



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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2029**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

| | |
|---|---|
| Title - Sujet Research Support Info Operations | |
| Solicitation No. - N° de l'invitation W7719-175382/A | Date 2019-02-12 |
| Client Reference No. - N° de référence du client W7719-175382 | |
| GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-7736 | |
| File No. - N° de dossier TOR-8-41161 (024) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-25 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon | Buyer Id - Id de l'acheteur tor024 |
| Telephone No. - N° de téléphone (905) 615-2028 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada - Toronto 1133 SHEPPARD AVE WEST Toronto Ontario M3K2C9 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and Security Requirements Check List (SRCL), and any other annexes or attachments.

1.2 Summary

- a) The Intelligence, Influence and Collaboration section of Defence Research and Development Canada, Toronto Research Centre (DRDC-Toronto) is developing an integrated Science and Technology (S&T) program, on behalf of the Canadian Armed Forces (CAF), to support their ability to conduct Joint Targeting, specifically information operations, process intelligence, and evaluation and exploitation of the vulnerability of cyber networks.
- b) DRDC -Toronto has a requirement for a Task Authorization contract for Information Operations, Intelligence and Cyber Research Support in accordance with the Statement of Work at Annex A.
- c) The period of the Contract is from date of Contract award ending five (5) years later.
- d) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website."
- e) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- f) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation.
- g) The requirement is limited to Canadian goods and/or services.
- h) This procurement is subject to the Controlled Goods Program.
- i) There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the attachment named [Federal Contractors Program for Employment Equity - Certification](#).
- j) 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

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

1.4 Communications

As a courtesy and in order to coordinate any public announcements pertaining to this contract, the Government of Canada requests that successful Bidders notify the Contracting Authority 5 days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- a) 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.
- b) 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.
- c) The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- d) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: one hundred and twenty (120) days

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Unit – Acquisitions Ontario Region

33 City Centre Drive, Suite 480C

Mississauga, Ontario, L5B 2N5

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca (*Bids/Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions*)

To submit a bid using epost Connect service, the Bidder must send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant – Competitive – Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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.

a) 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:

- (i) an individual;

- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

b) 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 FPS in receipt of a pension, as applicable:

name of former public servant;

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.

c) 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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Communications - Solicitation Period

- a) All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

- b) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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

- a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7. Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- (i) the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination; and
- (ii) where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

2.8 Maximum Funding

Canada's maximum funding available for the contract resulting from the bid solicitation is **\$1,000,000.00** per year (Applicable Taxes included). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- (a) 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

Section IV: Additional Information

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

- (b) 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:

(i) Section I: Technical Bid (3 hard copies)

(ii) Section II: Financial Bid (1 hard copy)

(iii) Section III: Certifications (1 hard copy)

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

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.

- (c) 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.

3.2 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.

3.3 Section II: Financial Bid

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

- a) A firm all-inclusive per diem rate for each category of personnel listed in Annex B, for each year of the contract period.

The total amount of Applicable Taxes are to be shown separately, if applicable.

- b) For Canadian-based bidders, prices must be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders

c) **Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

d) **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.

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

3.5 Section IV: Additional Information

a) **Bidder's Proposed Site or Premises Requiring Safeguard Measures**

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the Phased Bid Compliance Process described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, 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 PHASED BID COMPLIANCE PROCESS 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) Without prejudice to its other rights, Canada shall have the right, in its absolute discretion, but shall not be obliged, to request and accept any time, before or after the solicitation closing date, and consider as part of the Bid, any document and materials from Bidders to clarify the Bid or to correct deficiencies or errors in the Bid that are not significant in Canada's absolute discretion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. 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.
- (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 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 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 Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, will not be evaluated until Phase III.

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

4.2 Technical Evaluation

a) Mandatory Technical Criteria

Mandatory technical criteria are included in Attachment 4.1 – Bid Evaluation Criteria.

b) Point Rated Technical Criteria

Point rated technical criteria are included in Attachment 4.1 – Bid Evaluation Criteria.

4.3 Financial Evaluation

a) Mandatory Financial Criteria

- (i) Bidders must submit their financial bid, in Canadian dollars, in accordance with the Basis of Payment in Annex B.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of each Total Extended Price for the Contract Period – Year 1, 2, 3, 4 and 5 (all applicable taxes extra) from Annex B – Basis of Payment.
- (ii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

4.4. Basis of Selection - Highest Combined Rating of Technical Merit and Price

- a) To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation; and
 - (ii) Meet all mandatory criteria; and
 - (iii) Obtain the required minimum of 210 points overall for the technical evaluation which are subject to point rating. The rating is performed on a scale of 300 points.
- b) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available point's equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

| | Bidder | | |
|--------------------------------|-----------------------------|----------------------------|----------------------------|
| | Bidder 1 | Bidder 2 | Bidder 3 |
| Overall Technical Score | 115/135 | 89/135 | 92/135 |
| Bid Evaluated Price | \$55,000.00 | \$50,000.00 | \$45,000.00 |
| | Calculations | | |
| Technical Merit Score | $115/135 \times 60 = 51.11$ | $89/135 \times 60 = 39.56$ | $92/135 \times 60 = 40.89$ |
| Pricing Score | $45/55 \times 40 = 32.73$ | $45/50 \times 40 = 36.00$ | $45/45 \times 40 = 40.00$ |
| Combined Rating | 83.84 | 75.56 | 80.89 |
| Overall Rating | 1st | 3rd | 2nd |

- h) If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the highest technical score will become the top-ranked Bidder.
- j) One contract may be awarded in total as a result of this bid solicitation.

