



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> W7714-196676/B	<b>Date</b> 2018-12-19
<b>Client Reference No. - N° de référence du client</b> W7714-19-6676	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-76091	
<b>File No. - N° de dossier</b> cx011.W7714-196676	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leblanc(CX Div.), Marc-Andre	<b>Buyer Id - Id de l'acheteur</b> cx011
<b>Telephone No. - N° de téléphone</b> (613) 998-1966 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 29 RECEIVING 3701 CARLING AVE OTTAWA Ontario K1A0Z4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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



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	Events Planning and Management	W7714	W141A	1	Each	\$	\$		See Herein	

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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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

The Department of National Defence (DND) has launched the Innovation for Defence Excellence and Security (IDEaS) Program. This program challenges innovators to develop solutions to emerging defence and security Challenges. The IDEaS program requires the services of a Contractor, on an as and when required basis, to plan, develop, organize and coordinate different Test Environment Event(s). The Test Event brings together innovators, their solutions, and appropriate DND subject matter experts. It is expected that the supplier will interact with multiple DND/CAF offices as well as the TE Innovators in delivering the requisite services for each TE; they will vary and be specified in a Task Authorization. It is intended to result in the award of 1 contract for 1 years, plus 3 one-year irrevocable option periods allowing Canada to extend the term of the Contract.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

The Phased Bid Compliance Process applies to this requirement.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is subject to a preference for Canadian goods and/or services.

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This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- The Nunavut Land Claims Agreement
- The Tlicho Agreement
- The Sahtu Dene and Metis Comprehensive Land Claim Agreement

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

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).

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

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **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.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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.

#### Definitions

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

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

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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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 Ontario.

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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

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.

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## **Section I: Technical Bid**

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.

## **Section II: Financial Bid**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “E” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “E” 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.

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

## **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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure

to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 (2018-03-13) Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### 4.1.2 Technical Evaluation

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

Mandatory and point rated technical evaluation criteria are included below and in Annex C MASTER TEST IMPLEMENTATION PLAN EVALUATION CRITERIA.

MANDATORY CRITERIA	
<p><b>M1</b></p>	<p><b>PROPOSED RESOURCES</b> The Bidder must identify at least one (1) but no more than three (3) individuals for each of the following categories of personnel.</p> <p>For all referenced experience submitted, the Bidder must provide:</p> <ul style="list-style-type: none"> <li>a) Name, phone number and email address of client;</li> <li>b) Start and end date of resources' experience;</li> <li>c) Name of project and description of the work involved, including how it meets the tasks required in the Statement of Work. The description of these events must</li> </ul>
<p><b>M1.1</b></p>	<p>The <b>TEEMS Program Manager</b> must have at least five (5) years' experience in leading the development and execution of events, and within that duration of experience the following minimums:</p> <ul style="list-style-type: none"> <li>a. at least 10 events.</li> <li>b. at least two (2) where budgeted at more than \$200,000 (including professional fees, direct expenses, travel and living expenses, and any other project-related revenues, as applicable);</li> <li>c. at least five (5) where participants are from either: more than one (1) province or territory; or more than one (1) country; or both;</li> <li>d. at least five(5) that required one (1) or more of the project's personnel to be on-site for three (3) days or more;</li> <li>e. at least two (2) with a minimum of one hundred (100) participants; and</li> <li>f. has provided or overseen the provision of all of the following at least twice, though not necessarily within the same single event: accommodations, hospitality, transportation, logistics, registration of participants, conduct of group activities including the operation of equipment, and safety-related activities such as conducting safety briefings, monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety.</li> </ul>
<p><b>M1.2</b></p>	<p>The <b>Test Event Managers</b> must meet all of the following:</p> <ul style="list-style-type: none"> <li>a. at least five (5) years' experience in leading the development and execution of events;</li> <li>b. has managed events where budgeted at more than \$200,000 (including professional fees, direct expenses, travel and living expenses, and any other project-related revenues, as applicable);</li> <li>c. has managed events where participants are from either: more than one (1) province or territory; or more than one (1) country; or both;</li> </ul>

	<p>d. has managed events that require one (1) or more of the project's personnel to be on-site for three (3) days or more;</p> <p>e. has managed events with a minimum of one hundred (100) participants; and</p> <p>f. has provided or overseen the provision of all of the following: accommodations, hospitality, transportation, registration and printing or publications, conduct of group activities including the operation of equipment, and safety.</p> <p>At least one (1) of the individuals proposed for this role must not also be proposed for the role of TEEMS Program Manager.</p>			
<p>M1.3</p>	<p>The <b>TE Test Controllers</b> must meet all of the following:</p> <p>a. at least three (3) years of experience in coordinating the execution of group activities where the activity included the operation of equipment in an outdoor environment and the Controller had responsibility for the commencement and cessation of activities including readiness and safety considerations;</p> <p>b. has managed events where budgeted at more than \$100,000 (including professional fees, direct expenses, travel and living expenses, and any other project-related revenues, as applicable);</p> <p>c. has coordinated events with participants from either: more than one (1) province or territory; or more than one (1) country; or both;</p> <p>d. has coordinated events that require one or more of the firm's personnel to be on-site for three (3) days or more;</p> <p>e. has coordinated events with a minimum of fifty (50) participants; and</p> <p>f. has coordinated the provision of two (2) or more of the following: accommodations, hospitality, transportation, registration and printing or publications.</p>			
<p>M1.4</p>	<p>The <b>TE Logistics and Support Coordinators</b> must meet all of the following:</p> <p>a. at least three (3) years of experience in coordinating the logistics and support required for events comparable to the Test Events described in this contract. Comparable events include (i) those lasting multiple days with multiple groups of participants in which the participants are demonstrating something or participating in an organized group activity; and (ii) where for multiple events in that three year experience the activity included the participants operating equipment in an outdoor environment.</p> <p>b. has coordinated events with participants from either: more than one (1) province or territory; or more than one (1) country; or both;</p> <p>c. has coordinated events that require one or more of the firm's personnel to be on-site for three (3) days or more;</p> <p>d. has coordinated events with a minimum of fifty (50) participants; and</p> <p>e. has coordinated the provision of two (2) or more of the following: accommodations, hospitality, transportation and registration of participants.</p>			

<b>M2</b>	<b>EVENT MANAGEMENT PROJECTS</b>	
<b>M2.1</b>	<p>The Bidder must provide five (5) event management projects* that have been completed within the last ten (10) years as of January 1 2019. The proposed resources identified within M1 must have been involved in the planning of at least one (1) of the identified projects.</p> <p><b>*Note:</b> One project may be used to demonstrate the experience of more than one (1) resource, however no more than five (5) projects are to be submitted.</p> <p>For all referenced projects the Bidder must provide:</p> <ul style="list-style-type: none"> <li>a) Name, phone number and email address of client;</li> <li>b) Start and end date of project;</li> <li>c) Name of project and description of the work involved, including how it meets requirements of M2.1.</li> </ul>	
<b>M2.2</b>	<p>At a minimum, three (3) of the five (5) projects must demonstrate an ability of the Bidder to provide event planning services where the event included the activity included the participants operating equipment in an outdoor environment.</p> <p>For all referenced projects the Bidder must provide:</p> <ul style="list-style-type: none"> <li>d) Name, phone number and email address of client;</li> <li>e) Start and end date of project;</li> <li>f) Name of project and description of the work involved, including how it meets requirements of M2.2.</li> </ul>	
<b>M2.3</b>	<p>At a minimum, two (2) of the event management projects must have made use of a Safety Officer.</p>	
<b>M3</b>	<b>PROPOSED RESOURCES LANGUAGE PROFICIENCY</b>	
<b>M3.1</b>	<p>The Bidder must demonstrate that the <b>TEEMS Program Manager and at least one (1) of the Test Event Managers</b> have the capacity to work within both official languages of Canada.</p> <p>The Bidder must provide a minimum of two (2) previous project references that can attest to the resource(s) capacity through the following:</p> <ul style="list-style-type: none"> <li>a) Name, phone number and email address of reference;</li> <li>b) Start and end date of resources' experience;</li> <li>c) Name of project and description of the work involved, including how it meets the tasks required in the Statement of Work.</li> </ul>	

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<b>M4</b>	<b>PRODUCING A VIABLE MASTER TEST IMPLEMENTATION PLAN</b>	
	See Annex C MASTER TEST IMPLEMENTATION PLAN EVALUATION CRITERIA, SECTION I.	
<b>M5</b>	<b>FINANCIAL PROPOSAL</b>	
	The Bidder must provide costing information strictly in accordance with Annex "B" Basis of Payment.	

<b>POINT-RATED EVALUATION CRITERIA</b>	
<b>R1</b>	See Annex C MASTER TEST IMPLEMENTATION PLAN EVALUATION CRITERIA, SECTION II.

### **4.1.3 Financial Evaluation**

#### **4.1.3.1 Mandatory Financial Criteria**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Minimum Point Rating Criteria**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 31 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 44 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-) (<http://www.tpsgc-pwgsc.gc.ca/ci->

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if/politique-policy-eng.html), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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

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

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 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.

