Access to site and/or access to information Secret	
NATO Non Classified	Technician	Access to site and/or access to NATO Non Classified	
NATO Classified	Technician	Access to site and/or access to information NATO Classified	
None	Technician	N/A	
Reliability	Engineer	Access to site and/or access to information Protected A	
Secret	Engineer	Access to site and/or access to information Secret	
NATO Non Classified	Engineer	Access to site and/or access to information NATO Non Classified	
NATO Classified	Engineer	Access to site and/or access to information NATO Classified	
None	Engineer	N/A	
Reliability	Specialist	Access to site and/or access to information Protected A	
Secret	Specialist	Access to site and/or access to information Secret	
NATO Non Classified	Specialist	Access to site and/or access to NATO Non Classified	
NATO Classified	Specialist	Access to site and/or access to information NATO Non Classified	
None	Specialist	N/A	
Reliability	Project manager	Access to site and/or access to information Protected A	
Secret	Project manager	Access to site and/or access to information Secret	
NATO Non Classified	Project manager	Access to site and/or access to information NATO Non	

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

		Classified	
NATO Classified	Project manager	Access to site and/or access to information NATO Classified	
None	Project manager	N/A	

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

OTHER SECURITY INSTRUCTIONS

Insert instructions

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers.
Toutes les factures doivent indiquer les numéros du contrat et de la tâche.

Contract no. – N° du contrat					
Task no. – N° de la tâche					
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction		Previous value – Valeur précédente	
<div>To – À</div>		<div>TO THE CONTRACTOR</div> <div>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.</div> <div>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.</div> <div>À L'ENTREPRENEUR</div> <div>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.</div> <div>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.</div>			
<div>Delivery location – Expédiez à</div>					
<div>Delivery/Completion date – Date de livraison/d’achèvement</div>		<div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div>			
<div>Contract item no. N° d'article du contrat</div>	<div>Services</div>				<div>Cost Prix</div>
	<div>GST/HST TPS/TVH</div>				
	<div>Total</div>				

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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