Attachment 4.1 – Bid Evaluation Criteria

Technical proposals will be evaluated in accordance with the following evaluation criteria (Mandatory and Point Rated Requirements).

Instructions:

1. The proposed resource(s) must meet the Mandatory Resource Evaluation Criteria in order to be considered compliant.
2. Each Mandatory Criterion will be measured by, but not limited to, the details provided in the proposed resources résumés.
3. The Bidder must, for each Category of Personnel, propose the total number of resources identified below.

DEFINITIONS

Human Factor: is the study of how human beings respond physically and psychologically to their environments or products that they use, services they use or computer interfaces they use. Advice and services would have to do with research related to the above.

1.0 MANDATORY TECHNICAL CRITERIA

1.1 Mandatory Technical Criteria - Corporate

| # | Mandatory Criteria |
|-------------------------|---|
| M1 ^{PB} | <p>The Bidder must demonstrate that they have completed at least two (2) contracts* each managing a minimum of five (5) of the following social science tasks per year;</p> <ul style="list-style-type: none">▪ Literature reviews.▪ Analysis (qualitative and quantitative).▪ Data collection.▪ Provision of subject matter expertise.▪ Concept development.▪ Research design▪ Scenario development;▪ Program or training evaluation.▪ Program or training design.▪ Tool or resource creation.▪ Outputs and report writing.▪ Field and lab studies. <p>*Each contract example must have been carried out within the last ten (10) years from date of bid closing, must have a minimum value of \$750K per contract year, and must be for a minimum of 1 year in duration.</p> |
| M2 ^{PB} | <p>The Bidder must provide, for each of the proposed resources, a copy of the curriculum vitae (CV). The information provided in the CVs will be used for further assessment under the point-rated criteria. Each CV must, at a minimum, include the following:</p> <ul style="list-style-type: none">- Name of proposed resource;- Occupational Category; and- Description of their relevant experience, education (if applicable) and qualifications. |

1.2 Mandatory Technical Criteria - Resource

1.2.1 Project Manager

The Bidder must demonstrate that the proposed Project Manager has the following minimum experience (total of 1 resource):

| # | Mandatory Criteria |
|-------------------------|--|
| M1 ^{PB} | The Bidder must demonstrate that the one (1) proposed resource has a minimum of 2 years of experience, within the last four (4) years from date of bid closing, planning and coordinating project management activities including financial, planning and execution. |

1.2.2 Project Lead

The Bidder must demonstrate that the proposed Project Lead has the following minimum experience (total of 1 resource):

| # | Mandatory Criteria |
|-------------------------|--|
| M1 ^{PB} | <p>The Bidder must demonstrate that the one (1) proposed resource has a minimum of 2 years of experience overseeing* the science conducted on a project within the last four (4) years.</p> <p>Each project example must have been carried out within the last four (4) years from date of bid closing and must be for a minimum of 1 year in duration.</p> <p>*Overseeing includes leading a team of consultants and researchers through the full cycle of the research process, including but not limited to literature review, hypotheses, research design, ethics review, research implementation and data, write up of findings, and publication.</p> |
| M2 ^{PB} | <p>The Bidder must demonstrate that the one (1) proposed resource has a Masters or PhD in the Humanities, Social Sciences or Sciences.</p> <p>As proof of compliance the Bidder must provide a copy of the above degree.</p> <p>*The degree must be from a recognized Canadian University or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following address: http://www.cicic.ca/.</p> |

1.2.3 Information Science Researcher

The Bidder must demonstrate that each of the proposed Information Science Researcher have the following minimum experience (total of 4 resources):

| # | Mandatory Criteria |
|-------------------------|--|
| M1 ^{PB} | <p>The Bidder must demonstrate that each of the four (4) proposed resources have a minimum of 3 peer reviewed publications* conducting cyber security research, analytics research (such as big data analytics or visual analytics), and artificial intelligence (such as machine learning or deep learning).</p> <p>*A minimum of 2 publications must have been published within the last three years of bid closing.</p> |

1.2.4 Social Psychology Researcher

The Bidder must demonstrate that each of the proposed Social Psychology Researcher have the following minimum experience (total of 3 resources):

| # | Mandatory Criteria |
|-------------------------|---|
| M1 ^{PB} | <p>The Bidder must demonstrate the following:</p> <ul style="list-style-type: none"> a. The Bidder must demonstrate that one of the proposed resources has a peer reviewed publications* conducting influence research (such as persuasion, attitude change or behaviour change and deception). b. The Bidder must demonstrate that the second proposed resource has a peer reviewed publications* conducting behaviour research (such as group dynamics, collaboration, group decision making or organizational culture). c. The Bidder must demonstrate that the third proposed resource meets a. or b. or both a. and b. <p>*A minimum of 1 publication from each of the three (3) proposed resources, must have been published within the last three years from bid closing.</p> |

1.2.5 Cognitive Psychology Researcher

The Bidder must demonstrate that each of the proposed Cognitive Psychology Researcher have the following minimum experience (total of 2 resources):

| # | Mandatory Criteria |
|-------------------------|--|
| M1 ^{PB} | <p>The Bidder must demonstrate that each of the two (2) proposed resources have a minimum of 3 peer reviewed publications* conducting psychological research on sense-making, such as judgement and decision making, problem solving and reasoning, or human memory.</p> <p>**A minimum of 2 publications must have been published within the last three years from bid closing.</p> |