### **5.2.3.2 Education and Experience**

#### **5.2.3.2.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, 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. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

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

### **6.3 Controlled Goods Requirement**

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

### **6.4 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex G.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.1.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **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**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the 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. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$250,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit 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

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"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.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### 7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2018-06-22), General Conditions - Higher Complexity - 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.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of 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 CANADIAN PROTECTED and/or CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of NATO SECRET, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to FOREIGN PROTECTED and/or CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of NATO SECRET, granted or approved by CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor personnel requiring access to NATO RESTRICTED information or assets must be citizens of a NATO member country or a permanent resident of Canada and EACH hold a valid

RELIABILITY STATUS or its equivalent, granted or approved by the appropriate delegated NATO Security Authority

7. 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.
8. The Contractor/Offeror MUST NOT remove any PROTECTED and/or 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.
9. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
10. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to 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".
11. 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.
12. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
13. 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).

#### **7.4 Term of Contract**

##### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 1 year from date of award.

##### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

##### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

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The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- The Nunavut Land Claims Agreement
- The Tlicho Agreement
- The Sahtu Dene and Metis Comprehensive Land Claim Agreement

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marc-André Leblanc

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Communications Procurement Directorate

Address: 360 Albert Street, 12<sup>th</sup> Floor, Ottawa ON

Telephone: 613-998-1966

E-mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@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.

### **7.5.2 Project Authority**

The Project Authority will be specified in the resulting Contract.

The Project 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 Project Authority; however, the Project 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 Procurement Authority**

The Procurement Authority will be specified in the resulting Contract.

### **7.5.4 Contractor's Representative**

The Contractor's Representative will be specified in the resulting Contract.

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

*To be included in the resulting Contract, if applicable.*

### **7.7 Payment**

#### **7.7.1 Basis of Payment**

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The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom 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 task authorization 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.

### **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 \_\_\_\_\_. 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 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice 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 performed has been accepted by Canada.

### **7.7.4 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

### **7.7.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **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 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

### **7.9.3 SACC Manual Clauses**

SACC Manual clause 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 \_\_\_\_\_.

## **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 general conditions 2035 (2018-06-21) General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Master Test Implementation Plan Evaluation Criteria
- (f) Annex D, Security Requirements Check List;
- (g) Annex G, Insurance Requirements;
- (h) Annex H, DND 626 Task Authorization Form
- (i) the signed Task Authorizations (including all of its annexes, if any); and
- (j) the Contractor's bid dated \_\_\_\_\_.

#### **7.12 Defence Contract**

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

#### **7.13 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.

#### **7.14 Foreign Nationals (Canadian Contractor)**

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

#### **7.15 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex G. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.16 Controlled Goods Program**

The Contract involves controlled goods as defined in the Schedule to the *Defence Production Act*. The Contractor must identify those controlled goods to the Department of National Defence.

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

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### **7.17 Certifications – Contract**

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

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE**

Test Environment Event Management Services (TEEMS)

#### **2. BACKGROUND AND INTENT**

The Department of National Defence (DND) has launched the Innovation for Defence Excellence and Security (IDEaS) Program\*. The IDEaS Program challenges innovators to develop solutions to emerging defence and security Challenges. This new program will support innovative technology, knowledge, and problem solving which are critical for Canada and its allies to mitigate new threats, stay ahead of potential adversaries, and meet evolving defence and security needs.

IDEaS is looking to obtain services from an external supplier on an as and when required basis to plan, develop, organize and coordinate different Test Environment Event(s) associated with any of the Program's Elements. The IDEaS Elements that may incorporate a Test Event include:

- Competitive Projects, where a solution in progress may be subjected to a test environment in order to mature those solutions towards prototypes and potential capabilities.
- Contests, where multiple Innovators may be simultaneously demonstrating their solutions in DND provided test environments in a contest type setting.
- Sandboxes, to provide an engagement opportunity for innovators to demonstrate their prototypes and receive feedback on their applicability to defence.
- Innovation Assessment and Implementation, for DND to access a limited number of pre-production units of a solution for evaluation in a realistic test environment by operators who provide direct feedback to innovators.

In supporting the above Elements, a Test Event (TE) brings together Innovators, their solutions, and appropriate DND subject matter experts to observe, test, assess, and/or provide feedback on the solution(s). Each TE will require a range of services that will be specified in a Task Authorization and will vary considerably depending on the type of IDEaS Element requiring the work, the sourcing of the required test environment, the resources, and the specific tasks.

Such testing will enable DND/CAF and the participating Innovator(s) to make informed decisions about their next steps in developing or exploiting those solution(s).

#### **3. ACRONYMS**

CAF Canadian Armed Forces

CDR Critical Design Review

DND Department of National Defence

DRDC Defence Research and Development Canada

IDEaS Innovation for Defence Excellence and Security

MTIP Master Test Implementation Plan

S&T Science and Technology

SMART Specific, Measurable, Achievable, Relevant, and Time-bound.

SME Subject Matter Expert

SOW Statement of Work

SRL Solution Readiness Level

TA Technical Authority

TE Test Event

TEEMS Test Environment Event Management Services

TETA Test Environment Technical Advisor

#### 4. APPLICABLE DOCUMENTS & REFERENCES

Additional background information on the IDEaS Program can be found at the IDEaS website <https://www.canada.ca/en/department-national-defence/programs/defence-ideas.html>

#### 5. Scope of Work

The supplier's services are required on an as and when required basis to plan, develop, organize and coordinate different Test Environment Event(s). It is expected that the supplier will interact with multiple DND/CAF offices as well as the TE Innovators in delivering the requisite services for each TE; they will vary and be specified in a Task Authorization. Under the guidance, oversight, and decision points of the Technical Authority (TA), the contracted resource(s) can expect to:

##### 5.1.1. For each selected TE:

1. Plan the scope, cost estimate, and schedule for all required work by all stakeholders for the TE, including pre-event, event, and post event work to enable DND selection of which TEs to conduct;
2. Develop the Master Test Implementation Plan (MTIP) for approval by DND of that work, including who is doing what with what resources on what schedule for that TE;
3. Organize and coordinate the actual TE, as well as any post-TE closeout work.

#### 6. CHARACTERISTICS OF TEST EVENTS

- 6.1. A Test Event (TE) brings together Innovators and their solution(s) with appropriate DND provided test environments and subject matter experts to observe, test, assess, and/or provide feedback on the solutions.
- 6.2. A specific test event may be conducted for multiple reasons, such as:
  - 6.2.1. testing a specific solution in a focused test environment;
  - 6.2.2. testing multiple solutions from different Innovators independently but in the same test environment for individual feedback and solution development or assessment;
  - 6.2.3. testing multiple solutions in the same test environment in the context of a competition or contest amongst Innovators;
  - 6.2.4. testing solutions at different Solution Readiness Levels (SRLs), but in the same test environment; or
  - 6.2.5. Other situations that require the use of a test environment.
- 6.3. The test environment(s) for a specific TE is established to satisfy a DND/CAF challenge(s) within the IDEaS program to test an Innovator's proposed solution(s). This could result in a

test environment consisting of any combination of:

- 6.3.1. Virtual or physical test environments;
  - 6.3.2. Existing Canadian Armed Forces facilities, infrastructure, equipment, and personnel; and/or
  - 6.3.3. Existing DND facilities, infrastructure, equipment, and personnel; and/or
  - 6.3.4. Other test environment facilitie(s) through academia/private sector, leased or rented.
- 6.4. Level of TE Complexity. As the planning and execution can vary in size and complexity, the following descriptions have been included to provide context as to the potential complexities:
- 6.4.1. Level 1. The TE is at DND facilitie(s). The estimated time to plan and execute could be under 6 months. The systems and equipment needed for the test environment would already exist and be relatively easy to access and employ.
  - 6.4.2. Level 2. The TE may be at DND facilities but could be at rented facilities in or near a city or town. The estimated time to plan and execute could be up to 12 months. The systems and equipment needed for the test environment would already exist and be relatively easy to access and employ.
  - 6.4.3. Level 3. The TE may be at a remote location (this does not exclude DND facilities). The estimated time to plan and execute this level event could be up to 12 to 24 months. The systems and equipment needed for the test environment could be new, specialized or already exist and be more complex to access and employ.
- 6.5. Frequency of TEs. The table below provides an estimated frequency of the TEs that may be required by the different IDEaS elements. This information does not provide a firm and fixed commitment from DND.

IDEaS Program Element	Estimated # of Test Events (TEs) per year per Tier	Estimated # of Innovator(s) per event
Contests	1 x Level 1 2 x Level 2 1 x Level 3	Could be well over 10, subject to the supplemental cost and feasibility per company. For example, an online virtual TE could permit hundreds of Innovators, while a physical contest in a remote location may be limited to a pre-selected small number.
Sandboxes (including: <ul style="list-style-type: none"> <li>• those done for Competitive Projects Component 3</li> <li>• those done as direct Sandboxes with no project history within IDEaS</li> </ul>	1 x Level 1 3 x Level 2 1 x Level 3	Dependent on complexity (some events may be greater than 10)
Innovation Assessment and Implementation	1 x Level 1 3 x Level 2 1 x Level 3	Dependent on complexity (some events may be greater than 5)

IDEaS Program Element	Estimated # of Test Events (TEs) per year per Tier	Estimated # of Innovator(s) per event
<b>Total Estimated TEs per year at IDEaS steady state:</b>	14 total TEs per year are likely, though the distribution of TEs per IDEaS element or Tier in each year may vary.	