1.2.6 Cyber Security Consultant

The Bidder must demonstrate that the proposed Cyber Security Consultant has the following minimum experience (total of 1 resource):

| # | Mandatory Criteria |
|-------------------------|--|
| M1 ^{PB} | <p>The Bidder must demonstrate that the one (1) proposed resource has a minimum of one (1) year experience providing Human Factors advice and services on the topic of cyber security.</p> |

1.2.7 Intelligence Consultant

The Bidder must demonstrate that the proposed Intelligence Consultant has the following minimum experience (total of 1 resource):

| # | Mandatory Criteria |
|-------------------------|---|
| M1 ^{PB} | <p>The Bidder must demonstrate that the one (1) proposed resource has a minimum of one (1) year experience providing Human Factors advice and services on the topic of intelligence and analysis.</p> |

1.2.8 Marketing Consultant

The Bidder must demonstrate that the proposed Marketing Consultant has the following minimum experience (total of 1 resource):

| # | Mandatory Criteria |
|-------------------------|---|
| M1 ^{PB} | The Bidder must demonstrate that the one (1) proposed resource has a minimum of one (1) year experience providing Human Factors advice and services on the topic of persuasion and shaping behaviour. |

2. Point-Rated Resource Technical Criteria

The criteria contained herein will be used to evaluate each proposal that has met all of the mandatory criteria.

Each proposed resource must achieve (or exceed) the stated minimum points required for the point rated technical criteria section in order for the Bidder to be further considered for award of a contract. Rated Criteria not addressed in the proposed resource's resume will be given a score of zero (0); proposals not meeting the minimum points required will be deemed nonresponsive and partial points will not be given.

2.1 Corporate Experience

| # | Rated Criteria | Max Points | Proposal Page # |
|------------------------|--|------------|-----------------|
| R1 | <p>The Bidder should demonstrate that they have completed contracts managing social science tasks per year, over and above the mandatory requirement outlined in M1, Article 1.1, including the same tasks.</p> <ul style="list-style-type: none">5 points for each additional contract over and above M1, Article 1.1 up to a maximum of 20 points. <p><i>*In order to be awarded points, each contract example must have been carried out within the last 10 years from date of bid closing, must have a minimum value of \$750K per contract year, and must be for a minimum of 1 year in duration.</i></p> | 20 | |
| Maximum Points: | | 20 | |

2.2 Project Manager

The Bidder should demonstrate that the proposed Project Manager has the following experience (total of 1 resource):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|--|-------------------------|-----------------|
| R1 | <p>The Bidder should demonstrate that the one (1) proposed resource has experience planning and coordinating project management activities including financial, planning and execution, over and above the mandatory requirement outlined in M1, Article 1.2.1.</p> <ul style="list-style-type: none">5 points for each additional year over and above M1, Article 1.2.1, up to a maximum of 20 points. <p><i>*For the purposes of this rated criterion, experience within the last 8 years will be evaluated.</i></p> | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.3 Project Lead

The Bidder should demonstrate that the proposed Project Lead has the following experience (total of 1 resource):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|---|-------------------------|-----------------|
| R1 | <p>The Bidder should demonstrate that the one (1) proposed resource has experience overseeing the science of a project, over and above the mandatory requirement outlined in M1, Article 1.2.2.</p> <ul style="list-style-type: none">5 points for each additional year over and above M1, Article 1.2.2, up to a maximum of 20 points. <p><i>* For the purposes of this rated criterion, experience within the last 8 years will be evaluated.</i></p> | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.4 Information Science Researcher

The Bidder should demonstrate that each of the proposed Information Science Researcher have the following experience (total of 4 resources):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|---|-------------------------|-----------------|
| R1 | <p>The Bidder should demonstrate that each of the four (4) proposed resources have peer reviewed publications conducting cyber security research, analytics research (such as big data analytics or visual analytics), and artificial intelligence (such as machine learning or deep learning, over and above the mandatory requirement outlined in M1, Article 1.2.3.</p> <ul style="list-style-type: none">5 points for each additional publication over and above M1, Article 1.2.3, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.5 Social Psychology Researcher

The Bidder should demonstrate that each of the proposed Social Psychology Researcher have the following experience (total of 3 resources):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|--|-------------------------|-----------------|
| R1 | <p>The Bidder should demonstrate that each of the three (3) proposed resources have peer reviewed publications* conducting influence research (such as persuasion, attitude change or behaviour change and deception), or group behaviour research (such as group dynamics, collaboration, group decision making or organizational culture).</p> <p><i>*In order to be awarded points, each publication example must be different from the publications proposed under M1, Article 1.2.4.</i></p> <ul style="list-style-type: none"> 5 points for each additional publication over and above M1, Article 1.2.4, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.6 Cognitive Psychology Researcher

The Bidder should demonstrate that each of the proposed Cognitive Psychology Researcher have the following experience (total of 2 resources):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|---|-------------------------|-----------------|
| R1 | <p>The Bidder should demonstrate that each of the two (2) proposed resources have peer reviewed publications conducting psychological research on sense-making, such as judgement and decision making, problem solving and reasoning, or human memory, over and above the mandatory requirement outlined in M1, Article 1.2.5.</p> <ul style="list-style-type: none"> 5 points for each additional publication over and above M1, Article 1.2.5, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.7 Cyber Security Consultant

The Bidder should demonstrate that the proposed Cyber Security Consultant has the following experience (total of 1 resource):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|---|-------------------------|-----------------|
| R1 | The Bidder should demonstrate that the one (1) proposed resource has experience providing Human Factors advice and services on the topic of cyber security, over and above the mandatory requirement outlined in M1, Article 1.2.6. <ul style="list-style-type: none"> 5 points for each additional year over and above M1, Article 1.2.6, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.8 Intelligence Consultant