- 6.6. Concurrency of Test Events. Typically the selection, planning and other pre-event activities for a specific TE will take several months, while the conduct of the TE itself will typically be a few days to weeks. Consequently, some overlap may occur when conducting TEs and coordination to mitigate and accommodate this will be required.
- 6.7. Seasonal and Geographic Aspects of Test Events. It can be anticipated that certain types of Test Environments may have a seasonal weather requirement which may skew the scheduling distribution for TEs towards or away from certain seasons, and/or geographic locations.
- 6.8. Location. It is expected that most test events will be conducted in an outdoor environment, typically at a Canadian Forces Base or a DND research centre. There may also be some cases where the event is indoors in a laboratory type environment in an urban setting, or in an isolated and remote outdoor venue with minimal local logistical support.

## 7. TASKS

The contracted resource(s) may be tasked through a Task Authorization with the following:

### Task 1: Conceive and Prepare Estimates for a TE

#### 7.1.1. Task 1A. Prepare a Preliminary TE Estimate:

1. When tasked, the Contractor must provide a preliminary estimate of the TE plan and its associated costs within the specified timeframe, usually within two weeks from when the task authorization is issued. This preliminary information will assist the department to down select to those TEs they will actually conduct.
2. The Contractor must complete the Preliminary Estimate and submit it in the format and content as depicted in Appendix A, or as may be agreed with the TA.

#### 7.1.2. Task 1B. Prepare a Final TE Estimate:

1. When tasked, the Contractor must provide a final estimate of the TE plan and its associated costs, usually within four weeks from when the task authorization is issued. This information will assist the department to down select to those TEs they will actually conduct.
2. The Contractor must complete the Final Estimate and submit it in the format and content as depicted in Appendix B, or as may be agreed with the TA.

### 7.2. Task 2: Develop the TE and its Master Test Implementation Plan.

- 7.2.1. The core intended effort is to (i) produce and submit a Master Test Implementation Plan (MTIP) for each TE; (ii) determine the resources required for the TE; and (iii) commence the TEEMS tasks for that MTIP in advance of its approval when appropriate and tasked .

7.2.2. The MTIP, found within Appendix C, is the main overarching document and is a result of the analysis, planning effort, and preparations with all stakeholders. The MTIP and any supporting documentation are then submitted to the Technical Authority for DND acceptance.

7.2.3. Task 2. From TE Selection to MTIP Acceptance by DND.

1. Preparation of the MTIP. The Contractor must develop, deliver and update throughout its applied lifespan, a fulsome, viable and complete Master Test Implementation Plan (MTIP) and any supporting documentation for DND acceptance.

In doing so, the Contractor must:

- a. Fully analyse the TE and lead the detailed planning effort while including all stakeholders in the process.
  - Many test environments will require specialized technical knowledge in order to properly plan them. When applicable and available, DND will provide a Test Environment Technical Advisor (TETA) to help support the contracted resource(s) to consider potential technical issues in the development of the MTIP.
- b. Include all planning factors and considerations to produce a set of viable and realistic plans.
- c. Conduct an Initial Planning Conference.
- d. Conduct additional planning conferences and meetings as necessary.
- e. Include at least one appropriately scheduled Critical Design Review (CDR) of a draft MTIP with the TA, with additional ones as may be included in the specific Task Authorization(s) or as determined with the TA.

2. Test Environment Resource Determination. The Contractor must recommend to the TA all resources required for the TE and the proposed sourcing of those resources, including but not limited to infrastructure, equipment, personnel, and financial costs.

- a. Utilization of DND/CAF Infrastructure and Equipment for a TE. In preparing the MTIP, the Contractor shall:
  - Maximize the use of DND/CAF Infrastructure, Equipment, and Services which the Contractor shall include in the MTIP as DND/CAF tasks, when such resources are agreed with the TA as being suitable; cost effective; and available (which is a DND internal prioritization decision as part of the TE planning process).
  - But when the required resources are not made available from DND/CAF the Contractor shall propose alternate means to the TA in order to meet the TE requirements, such as but not limited to leasing an external facility, renting transportation services, catering, etc. Such sourcing shall be clearly identified in the MTIP and typically be tasked to the supplier to arrange. Any contracting for such work is not to be undertaken without explicit authorization from DND.
- b. The final approved plan for any TE shall include all resources required to conduct the TE, specifically identifying the source and any associated costs of those resources.

3. Submission of the MTIP. The MTIP and all other supporting documentation is

to be submitted to DND for its approval.

4. Commence the TEEMS tasks for that MTIP in advance of its approval when appropriate and tasked.
- 7.3. Task 3: From MTIP Approval to TE Readiness. This task authorization covers the continuation of the pre-event tasks in the event that the MTIP is approved:
- 7.3.1. Monitor and manage the implementation of the MTIP.
  - 7.3.2. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
  - 7.3.3. Conduct all TEEMS tasks within the approved MTIP and/or applicable task authorizations for the remaining pre-event preparations.
  - 7.3.4. Prepare and submit to DND a final TE Readiness Recommendation, which will include the readiness status of all stakeholders and participants, all completed and uncompleted tasks, all residual risks and mitigations, and a recommendation to continue, postpone, or cancel the TE. This will enable the final DND Go/No-Go decision point to execute the TE.
- 7.4. Task 4: Conduct and Closeout the TE. This Task Authorization will be to:
- 7.4.1. Monitor and manage the continued implementation of the MTIP for the actual conduct and closeout of the TE.
  - 7.4.2. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
  - 7.4.3. Conduct all TEEMS tasks within the approved MTIP and/or applicable task authorizations to actually conduct the TE.
  - 7.4.4. Deploy TEEMS personnel to the TE location for the conduct of all on-site tasks.
  - 7.4.5. Complete all cleanup and closeout activities.
  - 7.4.6. Prepare and submit the final report for the TE, including coordination and insertion of all other participatory inputs for the report. The report shall include as a minimum:
    1. A description of the TE as conducted, including the objective, test environment, resources, costs, etc.;
    2. For each Innovator that attended, a description of their solution, their test plan, the test results, any resultant recommendations by the DND/CAF by the DND/CAF SMEs, any feedback from the Innovator; and
    3. Lessons observed on any aspect of the TE.

## 8. RESOURCE TYPES, QUANTITIES, CONSTRAINTS, AND RESTRAINTS

To fulfill the requirement(s) tasked to the supplier, a sufficient amount of qualified resource(s) must be made available. The following describes the minimum roles and responsibilities required for each resource type.

### 8.1.1. TEEMS Program Manager

1. The Program Manager provides the oversight and overall management of the total TEEMS contract and will be the single point of contact on behalf of the Contractor.

### 8.1.2. TE Specific Resources. The Contractor will provide a specific team that must be on-site during the conduct of each TE, with named individuals for each issued task. This could include the following roles/positions:

1. Test Event Manager. The TE Manager manages the overall TE, the Contractor Team for that TE, and ensures that all tasks are completed for that TE.
2. TE Operations Officer, responsible for conducting the operation of the event.
3. TE Logistics and Support Coordinator, responsible for transportation, accommodations, ablutions, Food Services, and Maintenance. Also responsible for transportation and warehousing of goods. Processes orders and oversees cycle of order fulfilment. Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery system efficiently and safely. Assists the TE Manager.
4. TE Administrative Coordinator, responsible for office services by implementing administrative systems, procedures, and policies. Maintains administrative workflow and resolves administrative problems. Assists the TE Manager.
5. TE Health and Safety Officer, responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although they may exercise emergency authority to prevent or stop unsafe acts when immediate action is required. Assists the TE Manager.
6. Event Assistant(s) if and as required. The EA will assist the Test Event Manager or other staff to conceive, plan and execute Test Events.

8.2. Constraints and Restraints on Resource Quantities:

- 8.2.1. Commensurate with task load, complexity, and capacity, any one person may cover multiple roles within a specific TE where agreed with the TA, with the exceptions of:
1. The Program Manager, who must not concurrently fulfill any role for a specific TE.
  2. The Safety Officer who:
    - a. Must not have any other responsibilities during the actual conduct of TE;
    - b. Unless at the sole discretion and determination of the TA the test environment is sufficiently benign that the safety duties are maintained as the first priority and not comprised with the assumption of other work. This would typically only occur if the TE is in an office type environment.

## 9. DELIVERABLES

Specific deliverables to be provided by the Contractor will be identified under each task authorization. Generally, the Contractor will be required to provide the following types of deliverables:

- 9.1.1. Preliminary TE plan and estimates
- 9.1.2. Official TE plan and cost
- 9.1.3. TE Master Test Implementation Plans (MTIP)
- 9.1.4. TE administrative materials, such as pre-event information for Innovators
- 9.1.5. All other plans required for an event.
- 9.1.6. TE Closeout Reports.
- 9.1.7. Monthly progress reports.

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9.1.8. Final reports.

## **10. DATE OF DELIVERY**

The dates of delivery will be confirmed with each task authorization and multiple task authorizations may be required to be performed in parallel.

## **11. LANGUAGE OF WORK**

The TEEMS Program Manager shall be bilingual. The language of work for each specific Task may vary depending on the location and nature of the Task, and consequently will be specified in each Task.

## **12. LOCATION OF WORK**

Location of work shall be specified in a DND 626 – TASK AUTHORIZATION. The Test Events will occur in Canada and will most likely on Canadian Forces Bases.

## **13. TRAVEL**

The contracted resource(s) may be required to travel to locations outside of the National Capital Region (NCR). Travel must be arranged and paid for by the Supplier. The department will pay for authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost without any allowance for overhead or profit in accordance with the meal, private vehicle and incidental allowances specified in Appendices B and C of the Treasury Board/National Joint Council Travel Directive (<http://www.njccnm.gc.ca/directive/travel-voyage/index-eng.php>), and with other provisions of the directive referring to travelers, rather than those referring to employees. Travel outside the NCR will be specified for each individual task using DND form 626.

## **14. MEETINGS**

Any meetings, if required, will be identified on each Task Authorization.

## **15. GOVERNMENT SUPPLIED MATERIAL (GSM)**

Any GSM, if required, will be identified on each Task Authorization.

## **16. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

Any GFE, if required, will be identified on each Task Authorization.

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**APPENDIX 1 TO ANNEX A**  
**TEMPLATE FOR A TEST EVENT PRELIMINARY ESTIMATE**

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** To provide a preliminary estimate of the TE plan and its associated costs to assist the department to down select to those TEs they will actually conduct.

The format and content shall be as follows, unless adjusted with the TA for a specific TE:

1. Cover Page including the title of the Challenge and date.
2. An introduction, including a brief description of the associated Challenge.
3. A description of the basic concept of the TE.
4. Potential dates for the TE.
5. Potential location(s) for the TE.
6. The basic availability of the required support services, such as accommodations, food, and transportation.
7. A cost estimate for the TE.

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## APPENDIX 2 TO ANNEX A TEMPLATE FOR A TE FINAL ESTIMATE

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** To provide a final estimate of the TE plan and its associated costs to assist the department to down select to those TEs they will actually conduct.

The format and content shall be as follows, unless adjusted with the TA for a specific TE:

1. Cover Page including the title of the Challenge and date.
2. An introduction, including a brief description of the associated Challenge.
3. A description of the concept of the TE.
4. Proposed date for the TE.
5. Proposed location for the TE.
6. The cost/schedule estimate for the TE itself.
7. The availability of the major infrastructure and resource components of the proposed test environment.
8. The availability of the major required support services, such as accommodations, food, and transportation.
9. The number of Innovator companies that could be reasonably accommodated within the TE.
10. Identify any major impediments and risks to conducting the TE.

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### APPENDIX 3 TO ANNEX A

#### TEMPLATE FOR THE MASTER TEST IMPLEMENTATION PLAN (MTIP)

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** A full description of the Test Event and the executable tasks for each stakeholder, including but not limited to the supporting logistics, administration, and other activities to conduct and closeout the TE.

**Additional Notes:**

- Each MTIP must use the following format and content as depicted as a minimum with additional elements as deemed necessary for each specific event, or will identify those elements that are not applicable to the specific TE. Other adjustments may also be included within a specific Task Authorization.
- The Contractor is expected to provide the resource competency to analyze and present plans for the TE below the level of detail presented in this general MTIP format.
- Initial approval of the MTIP can be made in advance of subordinate plans or supplemental information which can be added by amendment at a later date. For example, the annex containing the list of participating Innovators in the TE may not be available at the time of initial approval. Instead of delaying the MTIP, that annex can be marked as "to be issued when available".
- The MTIP may require amendment during the life of a TE and must be amended accordingly and recorded in the amendment table.

The template itself commences on the next page.

Cover Page, including security classification.

Page (i) Amendment Table

Page (ii) Table of Contents

1. Introduction.
2. Objective.
3. Assumptions, Constraints, and Restraints.
4. Concept of Operations and Support.
  - a. Overall Concept.
  - b. Pre-Event Concept for the effort required from initiation through to the commencement of the event.
  - c. RSOMI Concept.
  - d. Event Concept.
  - e. Daily Event Concept.
  - f. Reverse RSMOI Concept.
  - g. Closeout Concept.
5. Tasks, grouped by Stakeholder, phased by Pre-Event, Event, and Post-Event tasks, and written utilizing a SMART approach and structure (Specific, Measurable, Achievable, Relevant, and Time-bound):
  - a. DND/CAF. Tasks that DND/CAF will do, broken down to the CAF tactical unit or DRDC Research Centre Section level of detail.
  - b. TEEMS Contractor tasks, to include as a minimum unless otherwise specified:
    - i. As the TE Manager, monitor and manage the implementation and risks of the MTIP, coordinating and ensuring completion of all tasks by all stakeholders.
    - ii. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
    - iii. Preparation of all pre-event administration, such as welcome packages, registration material, etc.
    - iv. Conduct of all RSOMI tasks during the event:
      - (1) Reception – *receiving personnel and material into the general geographic area of the event (generally a city with airport access with hotels and restaurants for accommodations and food for all attending personnel), and then effecting the transportation to the event location, typically a CAF Base or a DRDC Research Centre;*
      - (2) Staging – *assembling, holding and organizing arriving personnel and equipment at the event location;*
      - (3) Onward Movement – *moving personnel and materiel from the staging area to the Test Range, as would occur where a CAF base is used as a staging area, but the actual test range is inside a remote field area some distance away; and*
      - (4) Integration – *the smooth transfer of authority of all personnel and equipment into the test range under the C2 of the test operations centre, and the timely integration of each Innovator's solution into the test environment such that it is ready to be demonstrated.*

- v. Conduct of the TE itself.
- vi. Conduct of all Reverse RSOMI tasks to extract all personnel and equipment out of the event to the point of hand-off to normal commercial transportation.
- vii. Preparation of all post-TE administration, including distribution of TE results to each Innovator, thank-you letters to appropriate organizations and/or individuals, etc.
- viii. Prepare and submit the overall final report for the TE, including coordination and insertion of all other participatory inputs for the report.
- c. Innovators.
  - i. Pre-Event (such as submission of test plans, shipment of test items)
  - ii. Event (such as registration activities, conduct of test)
- d. Additional task sections as required.
- 6. Coordinating Instructions.
  - a. Key Dates and Major Milestones.
  - b. Overall Schedule.
  - c. Pre-event testing of the test environment.
  - d. Integration of each Innovators solution into the test environment.
  - e. Daily Schedule.
  - f. Closeout and Post-TE Instructions.
  - g. Additional sections as required.
- 7. Administration.
  - a. Pre-Event.
  - b. Arrival and Registration.
  - c. Visits and VIPs.
  - d. On-Site administrative services.
  - e. Departure.
  - f. Additional sections as required.
- 8. Logistics and Support.
  - a. Transportation.
  - b. Accommodations.
  - c. Ablutions.
  - d. Food Services.
  - e. Maintenance.
  - f. Additional sections as required.
- 9. Training.
- 10. Communications [within the test environment while in the field].
- 11. Public Affairs.

12. Health and Safety.
  - a. Plans and procedures for the medical evacuation of any injured personnel; and
  - b. Plans and procedures for a site evacuation of all personnel.
  - c. Additional sections as required.
13. Security.
14. Environment.
15. Resources.
16. Finance.
17. Additional sections as may be required for each TE.
18. Command and Control, including as a minimum the main roles, who is filling them, and primary duties and any specific authorities to highlight:
  - a. Roles Assigned:
    - i. Overall TE authority for DND (usually the responsible IDEaS Manager).
    - ii. DND on-site authority.
    - iii. TE Manager for the TE (usually the TEEMS TE Manager)
    - iv. TE Operations Officer (usually provided by the the TEEMS Contractor)
    - v. TE Logistics and Support Coordinator (usually provided by the the TEEMS Contractor)
    - vi. TE Administrative Coordinator (usually provided by the the TEEMS Contractor)
    - vii. TE Health and Safety Officer (usually provided by the the TEEMS Contractor)
    - viii. TE Technical Safety Officer (if required, typically provided by DND for range safety or other specialist requirements not typically feasible for civilian contractors)
    - ix. TE Technical Lead (provided by DND/CAF as the S&T subject matter expert for the challenge being tested.). Has the authority for approving each specific test plan and any amendments.
    - x. Additional sections as required.
  - b. Process and authorities to commence or cease each test within the TE. (to include who has to be included in the recommendations and readiness to commence testing, as well as the authority to commence and the authority for cessation).

DND Signature Block for Approval of the MTIP [varies by event]

Distribution List:

Action

Information

Annexes:

Annex A: List of Participating Innovators and OPI contact information.

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Annex B: List of Resources Used, Including Source and Cost

Annex C: Budget

Annex D: Overall Schedule, from Iniation to Final Reporting

Annex E: Event Daily Schedule

Annex F: Test Plan Template, to be submitted in advance by each Innovator.