The Bidder should demonstrate that the proposed Intelligence Consultant has the following experience (total of 1 resource):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|-------------------------------------|--|-------------------------|-----------------|
| R1 | The Bidder should demonstrate that the one (1) proposed resource has experience providing Human Factors advice and services on the topic of intelligence and analysis, over and above the mandatory requirement outlined in M1, Article 1.2.7. <ul style="list-style-type: none"> 5 points for each additional year over and above M1, Article 1.2.7, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |

2.9 Marketing Consultant

The Bidder should demonstrate that the proposed Marketing Consultant has the following experience (total of one resource):

| # | Rated Criteria | Max Points Per Resource | Proposal Page # |
|--|---|-------------------------|-----------------|
| R1 | The Bidder should demonstrate that the one (1) proposed resource has experience providing Human Factors advice and services on the topic of persuasion and shaping behaviour, over and above the mandatory requirement outlined in M1, Article 1.2.8. <ul style="list-style-type: none"> 5 points for each additional year over and above M1, Article 1.2.8, up to a maximum of 20 points. | 20 | |
| Maximum Points Per Resource: | | 20 | |
| Total Maximum Technical Points: (Sum of Article 2.1 thru 2.9) | | 300 | |
| To be responsive, the proposal must obtain a minimum of 210 points (70%): | | | |
| Bidder's Total Technical Score: | | | |

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required Precedent to Contract Award

a) Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

b) 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

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

5.2 Additional Certifications Required Precedent to Contract Award

The certifications in Attachment 5.1, Additional Certifications Precedent to Contract Award, should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within that time frame provided will render the bid non-responsive.

Attachment 5.1 – Additional Certifications Precedent to Contract Award

(A) 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.

Print name of authorized individual & sign above

Date

(B) Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Print name of authorized individual & sign above

Date

(C) Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

Canadian Content Definition

SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. This information must be submitted with the bid.
 - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (v) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.
- b) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

6.2 Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 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.

a) Minimum Work Guarantee - All the Work - Task Authorizations

- (i) In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means \$1,000,000.00 during the five year period of the contract.
- (ii) 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 iii. 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.
- (iii) 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.
- (iv) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

b) Task Authorization Process

- (i) The DRDC Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization (TA) Form specified in Appendix 1 to Annex A.
- (ii) 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 (bases) and methods of payment as specified in the Contract.
- (iii) The Contractor must provide the DRDC Procurement Authority, within 10 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.
- (iv) The Contractor must not commence work until a TA authorized by the DRDC Procurement 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.

c) Task Authorization Limit

The DRDC Procurement Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the DRDC Procurement Authority and Contracting Authority before issuance.

d) **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 ten (10) calendar days after the end of the reporting period.

(i) **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:

A. **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.

B. **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.

e) **Task Authorization - Department of National Defence**

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

7.3 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.

a) **General Conditions**

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

b) **Supplemental General Conditions**

- (i) 4002 (2010-08-16), Software Development or Modification Services, apply to and form part of the Contract to and form part of the Contract.
- (ii) K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract to and form part of the Contract.

7.4 Security Requirement

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

- (i) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (ii) 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).
- (iii) The Contractor personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET or, RELIABILITY STATUS**, as required, granted or approved by the CISD/PWGSC.
- (iv) The Contractor personnel requiring access to **PROTECTED FOREIGN** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, the United States, the United Kingdom, Sweden, Australia or, New Zealand** and must EACH hold a valid personnel security screening at the level of **SECRET or, RELIABILITY STATUS, as required**, granted or approved by CISD/PWGSC.
- (v) The Contractor 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.
- (vi) The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
- (vii) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (viii) The Contractor must comply with the provisions of the:
 - (I) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (II) *Industrial Security Manual* (Latest Edition).

b) **Contractor's Site or Premises Requiring Safeguard Measures** *(to be completed by Bidder)*

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number:

City, Province, Territory / State:

Postal Code / Zip Code:

Country:

7.5 Term of Contract

a) Period of Contract

The period of the Contract is from date of Contract award ending five (5) years later. (*dates to be inserted at Contract award*)

7.6 Transition Period

- a) The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 90 days under the same conditions to ensure the required transition. 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.
- b) The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.7 Authorities

a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch
Ontario Region
Address: 33 City Centre Drive, Suite 480C
Mississauga ON L5B 2N5
Telephone: 905-615-2028
Facsimile: 905-615-2060
E-mail address: shannon.brewster@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.

b) DRDC Procurement Authority (*to be provided at Contract award*)

The DRDC Procurement Authority for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

c) Technical Authority (*to be provided at Contract award*)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

d) **Contractor's Representative** *(to be completed by Bidder)*

Name: _____
Title: _____
Organization: _____
PBN: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.8 Proactive Disclosure of Contracts with Former Public Servants

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

7.9 Payment

a) **Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) 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 \$_____ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.
- (ii) 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.
- (iii) 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.
- (iv) 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.

c) **Progress Payment**

- (i) Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
 - (A) an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (B) the amount claimed is in accordance with the basis of payment;
 - (C) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- (ii) all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
- (iii) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (iv) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

d) **Monthly Payment**

SACC Manual Clause H1008C (2008-05-12), Monthly Payment

e) **Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);
- d. Large Value Transfer System (LVTS) (Over \$25M)

f) **SACC Manual Clauses**

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

g) **Discretionary Audit**

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

7.10 Invoicing Instructions – Progress Claims

- a) The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (i) all information required on form [PWGSC-TPSGC 1111](#);
- (ii) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- (i) a copy of time sheets to support the time claimed;
- (ii) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (iii) a copy of the monthly progress report.

- b) Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
- c) The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
- The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
- d) The Contractor must not submit claims until all work identified in the claim is completed.

7.11 Certifications

a) **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.

b) **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.

7.12 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification
A7017C (2008-05-12), Replacement of Specific Persons

7.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

7.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:
 - 4002 (2010-08-16), Software Development or Modification Services
 - K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2040 (2018-06-21) Research and Development;
- (d) Annex A, Statement of Work;
Appendix 1 to Annex A - DND 626, Task Authorization Form
- (e) Annex B, Basis of Payment;

- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance – Specific Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated _____. (*insert at time of Contract award*)

7.15 Defence Contract

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

7.16 Foreign Nationals (Canadian Contractor)

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

7.17 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

7.18 Controlled Goods Program

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

7.19 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.

ANNEX A

STATEMENT OF WORK

Information Operations, Intelligence and Cyber Research Support

1. BACKGROUND

- 1.1 Defence Research and Development Canada (DRDC), on behalf of the Department of National Defence (DND), is developing a Science and Technology (S&T) program to support the Canadian Armed Forces (CAF) ability to conduct Joint Targeting in areas of Information Operations such as Psychological Operations and Civil-Military Cooperation, process Intelligence, and evaluating and exploiting the vulnerability of cyber networks.
- 1.2 Non-munitions activities is a growing area of military investment where DRDC has an opportunity to significantly impact what is an emerging military capability. More specifically, the non-munitions or human aspect of operations is characterized by internal, psychological elements that shape individual understanding, motivations and actions, including attitudes, perceptions, decision-making, cognition, beliefs, values, morals and ethics. Just as important are the factors or attributes that are shared within or between collective humans, such as cultures, religions, languages, institutions, customs, social structures, and informal and formal networks that affect all players in the operational space.
- 1.3 Effective non-munitions based operations; influence, intelligence, cyber and engagement, will require accurate assessment and timely analysis in order to understand, and from that basis, develop methods and approaches for the successful engagement, influence and shaping and assessment of human, cultural, and social behaviours in the mission environment.
- 1.4 Although most of the contracting capacity provided by this Task Authorization (TA) Contract is anticipated to be utilized by DRDC, Toronto Research Centre, other DRDC sections (Intelligence, Influence and Collaboration) or research centres might utilize this Contract, through TAs, provided that the proposed work is directly or indirectly supported by the objectives and requirements outlined in this statement of work including the performance of basic and applied research in engagement, influence and intelligence, and cyber.

2. REQUIREMENT

The Contractor must provide resources, in the following categories, who will support project management and deliver support to behavioural, cognitive and social science research on an-as-and-when requested basis.

| Resource Categories | Minimum Resources Required |
|----------------------------------|-----------------------------------|
| Project Lead | 1 |
| Project Manager | 1 |
| Cyber Security Consultant | 1 |
| Intelligence Consultant | 1 |
| Marketing Consultant | 1 |
| Information Science Researchers | 4 |
| Social Psychology Researchers | 3 |
| Cognitive Psychology Researchers | 2 |

3. TASKS

3.1 Project Management

Under this task, the Contractor must provide a resource(s) who will provide support that would include, but not limited to, the following:

- a. Planning work activities;
- b. Tracking the work activities;
- c. Reporting on work activities; and
- d. Deliver monthly progress reports, meeting agendas and meeting minutes as a result of the above activities, in accordance with article 4.0.

3.2 Support to Behavioral, Cognitive and Social Science Research

3.2.1 Under this task, the Contractor must provide resource(s) who will perform theoretical, predictive, and empirical research and analyses of cognitive, social, organizational, political, economic, and cultural processes underpinning that will include, but not limited to:

- a. Individual, group and collaborative behaviour.
- b. Decision making in distributed, co-located, or culturally diverse teams.
- c. Operational ethics and trust.
- d. The effectiveness of training.
- e. Persuasion, deception and behavioural change.
- f. Behaviour in the cyber domain and threats to the security of cyber networks'
- g. Joint Targeting.
- h. Adversarial intent and behaviour.
- i. The augmentation of the human's capability to understand, remember, and make decisions and judgements from intelligence.

This task will also result in Reports, Software, Research Materials, Training and Education Content, in accordance with article 4.0.

3.2.2 Support to the above research may take the form of the following activities, but is not limited to: (one or more category of personnel may be required)

- a. Enlisting experts and researchers from across Canada to be sub-contracted resources on the Contractor's team.
- b. Liaison and coordinate with CAF, accommodate CAF constraints such as organizational structure, availability of equipment and personnel.
- c. Literature reviews of scientific and relevant military literatures.
- d. Developing instruments for data collection (e.g., surveys, questionnaires, lab experimentation).
- e. Data collection for laboratory and field-based experiments, field studies, case studies, archival studies, as well as focus group, interview, and survey studies.
- f. Designing or modifying techniques or materials used as experimental stimuli needed to collect data.
- g. Measuring individual, team, organizational, and state-level performance, behaviour, characteristics, activities, and CAF processes from a variety of perspectives (e.g., cognitive, social, psychological, organizational, cultural, economic, historical, political, and legal).
- h. Interpreting data using quantitative, statistical analyses using parametric and non-parametric tests, including quantitative modeling on a broad range of variables from diverse data.
- i. Interpreting qualitative analysis of data using accepted techniques.
- j. Software development or modification to support data collection or analysis.
- k. Providing Subject Matter Expertise from academia, industry, or ex-military consultants to support research.
- l. Providing planning, development, training and facilitation services for academic or military-focused workshops.