Annex G: Test Observations Template for use by DND/CAF SMEs.

Annex H: Risk Register and Mitigation.

Annex I: Test Environment Description.

Annex J: Joining Instructions for DND/CAF and other Personnel.

Annex K: Joining Instructions for Innovators.

Other Annexes as required.

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## ANNEX "B"

### BASIS OF PAYMENT

The Bidder must submit all prices in Canadian dollars, GST/HST extra, FOB destination. **The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.**

If pricing is not provided, for an element of Table B.1 or Table B.2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

#### B.1. Firm Hourly Rates – Event Management Services

The Bidder must submit firm fixed all-inclusive hourly rates for the required Event Management services. The firm all-inclusive firm fixed all-inclusive hourly rates will form part of any resulting Contract and subsequent Task Authorization. These rates will apply for both the initial Contract period and all option periods.

The firm fixed hourly rates charged for Event Management services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

For the purposes of this Contract, "time in transit" is defined as the length of time (in 30 minute increments) that is required for the Contractor to travel from the Contractor's facilities to the final destination (or vice versa). The means of transportation selected must be in accordance with the National Joint Council Travel Directive. Time in transit (excepting local travel and unless otherwise specifically provided for in the Task Authorization) is subject to verification by and the approval of the Client. Reasonable rest periods will be permitted at the discretion of the Client. Where it is deemed that the Contractor may charge labour fees for time in transit, the Contractor will only be paid for the actual time in transit as defined above, including reasonable rest periods.

There is no provision for overtime under this Contract.

<b>Table B.1.a – Event Management Services – Base Requirement</b>	
<b>Category of Service</b>	<b>Firm all-inclusive hourly rate</b>
TEEMS Program Manager	\$ _____
Test Event Manager	\$ _____
TE Test Controllers	\$ _____
TE Logistics and Support Coordinators	\$ _____

**B.2. Direct and Subcontracted Expenses**

The Bidder must submit one (1) firm all-inclusive percentage Mark-up for Direct and Subcontracted Expenses.

The Bidder must provide a firm all-inclusive percentage mark-up on Direct and Subcontracted Expenses.

The firm all-inclusive percentage mark-up for Direct and Subcontracted Expenses Mark-up will form part of any resulting Contract and subsequent Task Authorization.

<b>Table B.2.a – Direct and Subcontracted Expenses – Base Requirement</b>	
Firm All-Inclusive Percentage Mark-up on Direct and Subcontracted Expenses (B.2.1 and B.2.2)	_____ %

**B.2.1 Direct Expenses**

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier and shipping fees.

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work.

Direct expenses will be charged at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

All expenses, general and administrative, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports; photocopying; courier and telephone charges; local travel and the like) are to be included in the prices for professional services identified herein, and will not be permitted as direct expenses under the Contract.

**B.2.2 Subcontracting**

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Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods/services. Subcontracted items may include, but are not limited to, the following: the venue, audio/video equipment rental, simultaneous interpretation equipment rental, commercial transportation, hospitality, facilitators, note takers, translation services, travel and living for event participants, on-site printing, signage, etc.

All subcontracted requirements will be provided at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor must obtain competitive bids from no fewer than three (3) outside suppliers. The Contractor must provide to the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

### **B.3 Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive, (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>) and with the other provisions of the directive referring to "travelers," rather than those referring to "employees."

With respect to Modules 2, 3 and 4 of the Directive, meals will be reimbursed based on the daily allowances specified in Appendix C or D of the Directive, as applicable.

Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.

### **B.4 Hospitality**

All hospitality must have the prior written authorization of the Project Authority and must be included in the Contractor's quote for the specific requirement. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided to event participants in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences is available at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855&section=text> .

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> .

## **FINANCIAL EVALUATION - BID EVALUATION VALUE (BEV)**

The BEV is calculated for evaluation purposes. . The firm all-inclusive hourly rates for event management services quoted by the Contractor in Table B.1.a and Table B.1.b and the firm all-inclusive percentage mark-up on direct and sub-contracted expenses submitted in Table B.2.a and Table B.2.b will be used to calculate the Evaluated Pricing Score and will also apply to the resulting Contract and subsequent Task Authorizations as indicated herein.

### Evaluation Table A - Event Management Services

The firm fixed all-inclusive hourly rates for event management services submitted by the Bidder in Table B.1.a of the Annex B Basis of Payment will be used in the calculation of the BEV as follows: the lowest rate for each category will be determined between all fully responsive bids received. Then, each Bidder's submitted Firm All-Inclusive Hourly Rates will be evaluated against the lowest rate as detailed in the table below to determine the Evaluated Pricing Score for each resource category.

Category of Service	FIRM ALL-INCLUSIVE HOURLY RATE Submitted for Table B.1 (a)	Lowest Evaluated Firm All-Inclusive Hourly Rate (b)	Evaluated Pricing Score (c)
1. TEEMS Program Manager	\$ _____	\$ _____	1(c) = 1(b) / 1(a)
2. Test Event Manager	\$ _____	\$ _____	2(c) = 2(b) / 2(a)
3. TE Test Controller	\$ _____	\$ _____	3(c) = 3(b) / 3(a)
4. TE Logistics and Support Coordinator	\$ _____	\$ _____	4(c) = 4(b) / 4(a)
<b>5. Total Evaluated Pricing Score (Evaluation Table A):</b>			<b>5(c) = 1(c) + 2(c) + 3(c) + 4(c)</b>

### Evaluation Table B - Direct and Subcontracted Expenses – Base Requirement

The firm firm all-inclusive percentage Mark-up on Direct and Subcontracted Expenses submitted by the Bidder in Table B.2.a of the Annex B basis of Payment will be used in the calculation of the BEV as follows:

6(a) Firm All-Inclusive Mark-up on Direct and Subcontracted Expenses as submitted in Table B.2.a	_____%
7(a) Lowest Evaluated Firm All-Inclusive Mark-up on Direct and Subcontracted Expenses	_____%
<b>8(a) Total Direct and Subcontracted Expenses Mark-up Score For Evaluation Purposes Only (Evaluation Table B)</b>	<b>= 7(a) / 6(a)</b>

### Evaluation Table C - BEV

<b>5(c) Total Evaluated Pricing Score (Evaluation Table A):</b>	_____
<b>8(a) Total Direct and Subcontracted Expenses Mark-up Score For Evaluation Purposes Only (Evaluation Table B)</b>	_____
<b>9(a) TOTAL ALL INCLUSIVE EVALUATED PRICING SCORE FOR EVALUATION PURPOSES ONLY (AVERAGE OF EVALUATION TABLES A and B)</b>	<b>9(a) = [5(c) + 8(a)] ÷ 2</b>

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## ANNEX C

### MASTER TEST IMPLEMENTATION PLAN EVALUATION CRITERIA

#### **Mandatory and Point-Rated Criteria : Competency in Producing a Viable Master Test Implementation Plan**

Contents:

Section I:

1. Mandatory Criteria
2. Instructions for Preparing the MTIP
3. Time period and content to be covered by the MTIP
4. Resources available to be used for conducting the Sandbox scenario
5. MTIP Submission
6. Individual Mandatory Evaluation Criteria for the Submitted MTIP

Section II:

7. Point-Rated Technical Evaluation Criteria: Evaluation of Other MTIP Items
8. The MTIP Scenario

#### **SECTION I:**

1. **Mandatory Criteria.** It is mandatory that Bidders demonstrate a sufficient level of competency to undertake the task of producing a viable Master Test Implementation Plan (MTIP). For the purposes of demonstrating this competency the Bidder must use the directions in this section to analyse the provided Sandbox Test Event scenario in order to develop and submit their proposed MTIP for that specific Sandbox. That MTIP will then be evaluated as indicated below. It is expected that the Bidder's MTIP in response to the mandatory and point-rated criteria should be concise and total no more than 20 pages, excluding annexes.
2. **Instructions for Preparing the example MTIP:**
  - 2.1. The SOW task to initiate the analysis of a Test Event and development of a MTIP is described in section 7.2, Task 2 of the SOW, in combination with Annex C to the SOW which provides a standard template for the expected MTIP layout, as well as other directions throughout the SOW.
  - 2.2. The MTIP is the plan that applies to all stakeholders in the Event, and one of the TEEMS Contractor tasks is to prepare and manage that MTIP. It is emphasized that a MTIP is not a plan for the TEEMS Contractor work only. Consequently, the submitted MTIP must cover everything for a successful Sandbox, not just the work that the TEEMS Contractor would do.
  - 2.3. In reality an actual MTIP will go through several draft iterations to get it right between the TEEMS Contractor and DND (via the Technical Authority), with additional amendments as unknown or assumed information becomes available during the life of the TE. However, for the purposes of this RFP evaluation the submitted MTIP will be evaluated as a first draft based solely on the information provided in the scenario. Additional information will not be provided even if it is missing from the scenario. The Bidder is expected to make and include any required assumptions for any missing information and complete the MTIP accordingly, noting that the MTIP template includes an area for assumptions made.
  - 2.4. The template includes multiple potential Annexes for amplifying detail on certain tasks or supporting sub-plans. While those will be used during the actual future contract work, for the purposes of this evaluation such Annexes need not be completed unless specifically indicated in the evaluation criteria; however, the main body of the MTIP must include an appropriate

summary of such annexes at the appropriate place in the MTIP and make reference to them as if they were included.