4. DELIVERABLES

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the Contractor's resource(s) in support of and claimed for under each TA, the deliverables must be:

- 4.1 Monthly progress reports during the course of the contract in a MS Word format or via email to the Technical Authority as outline in each TA.
- 4.2 Meeting agenda(s) and/or meeting minutes for each planning meeting attended in a format acceptable to Technical Authority as outlined in each TA.
- 4.3 In addition, each TA may consist of the following deliverables, as outlined in the TA Statement of Work:
 - a. Software developed or modified during an individual tasking;
 - b. Reports in adherence to DRDC publications standards which could include:
 - A final Contractor report summarizing the work which was done under the TA, focusing on the significance of the work, recommendations for future work, and key conclusions;
 - Bibliographies and reference documents;
 - An experimental trial plan and results; and
 - A presentation in a format approved of by the technical authority (e.g. Demonstration Video, PowerPoint, Prezi).
 - c. Developing research materials which could include, but not limited to:
 - raw data;
 - surveys;
 - scenarios;
 - test batteries, indices or coding procedures); and
 - data, including transcripts, quantitative and qualitative data sets, and video or audio recorded interviews/focus groups.
 - d. Providing training and education content which could include, but not limited to:
 - course content;
 - course outlines; and
 - learning and training modules.
 - e. Further deliverables will be identified in each TA as it pertains to the work.

5. LOCATION OF WORK

The work must be performed on the Contractor's sites with possible travel to other sites for data collection and subject matter expert discussion purposes.

6. TRAVEL

Travel to DND, industry, and academic sites across Canada, as well as to sites in allied countries, may be required in connection with this Contract, including meetings with the Technical Authority and project members of a specific tasking and for the purpose of conducting or providing technical support to laboratory or field studies. All travel must be approved by the Technical Authority prior to being taken and the Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

7. MEETINGS

Meetings with the Technical Authority, the client and stakeholders may be required at the start of a tasking or during the tasking. Meetings will generally be conducted by Video Teleconference. The Contractor is responsible for ensuring it has access to WebEx or GoToMeeting.

8. GOVERNMENT SUPPLIED MATERIAL EQUIPMENT (GFE)

Canada will make available to the Contractor any GSM that is needed to carry out the work.

9. GOVERNMENT-FUNDED EQUIPMENT (GFE)

- 9.1 The Contractor will be required to acquire, configure, and operate any equipment needed to complete the work. Approval for purchase or lease of equipment in connection with TAs under this Contract must be obtained from the Technical Authority. Any equipment purchased with contract funds must be returned to Canada and must be delivered to DRDC.
- 9.2 Canada will make available to the Contractor any GFE that is needed to carry out the work. If GFE is required, it will be at no cost to the Contractor and must be returned to DRDC. The Contractor will be expected to maintain the equipment.

10. SPECIAL CONSIDERATIONS

- 10.1 Any research involving human participants will require the Contractor to obtain approval through DRDC's Human Research Ethics Committee (HREC). The DRDC HREC Guidelines will be provided upon contract award.
- 10.2 All investigators listed on an ethics protocol will be required to complete the TriCouncil Policy Statement Core Tutorial. A link to the tutorial will be provided upon contract award.
- 10.3 Human research participants will be remunerated with the higher amount of either the institution's policy/guidelines on participant remuneration OR DRDC's guidelines on participant remuneration. DRDC's guidelines on participant remuneration will be provided upon contract award.

Solicitation No. - N° de l'invitation
W7719-175382/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
tor016

Client Ref. No. - N° de réf. du client
W7719-175382

File No. - N° du dossier
TOR-8-41161

CCC No./N° CCC - FMS No/ N° VME

Appendix 1 to Annex A

DND 626, Task Authorization (TA) Form



National Défense
Défense nationale

TASK AUTHORIZATION AUTORISATION DES TÂCHES

| | | | |
|--|----------|---|--------------|
| All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche. | | Contract no. - N° du contrat | |
| | | Task no. - N° de la tâche | |
| Amendment no. - N° de la modification | | Increase/Decrease - Augmentation/Réduction | |
| Previous value - Valeur précédente | | | |
| To - À | | TO THE CONTRACTOR 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. À L'ENTREPRENEUR 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. Date _____ for the Department of National Defence pour le ministre de la Défense nationale | |
| Delivery location - Expéditeur à: CONTRACTS-ROOM 235 BASE CONSTRUCTION ENGINEERING 16 RAMILLIES ROAD (P-154) BORDEN, ON L0M 1C0 | | | |
| Delivery/Completion date - Date de livraison/achèvement | | | |
| Contract item no. N° d'article du contrat | Services | | Cost Prix |
| WOC# | | | |
| | | GST/HST TPS/TVH | |
| | | Total | |
| APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NIE S'APPLIQUE QU' AUX CONTRATS DE TP&GC : 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 ministre des Travaux publics et services gouvernementaux DND 626 (01-05) | | | |

Design: Form Management 963-4050
Conception: Gestion des formulaires 963-4050

ANNEX B
BASIS OF PAYMENT

In accordance with Annex "A", the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract as follows. (GST or HST extra).

Firm Contract Period: from date of Contract award ending five (5) years later. (dates to be inserted at Contract award).

A. LABOUR – includes overhead and profit

Year 1 – (dates to be inserted at Contract award).

| | A | B | C |
|--|---------------------------------|---------------------------|-----------------------------|
| Category of Personnel | Estimated Number of Days | Firm Per Diem Rate | Extended Price (AxB) |
| Project Manager | 220 | \$ | \$ |
| Project Lead | 220 | \$ | \$ |
| Information Science Researcher | 220 | \$ | \$ |
| Social Psychology Researcher | 220 | \$ | \$ |
| Cognitive Psychology Researcher | 220 | \$ | \$ |
| Cyber Security Consultant | 220 | \$ | \$ |
| Intelligence Consultant | 220 | \$ | \$ |
| Marketing Consultant | 220 | \$ | \$ |
| *Total Extended Price: | | | \$ |

Year 2 – (dates to be inserted at Contract award).

| | A | B | C |
|--|---------------------------------|---------------------------|-----------------------------|
| Category of Personnel | Estimated Number of Days | Firm Per Diem Rate | Extended Price (AxB) |
| Project Manager | 220 | \$ | \$ |
| Project Lead | 220 | \$ | \$ |
| Information Science Researcher | 220 | \$ | \$ |
| Social Psychology Researcher | 220 | \$ | \$ |
| Cognitive Psychology Researcher | 220 | \$ | \$ |
| Cyber Security Consultant | 220 | \$ | \$ |
| Intelligence Consultant | 220 | \$ | \$ |
| Marketing Consultant | 220 | \$ | \$ |
| *Total Extended Price: | | | \$ |

Year 3 – (dates to be inserted at Contract award).

| | A | B | C |
|--|---------------------------------|---------------------------|-----------------------------|
| Category of Personnel | Estimated Number of Days | Firm Per Diem Rate | Extended Price (AxB) |
| Project Manager | 220 | \$ | \$ |
| Project Lead | 220 | \$ | \$ |
| Information Science Researcher | 220 | \$ | \$ |
| Social Psychology Researcher | 220 | \$ | \$ |
| Cognitive Psychology Researcher | 220 | \$ | \$ |
| Cyber Security Consultant | 220 | \$ | \$ |
| Intelligence Consultant | 220 | \$ | \$ |
| Marketing Consultant | 220 | \$ | \$ |
| *Total Extended Price: | | | \$ |

Year 4 – (dates to be inserted at Contract award).

| | A | B | C |
|--|---------------------------------|---------------------------|-----------------------------|
| Category of Personnel | Estimated Number of Days | Firm Per Diem Rate | Extended Price (AxB) |
| Project Manager | 220 | \$ | \$ |
| Project Lead | 220 | \$ | \$ |
| Information Science Researcher | 220 | \$ | \$ |
| Social Psychology Researcher | 220 | \$ | \$ |
| Cognitive Psychology Researcher | 220 | \$ | \$ |
| Cyber Security Consultant | 220 | \$ | \$ |
| Intelligence Consultant | 220 | \$ | \$ |
| Marketing Consultant | 220 | \$ | \$ |
| *Total Extended Price: | | | \$ |

Year 5 – (dates to be inserted at Contract award).

| | A | B | C |
|--|---------------------------------|---------------------------|-----------------------------|
| Category of Personnel | Estimated Number of Days | Firm Per Diem Rate | Extended Price (AxB) |
| Project Manager | 220 | \$ | \$ |
| Project Lead | 220 | \$ | \$ |
| Information Science Researcher | 220 | \$ | \$ |
| Social Psychology Researcher | 220 | \$ | \$ |
| Cognitive Psychology Researcher | 220 | \$ | \$ |

| | | | |
|---|-----|----|-----------|
| Cyber Security Consultant | 220 | \$ | \$ |
| Intelligence Consultant | 220 | \$ | \$ |
| Marketing Consultant | 220 | \$ | \$ |
| *Total Extended Price: | | | \$ |
| Total Evaluation Price: (Total Extended Price for Contract Period – Year 1 + Year 2 + Year 3 + Year 4 + Year 5): | | | \$ |

***At Contract award, the “Total Extended Price” will become the “Total Year Price”, applicable tax extra.**

Note: All lines and rows highlighted in grey, will be removed at contract award.

B. DIRECT CHARGES – includes overhead and profit

1. Equipment: at actual cost without markup

The equipment and costs will be identified in the Task Authorization and claims for payment. At the completion of each Task Authorization, DRDC will receive any equipment, hardware, software or software licenses purchased as part of the deliverables. If the Contractor wishes to keep the purchased equipment for future trials, the costs of the equipment will be at the expense of the Contractor with DND paying a reasonable rental fee for the use of the equipment while in the field.

2. Materials and Supplies: at actual cost without markup

3. Subcontracts: at actual cost without markup

4. 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 allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Total Cost: \$200,000.00.

ANNEX C
SECURITY REQUIREMENTS CHECK LISTGovernment
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