- 2.5. For any sections or items in the generic template the Bidder believes are not required for this specific scenario, those unused parts of the template:
    - 2.5.1. must not be deleted; and
    - 2.5.2. must remain in the submitted MTIP, but will be marked as "Not Applicable".
  - 2.6. Additions to the generic template may be made if the Bidder believes their plan is best communicated by doing so.
  - 2.7. In writing the MTIP, it is expected that the Bidder will frequently describe and breakdown an individual high level Template item into further subordinate paragraphs not specified in the template itself. Such division and clarity may be essential to the success of that item and is permitted and encouraged. However, for the purposes of this evaluation it is the template item that is evaluated in total regardless of how or if the Bidder further divides the item. This ensures there is only one pass/fail mark given for that item for all bidders, even if one bidder uses ten sub-divisions and another only uses three. The number is irrelevant, it is the plan for that item that is being evaluated.
3. Time period and content to be covered by the MTIP:
- 3.1. The MTIP must cover the period starting on 1 February 2019, through to the conduct of the Sandbox in September 2019, and include appropriate post-Sandbox activities and timeline for final reports and so forth.
  - 3.2. For the purposes of this evaluation, the MTIP must not cover any tasks or content regarding the selection of which Innovators DND invites to attend the Sandbox. For this scenario this is a separate activity for DND. The MTIP must include in its schedule that on 1 April 2019 DND will provide the list of selected Innovators that will attend this Sandbox. The MTIP may then include how that list gets used throughout the remainder of the MTIP.
  - 3.3. The MTIP must not cover any overall IDEaS Program management tasks internal to the Program Office not related to the Sandbox. The MTIP must focus on tasks relevant the preparation, conduct, and closeout of the Sandbox only, unless otherwise specified in the scenario description.
4. Resources available to be used for conducting the Sandbox scenario.
- 4.1. The provided scenario makes clear statements about what resources DND is prepared to make available for the conduct of this theoretical Sandbox. It is emphasized that this is a theoretical exercise only, so the resource names used are fictitious and do not represent real CAF units.
  - 4.2. In determining and communicating the required resources for the scenario, the Bidder must:
    - 4.2.1. Develop a MTIP that includes and tasks the provided DND scenario resources if needed for their plan, noting that not all resources must be used. The Bidder is to assume that no other DND resources will be made available, even if they would like more. The Bidder is expected to propose alternate means of obtaining the required resources.
    - 4.2.2. Identify, include, and task in their MTIP all other resources their plan requires that DND is not providing. For these additional resources:
      1. Reasonable actual or fictitious companies, resource suppliers, and/or sub-contractors can be identified in the MTIP as needed. For example, the MTIP may identify that catering will be provided by "Joe's Lunchbox Inc". What would be evaluated is that you correctly identified the need for catering during the

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event and your plan included a means to provide it. The reality or availability of that company will not be evaluated as part of this RFP, and such sub-contractors need not be contacted for the purposes of this exercise.

- 4.3. For the purposes of the MTIP, the task to obtain and manage the work of all non-DND provided resources must be implemented in the MTIP as one of the TEEMS Contractor tasks.
5. MTIP Submission. The MTIP must be submitted as a single document, including any annexes if used.

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6. **Individual Mandatory Evaluation Criteria for the Submitted MTIP.** MTIPs that fail to meet all of the following individual mandatory criteria will be declared non-responsive. Unless otherwise stated, the Evaluation Schemas do not include the specific content for each item as it is the Bidder's competency in developing that detail that is being evaluated; consequently, the criteria cannot provide that answer in itself.

<b>Table 1: Mandatory Criteria (Bidder's MTIP must address <u>all</u> of these criteria)</b>	
<b>M4.1: Concept</b>	<b>Supporting Information</b>
The concept for the Sandbox as described in the MTIP aligns with the intent of the scenario with no major flaws.	<b>Evaluation Schema (Pass/Fail)</b> <b>PASS:</b> All of the following are true: 1. The overall concept, and each sub-concept shown in the template, presents a reasonable and connected flow of activity from initiation to final reporting within the constraints and restraints of the scenario while achieving its objective. 2. The overall concept justifies and indicates how many companies can be accommodated within the conditions of the scenario, including identification of the limiting planning factor preventing additional companies from attending.
<b>M4.2: Tasks</b>	<b>Supporting Information</b>
The Task descriptions are sufficient such that the major pre-event, event, and post-event tasks for each stakeholder are evident.	<b>Evaluation Schema (Pass/Fail)</b> <b>PASS:</b> All of the following are true: 1. As a minimum, the MTIP has tasks for (i) DND/CAF; (ii) the TEEMS Contractor, and (iii) the Innovators. 2. The given tasks align with and will achieve the concept for the event as described in the MTIP.
<b>M4.3: Key Dates</b>	<b>Supporting Information</b>
Sandbox Key Dates and Major Milestones	<b>Evaluation Schema (Pass/Fail)</b> <b>PASS:</b> All of the following are true: 1. The first milestone is "Sandbox Initiation" on 1 <sup>st</sup> February 2019; 2. The final milestone is "Final Report Submitted" no later than 1 December 2019. 3. At least six major intermediate milestones are included between those two events.
<b>M4.4: Overall Schedule</b>	<b>Supporting Information</b>
Sandbox Overall Schedule	<b>Evaluation Schema (Pass/Fail)</b> <b>PASS:</b> All of the following are true: 1. A completed Annex D, "Overall Schedule" is included. No format is specified for this. 2. That schedule includes all Sandbox Key Dates and Milestones. 3. That schedule includes start and end dates for each Level 1 task for each Stakeholder. For the purposes of this evaluation only, subordinate level 2 sub-tasks need not be shown; however, these sub-tasks would be included in a real schedule during the contract itself.
<b>M4.5: Daily Schedule</b>	<b>Supporting Information</b>
	<b>Evaluation Schema (Pass/Fail)</b>

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W7714-196676/B  
Client Ref. No. - N° de réf. du client  
W7714-196676

Amd. No. - N° de la modif.  
cx011  
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cx011.W7714-196676

Buyer ID - Id de l'acheteur  
cx011  
CCC No./N° CCC - FMS No./N° VME

Sandbox Daily Schedule	1. The Daily Schedule in the Coordinating Instructions section of the MTIP. 2. A completed Annex E, Event Daily Schedule, must be included.	<p><b>PASS:</b> All of the following are true:</p> <ol style="list-style-type: none"><li>1. A completed Annex E, "Event Daily Schedule" is included. No format is specified for this.</li><li>2. That Annex E schedule must include the schedule for the "Opening Day" of the Sandbox, with opening day defined as the first day when participating companies arrive at the event for a welcoming speech plus other appropriate initial activities.</li><li>3. That Annex E schedule must include the schedule for the subsequent day of the Sandbox, with that day's schedule being representative of the first full day of actual testing in the Sandbox. That second day schedule would typically be repeated for the remainder of the event. Those days need not be included in this scenario MTIP, even if there would be some variations in them.</li><li>4. That Annex E schedule must include the schedule for the closing day of the event.</li><li>5. Each of the above three schedules must provide sufficient information for any person involved in the Sandbox (as per the Tasks section) to know when and where they need to be on those days of the Sandbox for what purpose.</li></ol>
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**SECTION II:**

**7. Point-Rated Technical Evaluation Criteria: Evaluation of Other MTIP Items.**

- 7.1. For the line items in the MTIP template that are not explicitly covered by the criteria in Table 1 above, these will be individually assessed as PASS/FAIL as indicated in Table 2 below. Each PASS result will result in 1 point being awarded.
- 7.2. The PASS percentage will then be calculated as # of PASS items in Table 2 divided by 44 (the number of Items evaluated in Table 2). The resultant PASS percentage will then constitute the bid's total evaluated percentage for the point-rated technical evaluation criteria.
- 7.3. For each MTIP Item in Table 2 to receive an overall PASS assessment, a PASS must be achieved for all of the following questions:

**Q1. Present and Aligned.** Did the MTIP correctly determine and align the applicability of this topic for this scenario and the MTIP's concept?

**PASS:** Either of:

- a. The scenario and/or concept required this topic be used and the MTIP did so; or
- b. The scenario and/or concept did not require this topic be used and it was marked as "Not Applicable".

**AND**

**Q2. Reasonable.** If this item was required, was the proposed plan for this item reasonable? Reasonable is to be interpreted as being a commonly accepted way to achieve the desired effect in the time and resources available.

**PASS:** The proposed plan for this topic is reasonable.

**AND**

**Q3. Synchronized.** If this item was required, was the proposed plan for this item appropriately synchronised across the MTIP?

**PASS:** This item was appropriately reflected in the tasks, coordinating instructions, schedule, and other parts of the MTIP.

- 7.4. Evaluation of template items marked as "Additional Sections as Required". These template items are not be deleted and are to be included even if marked as "Not applicable". They will be evaluated with the same schema as the other items. For example, if it is evident that your approach to the MTIP required an "Additional Section" to be created and you did not do so, your MTIP would have an information gap and you would not receive a PASS on this item. Alternatively, if your MTIP does not need to create an additional item and has no gaps as a result, you would receive a PASS on this item if it was marked as "Not Applicable".

**Table 2: Evaluation of Other MTIP Items**

MTIP Item #	Description	Evaluation Schema (Pass/Fail, Q1, Q2, and Q3 must all be a PASS for an overall PASS)						
		Q1: Present & Aligned?	Q2: Reasonable?	Q3: Synchronized?	Overall			
n/a	Cover Page							
n/a	Amendment Table							
n/a	Table of Contents							
1	Introduction							
2	Objective							
3	Assumptions, Constraints, and Restraints							
4	Concept of Operations and Support	Title line only. Not included in the PASS Percentage						
4 a	Overall Concept	Evaluated in Table 1, M4.1. Not included in the PASS Percentage						
4 b	Pre-Event Concept							
4 c	RSOMI Concept							
4 d	Event Concept							
4 e	Daily RSOMI Concept							
4 f	Reverse RSOMI Concept							
4 g	Closeout Concept							
5	Tasks				Title line only. Not included in the PASS Percentage			
5 a	DND/CAF				Evaluated in Table 1, M4.2. Not included in the PASS Percentage			
5 b	TEEMS Contractor							
5 c	Innovators							
5 d	Additional sections as required							
6	Coordinating Instructions	Title line only. Not included in the PASS Percentage						
6 a	Key Dates and Major Milestones	Evaluated in Table 1, M4.3. Not included in the PASS Percentage						
6 b	Overall Schedule	Evaluated in Table 1, M4.4. Not included in the PASS Percentage						
6 c	Pre-event testing of the test environment							
6 d	Integration of each Innovators solution into the test environment							
6 e	Daily Schedule	Evaluated in Table 1, M4.5. Not included in the PASS Percentage						
6 f	Closeout and Post-TE Instructions							
6 g	Additional sections as required							
7	Administration	Title line only. Not included in the PASS Percentage						

MTIP Item #		Description	Evaluation Schema (Pass/Fail, Q1, Q2, and Q3 must all be a PASS for an overall PASS)			
			Q1: Present & Aligned?	Q2: Reasonable?	Q3: Synchronized?	Overall
7 a		Pre-Event				
7 b		Arrival and Registration				
7 c		Visits and VIPs				
7 d		On-Site administrative services				
7 e		Departure				
7 f		Additional sections as required				
8		Logistics and Support	Title line only. Not included in the PASS Percentage			
8 a		Transportation				
8 b		Accommodations				
8 c		Ablutions				
8 d		Food Services				
8 e		Maintenance				
8 f		Additional sections as required				
9		Training				
10		Communications				
11		Public Affairs				
12		Health and Safety	Title line only. Not included in the PASS Percentage			
12 a		Medical Evacuation				
12 b		Site				
		Evacuation				
12 c		Additional sections as required				
13		Security				
14		Environment				
15		Resources				
16		Finances				
17		Additional sections as required				
18		Command and Control	Title line only. Not included in the PASS Percentage			
18 a		Roles Assigned	Title line only. Not included in the PASS Percentage			
i		TE Overall Authority				
ii		DND On-Site Authority				
iii		TE Manager				
iv		TE Operations Officer				

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MTIP Item #	Description	Evaluation Schema (Pass/Fail, Q1, Q2, and Q3 must all be a PASS for an overall PASS)			Overall
		Q1: Present & Aligned?	Q2: Reasonable?	Q3: Synchronized?	
v	TE Logistics and Support Coordinator				
vi	TE Administrative Coordinator				
vii	TE Health and Safety Officer				
viii	TE Technical Safety Officer				
ix	TE Technical Lead				
x	Additional sections as required				
18 b	Process and authorities to commence or cease each test within the TE				
<b>Total number of points (minimum passing mark of 31):</b>					<b>/44</b>

8. The MTIP Scenario. The following scenario will be used by the Bidder to prepare their MTIP. The scenario is a disjointed jumble of assorted points, not all of which are applicable to the MTIP. This is intentional as the Bidder needs to demonstrate their competency in analysing such a scattered scenario and to then produce a coherent and achievable implementation plan for it.

Scenario for a Counter Unmanned Aerial Systems Sandbox

- a. Today's date is 14 December 2018. By 1 February 2019 the Assistant Deputy Minister for Science and Technology (ADM(S&T)) wants to see the initial signature ready version of the Master Test Implementation Plan (MTIP) for a Counter Unmanned Aerial Systems (CUAS) Sandbox under the IDEaS Program. We only have a few weeks to sort this out, so you need to prepare the first draft of the MTIP as soon as possible for the TEEMS Contract Technical Authority to review it as several iterations will be required. ADM(S&T) is very excited about this Sandbox as it is the first one the new IDEaS Program is doing and the Minister of National Defence will attend the first day of actual testing and wants to address the Innovators including a press conference with the media, so every detail is important. We need to minimize the imposition of additional work on to DND/CAF to conduct the Sandbox other than where specific resources have been made available. For all other resources the TEEMS Contractor is expected to provide those services, including the arranging of any supplemental contracted work. The financial budget will eventually become an issue, but at present we can ignore cost estimates and can plan without constraint provided we are reasonable in what we propose.
- b. With the growth in commercially available drones the threat against Canadian Armed Forces (CAF) operations has continued to escalate including the observation of where we are and what we are doing, delivery of weapons against us, as well as swarming attacks by multiple UAS concurrently. While we have tried several different systems to counter these drones, the pace of technology requires us to constantly evaluate and adjust our equipment, tactics, techniques, and procedures. Under the IDEaS Program, the Department of National Defence has decided to conduct a Sandbox event in September 2019 to align with this approach.
- c. These threats occur in a variety of operational scenarios, four of which are of specific interest to defend against:
  - i. Defending a Forward Operating Base (FOB) or airfield, in which a counter-UAS system can be in a static location once deployed, and where equipment size and power consumption is not a major issue;
  - ii. Defending a mobile vehicle force element such as a reconnaissance patrol, in which the counter-UAS system must be vehicle mounted and powered for mobility;
  - iii. Defending a small element of dismounted soldiers, in which case the counter UAS system and its power source must be "Soldier Portable"; and
  - iv. Functional in urban scenarios such as complex and cluttered infrastructure, obstacles, and electromagnetic environments.
- d. While each operational scenario can have different parameters and priorities at any one time, the common counter-UAS effects sought are to:
  - i. Detect and track the UAS before the UAS detects/observes us. This range based aspect varies with the type and capability of sensors that the UAS is using.
  - ii. Prevent/limit the UAS's ability to transmit any data it collects.
  - iii. Prevent/limit the UAS's ability to close within its sensor or weapon range of our forces. This range varies with the type and capability of sensors and weapons that the UAS is using, and can be as rudimentary as the UAS itself carrying an explosive charge to the

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terminal target.

- iv. Concurrently overlaid with the above, countering swarms of such UAS.
- e. There are many companies offering solutions to these problems, but experience shows that frequently they are not particularly effective so seeing some actual demonstrations of new prototypes is important if we are to get to some real solutions. The intent and main objective of the Sandbox under the IDEaS program as an unclassified Sandbox is to get innovators to demonstrate their best solutions for a counter UAS system in order for our CAF operators to observe the demonstrations and give their feedback to the innovators, thus helping Innovators improve their solutions to a higher readiness level and eventual production that we might be interested in implementing in the future. Each company that attends will receive a \$10,000 payment for participating, as well as \$100 for each drone they defeat. The company that defeats the most drones will get a further \$50k, as well as the company that defeats the drone at the furthest distance. Some sort of Closing Day event is to be included in the plan where these winning announcements and any other presentations can be made.
- f. We have decided to do this Sandbox in September 2019 at Canadian Forces Base (CFB) Mapleworks which is a (fictional) small base in Canada for experimental purposes. The Sandbox will focus on scenarios with a static defensive position rather than a mobile one, but also including swarms of UAS. CFB Mapleworks is 30 minutes away from city of 40,000 people which is served by an airport and has the typical range of hotels and other services for a city of that size. CFB Mapleworks has a large training area, as well as a co-located DRDC research Centre that has a lot of drone experience. We expect to get more companies applying to attend than we can accommodate, so separately from the MTIP DND will prepare a ranked and prioritized list of approved companies we will invite. That list will be available on 1 April 2019. Once the MTIP determines how many attendees can be accommodated, invitations will need to be sent those on the list in order from top to bottom until a limiting factor is reached. This needs to be done as soon as possible as an MTIP task. Innovators will be given five business days to accept their invitation, after which we will start inviting alternates. The ADM(S&T) is very interested in maximizing the number of companies, so the MTIP will have to clearly identify that and demonstrate an efficient and optimized plan for this. Scheduling the right number of pre-event planning conferences will be essential so that we can coordinate work at the staff level and keep the senior leadership informed as to the way ahead.
- g. The Base Commander in Mapleworks has been kind enough to reserve a test range for our use from 19 August to 27 September, but since we will be shooting down drones on the range he is quite concerned about the environmental impacts and insists we clean up any debris and all other aspects of our presence. This time period will need to include setup and dismantling of all infrastructure on the range, so we think that the first day with the participating companies will be for the Sandbox kick-off will be 3 September. He has assigned Capt Jack as his OPI to work with us, as well as other for specific sections on the Base we might want to use. Once at CFB Mapleworks the range area we will use is about 20 minutes by vehicle from the main gate of the base, but private cars are not permitted in the training area and must be left in parking lot B by the main gate. The test area itself has no buildings, as it is just an open area field, so our plan will need to include a an onsite operations centre of some sort to control and administer the daily testing as well as protection from inclement weather and so forth. Cell phone coverage is unreliable, but the base can supply us with 15 radios with which we can communicate with each other and the Base Operations Centre. If we need any more we will need to provide them.
- h. The Centre Director at DRDC Mapleworks has one large theatre (200 pers) available and several smaller meeting rooms if we want, along with telephone and internet connections, but no photocopier or other admin services as they are just rooms with desks and chairs. These are all in one building, but again on the main base and not close to the test site itself. There is also a Military Support Unit Detachment (MSU Det) embedded within DRDC Mapleworks.