W7719-175382 Amendement 001

Security Classification / Classification de sécurité
Unclassified**SECURITY REQUIREMENTS CHECK LIST (SRCL)****LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| | | | |
|--|--|---|---|
| 1. Originating Department / Ministère de l'origine DND | | 2. Branch or Directorate / Direction générale ou Direction DNDG Toronto | |
| 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 Research and development in engagement, influence and intelligence. The requirements will involve basic and applied research using both experimental and non-experimental methods as well as qualitative and quantitative data analysis techniques. | | | |
| 5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui | | | |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui | | | |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui | | | |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | | |
| Canada <input checked="" type="checkbox"/> | | NATO / OTAN <input checked="" type="checkbox"/> | Foreign / Étranger <input checked="" type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> | | All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | Restricted to / Limité à : <input type="checkbox"/> | Restricted to / Limité à : <input checked="" type="checkbox"/> |
| Specify country(ies) / Préciser le(s) pays : | | Specify country(ies) / Préciser le(s) pays : | Specify country(ies) / Préciser le(s) pays : Australia, New Zealand, United Kingdom, United States, Sweden, Canada, Peru, Rwanda, etc. |
| 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 type="checkbox"/> | PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> | |
| PROTECTED C <input type="checkbox"/> | NATO CONFIDENTIAL <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | |
| CONFIDENTIAL <input checked="" type="checkbox"/> | NATO SECRET <input type="checkbox"/> | CONFIDENTIAL <input type="checkbox"/> | |
| SECRET <input checked="" type="checkbox"/> | NATO TOP SECRET <input type="checkbox"/> | SECRET <input type="checkbox"/> | |
| TOP SECRET <input type="checkbox"/> | COSMIC TOP SECRET <input type="checkbox"/> | TOP SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) <input type="checkbox"/> | COSMIC TRÈS SECRET <input type="checkbox"/> | TOP SECRET (SIGINT) <input type="checkbox"/> | |
| TRÈS SECRET <input type="checkbox"/> | | TRÈS SECRET <input type="checkbox"/> | |

TBS/SCT 350-103(3004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

Government
of Canada
Gouvernement
du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
Unclassified

| | |
|--|---|
| PART A (continued) / PARTIE A (suite) | |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité: | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| 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? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document: | |
| PART B - PERSONNEL SUPPLIER / PARTIE B - PERSONNEL FOURNISSEUR | |
| 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis | |
| <input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | <input checked="" type="checkbox"/> SECRET SECRET |
| | <input type="checkbox"/> NATO SECRET NATO SECRET |
| | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| 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 unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR) | |
| INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS | |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? | <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui |
| 11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| PRODUCTION | |
| 11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les opérations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI) | |
| 11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? | <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |

TRG/ECT 360-160/304/12

Security Classification / Classification de sécurité
Unclassified

Canada

Government
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Unclassified

PART C - Protected / PART 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 | ACCESS PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | INFO | | | | | COMSEC | | | | |
|---|-------------------|---|---|------------------------------|-------------------------------------|---------------------------|--|--|----------------|--|----------------------|--------|---|------------------------------|--------|---------------------------|
| | A | B | C | Confidential Confidentiel | Secret | TOP SECRET TRÈS SECRET | SAFO RESTRICTED SAFO DISTRIBUTION RESTRICTÉE | SAFO CONFIDENTIAL SAFO CONFIDENTIEL | SAFO SECRET | Values for Secret Class Type Secret | Protected PROTÉGÉ | | | Confidential Confidentiel | Secret | TOP SECRET TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information Assets Renseignements / Base Production | | | | | <input checked="" type="checkbox"/> | | | | | | | | | | | |
| IT Assets / Support IT IT (PA / Services) | | | | | <input checked="" type="checkbox"/> | | | | | | | | | | | |

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

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

☒ No
Non☐ Yes
Oui

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

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

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

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

☒ No
Non☐ Yes
Oui

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

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

| Security Classification Guide | | | |
|--|---------------------------------|---|--|
| Level of Personnel Clearance (e.g. Reliability, Secret) | Position / Description/Task | Access to sites and/or information. Levels of Information to be accessed. | Citizenship Restriction (if any) |
| Enhanced Reliability | Project Manager | Access to an Operation Zone and information up to Protected B based on need to know. | <p>A manager or CO must ensure that any DND employee, CAF member, embedded contractor or OGD official working in a DND and CAF facility who requires access to controlled technology or the examination of other controlled goods is a Canadian citizen and maintains a Level II (Secret) clearance.</p> <p>The CTAT Office may grant a waiver on a case-by-case basis for non-Canadians.</p> <p>Any request to provide access to controlled goods to a person from a foreign country, other than the United States, must be sent to the PWGSC – ISS for the conduct of a review of the request.</p> |
| Secret | Project Lead | Access to Security Zone and information up and including Secret on a need to know basis | |
| Enhanced Reliability | Information Science Researcher | Access to an Operation Zone and information up to Protected B based on need to know. | |
| Enhanced Reliability | Social Psychology Researcher | Access to an Operation Zone and information up to Protected B based on need to know. | |
| Enhanced Reliability | Cognitive Psychology Researcher | Access to an Operation Zone and information up to Protected B based on need to know. | |
| Secret | Cyber Security Consultant | Access to Security Zone and information up and including Secret on a need to know basis | |
| Secret | Intelligence Consultant | Access to Security Zone and information up and including Secret on a need to know basis | |
| Secret | Marketing Consultant | Access to Security Zone and information up and including Secret on a need to know basis | |

ANNEX D

INSURANCE - SPECIFIC REQUIREMENTS

1. Commercial General Liability Insurance.

- a) 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.
- b) The Commercial General Liability policy must include the following:
- I. 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.
 - II. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - III. 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.
 - IV. 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.
 - V. 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.
 - VI. 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.
 - VII. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - VIII. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - IX. 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.
 - X. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - XI. 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.
 - XII. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - XIII. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - XIV. 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.

2. Errors and Omissions Liability Insurance

- a) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- b) 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.
- c) The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

ANNEX “E” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUCTIONS

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.3(d), the Bidder should complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

ANNEX “G” to PART 5 OF THE BID SOLICITATION

ADDITIOINAL CERTIFICATION

1. Board of Directors

In accordance with Part 5 - Certifications and Additional Information, Article 5.1(a), Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

| | |
|-----------------------|--------------|
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |
| Director Name - _____ | Title: _____ |

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

(Government) Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.