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It is only five people so they do not have the capacity for any tasks; however, they did indicate they can try and arrange for 20 army soldiers for general support duties if we need them. This availability will need to be verified and once they arrive in Medicine Hat we will need to provide hotels and transportation for them as they will likely come from Edmonton. Due to the complexities of explosives and drones, DRDC can also provide a Range Safety Officer (Mr. Careful) for the testing and will obtain the necessary air space and flight clearances if asked.

- i. Weather is expected to be good, but as technical equipment will be used the test area needs to be equipped with some sort of temporary structure for protection from inclement weather, storing of supplies, prototypes, and equipment, as well as light and power. Base Supply indicates they can provide as many large tents as we need, but only until 15 September. The Base cafeteria is quite small but with advance notice can feed up to 30 people for lunch at that cafeteria, or up to 50 box lunches per day provided someone picks them up. The Base Supply Officer is Major Boxes, and the Base Food Services Officer is Capt Lavoie. As weather delays may occur a contingency factor for this is to be incorporated as one test day lost for every 14 calendar days.
- j. For the testing itself, each participating company will get two sessions in the test range lasting a half-day each, with at least 2 working days and no more than 3 working days between each test day. Prior to their first actual ½ day test they also need an initial ½ day to unpack and do some basic post-shipping maintenance of their products. This needs to be done in an indoor environment rather than on the range itself. After getting their prototype setup and checked (which will take them two hours prior to each test), the first scenario will be for defending a forward operating base against a single drone. DRDC Mapleworks's "Red Team" will provide and operate a target drone that will approach the system under test from 10 kms away until the target is engaged and defeated by the CUAS system, or until the CUAS system is overflown without defeating the drone. The test will be repeated with different flight parameters three times within 1 hour. A team of four DND personnel will observe and report on each test using mobile equipment they will provide for measuring assorted test factors. There will be two such Observation Teams (A and B), as they will need a half day to write up each set of observations, so each team can only observe a maximum of one test per day. The Red Team indicates they need 5 working days of practice time on the range within the two week period before any Innovator testing commences.
- k. Some of the prototypes are expected to use munitions and rockets to engage the drones. Resultant grass fires are a very likely possibility and the Base Commander is concerned about this, sufficiently so that he is placing a Base Fire Truck and crew at our disposal for the duration. We must use their fire service at all times for all tests. He wants to see a briefing on this, as well as all other aspects of the test event two weeks before it commences.
- l. The second ½ day test each company will do is a bit different as a swarm of drones will be launched against the prototype defensive system to see at what range it can detect and engage a swarm and with how much success. The Red Team is quite concerned about their ability to field this swarm capability by September 2019 and this is seen as a major risk item. The IDEaS Program is prepared to authorize the Red Team to hire up to 5 temporary personnel to operate the swarm of drones, and also the procurement of up to 200 target drones. A training period to get this Red Team operational by September will be required. This needs to include a proof of concept trial for the swarming aspect in June 2019.
- m. The Centre Director has her own concerns as well and wants an overall brief at least one week prior to the event, and during the event a daily brief on what happened the previous day, what is happening today, and what is planned for tomorrow. From previous test experience she expects to ensure that access into our already fenced portion of the test range is actively controlled at all times. There are two gates into our specific range area. The North gate can remain locked, but we will need to control the other. Note that the actual location we will use for setting up our test centre is two kms inside the range after the South

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- gate.
- n. Innovators that may participate have enquired about when to ship their products and materials to the test site, especially as sometimes they want to ship assorted equipment to a holding area in advance of the test itself. We need a way to handle this. They also want to know what we are providing for air travel, hotels, etc. What we have decided to do in this case is to obtain a special block rate from two local hotels in Medicine Hat: The Prairie Suites (50 rooms) and the Bison Lodge (100 rooms); however, each participant is responsible for booking and paying for their own rooms using our event code of Drone Buster 2019, as well as their own air travel which we will not arrange for them. They are responsible for their own meals, except when they are present on the Base during the event itself. We are open to suggestions on what to do for transportation between Medicine Hat and the Base, as well as inside the test range. We expect each company to include 3-5 people.
  - o. Innovators are always concerned about protecting their intellectual property. For this Sandbox most have asked that their demonstrations are observed only by DND or CAF personnel. They do not want other Innovators observing their tests. This will require careful coordination of who is located where during the testing. As well, the storage of each companies equipment and prototypes will need to be segregated and controlled on a 24/7 basis.
  - p. Aside from the conduct of the tests themselves, the hope is that there will be a kick-off social gathering in Medicine Hat on the evening before the first day of the Sandbox. The first full day of activities should also have some larger briefings on how the ensuing days will be conducted and then a daily routine can be established until the closing day. That said, it is likely unrealistic to expect a company to spend two weeks at an event if they are only actively participating for 3 or 4 days. Consequently, it may be more effective to sequence different companies to arrive and depart throughout the lifespan of the event. This would influence the necessity, timing, and quantity of welcome, safety, and departure briefings. We would also like to have a virtual planning conference inserted in the lead up to the event to enable the selected attendees to ask questions. This should be planned for the two weeks after the acceptance letters are sent to the selected companies.
  - q. As this is our first Sandbox under the IDEaS Program, our Director-General is very keen that we create a really smooth and enjoyable experience for the Innovators. Most are new to the defence world and are very unfamiliar with the simple mechanics of arriving at a CAF Base, let alone the security administration, where to go, and how to get to different locations, and how to get out to a remote test range, as well as safety protocols for starting and stopping tests, medical evacuations of injured personnel, or a mass evacuation if required. It must be very clear what our plan is to coordinate and guide the Innovators from arrival in Medicine Hat until their departure, including all activities in between. He wants to see a lot of branding for IDEaS, clear directions, administrative and business support during their stay, reception processes, as well as a solid command and control setup to tightly control the operations on the range at all times, etc. All this window dressing is in addition to ensuring their actual testing is conducted on time within a great test environment and observational feedback on results provided to them. The Red Team needs to be capable and on time as this is what the Innovators need to demonstrate against! So, he wants to know how we will welcome them, administer them, what the daily operation cycle is, and how we will protect them. All of this should be clearly spelled out in the MTIP.
  - r. Good Luck!

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat <b>W7714-196676</b>
	Security Classification / Classification de sécurité UNCLAS

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	2. Branch or Directorate / Direction générale ou Direction ADM(S&T) / IDEaS
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 The Contractor will plan, develop, organize and coordinate different Test Environment Event(s) associated with the Innovation for Defence Excellence and Security (IDEaS) Program. A Test Event will typically be a physical environment at locations such as a DND research facility, CAF base or ship, or other locations where assorted civilian innovators will be permitted to test their products in the DND provided test environment. The Contractor will be responsible for all of the administrative and logistical support associated with each event. While most of the work will be UNCLAS it is possible the Contractor may require access to restricted areas and classified work for some events.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> 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 A / PROTÉGÉ A <input checked="" type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input checked="" type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W7714-196676
Security Classification / Classification de sécurité UNCLAS

**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  
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

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

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

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

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

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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 unsecured personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
If Yes, will unsecured personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes

*ON DVD PREMISES UNSCREENED PERSONNEL MAY ONLY ACCESS PUBLIC/RECEPTION ZONES*

**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

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

**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

**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

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



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Tom Hughes		Title - Titre IDEaS Exploitation Manager	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-901-1844	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Tom.Hughes@forces.gc.ca	Date 14 June 2018
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Dawn Murray DSO - Industrial Security SRCL Team Lead Tel: 613-996-0274 E-mail: dawn.murray@forces.gc.ca		Title - Titre	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 6 July 2018
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLAS
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## **ANNEX "E" 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):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

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**ANNEX "F" to PART 5 OF THE BID SOLICITATION**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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**ANNEX "G"**

**INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

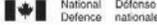
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**ANNEX "H"**

**DND 626 TASK AUTHORIZATION FORM**

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

DND 626 (01-05)

Design: Forms Management 523-4050  
 Conception: Gestion des formulaires 603-4052

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**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 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.