



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

<b>Title - Sujet</b> Hyperspectral Polarimetry		
<b>Solicitation No. - N° de l'invitation</b> W7701-196936/A	<b>Date</b> 2019-04-26	
<b>Client Reference No. - N° de référence du client</b> W7701-196936		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-051-17656		
<b>File No. - N° de dossier</b> QCL-8-41161 (051)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-06-04</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fortin, Marie-Claire		<b>Buyer Id - Id de l'acheteur</b> qcl051
<b>Telephone No. - N° de téléphone</b> (418) 649-2764 ( )		<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RDDC-R et D Défense Canada-Valcartier BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

#### **The Attachments include:**

List of Attachments :

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

#### **The Annexes include:**

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

## **1.2 Summary**

### **1.2.1 Title**

Reflective and thermal hyperspectral polarimetry

### **1.2.2 Background/History**

Defence Research and Development Canada, Valcartier Research Center, conducted numerous activities over the past few years to study the phenomenology of polarized multispectral and hyperspectral imagery through the development of electro-optic (EO) sensors, processing algorithms, and the analysis of polarized radiation (infrared spectroscopy). To that end, numerous EO polarimetric imaging sensors have been developed and used during field trials to exploit the polarization state of light to enhance detection and identification performance of multiple targets of interest for the Canadian Armed Forces (CAF).

### **1.2.3 Objectives**

The objectives of this work are:

- Perform in laboratory optical characterization of a broad range of materials (solid/liquid);
- Conduct data collection of polarized data in the field;
- Develop algorithms to exploit the polarized radiation of materials;
- Proceed to modeling of the polarized radiative transfer and scene modeling.

### **1.2.4 Client department**

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

### **1.2.5 Period of the contract**

The period of the contract is for the award of the contract for a period of thirty six (36) months inclusive.

### **1.2.6 Additional Information**

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- iii. The requirement is limited to Canadian goods and/or services.
- iv. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

- 
- v. Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- vi. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- vii. For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- viii. Following this Request for Proposal, **Canada could award two (2) Contracts** :
- Evaluation 1  
Following the application of the selection method described in Part 4, the responsive bid for Tasks 1-3 which will have the highest combined score for technical merit and price for these tasks will be recommended for award of the Contract/001.
  - Evaluation 2  
In accordance with the application of the selection method described in Part 4, the responsive bid for task 4 which will have the highest combined score for technical merit and the price for this task will be recommended for award of Contract/002.
  - If a single bid is recommended for the award of Contract 001 and Contract 002, only one contract will be awarded.
- ix. The work will be carried out on an **"as and when requested basis"** using a Task Authorization (TA).
- The estimated amounts of available funding for this Contract are :
- Contract/001 (tasks 1 to 3): **\$ 1,050,000.00** Applicable Taxes extra.
  - Contract/002 (Task 4): **\$ 300,000.00** Applicable Taxes extra.
  - If only one contract is awarded: **\$ 1,350,000.00** Applicable Taxes extra.
- In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract, Canada's obligation under these Contracts
- Contract/001 (tasks 1 to 3): **10%** of the estimated amount of available funding indicated above.
  - Contract/002 (Task 4): **25%** of the estimated amount of available funding indicated above.
  - If only one contract awarded: **10%** of the estimated amount of available funding indicated above.
- x. A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an **"as and when requested basis"**.

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Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

### 1.3 Debriefings

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:  
subsection 2. is deleted entirely and replaced with the following:

#### 2. epost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**or, if applicable, the email address identified in the bid solicitation.**

- PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- To submit a bid using epost Connect service, the Bidder must either:
    - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - 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.
  - If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
  - If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
  - It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.



- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

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

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

Delete: 60 days  
Insert: 180 days

Paragraph 11 of the Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Insert : g. negotiate with Bidders to ensure best value to Canada.

#### **2.1.1 SACC Manual Clauses**

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

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## 2.2 Submission of Bids

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

- 2.2.1** By using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a))

The email address of PWGSC Quebec region Bid Receiving Unit is:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- 2.2.2** By mail or in person at:  
Public Works and Government Services Canada (PWGSC)  
1550, Avenue of Estimaerville  
Quebec City, Quebec G1J 0C7

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority, [marie-claire.fortin@tpsgc-pwgsc.gc.ca](mailto:marie-claire.fortin@tpsgc-pwgsc.gc.ca), no later than **height (8) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.6 Basis for Canada's Ownership of Intellectual Property

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

- Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

- 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

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

Section I: Technical Bid (5 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 3.1.1 Section I: Technical Bid

- (a) In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

- (b) Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders should provide with their technical bid, a document indicating clearly where the substantial information for **Mandatory and Point Rated Technical Criteria** described in Sections 4.1.1.1 and 4.1.1.2, Part 4, of this document.

### 3.1.2 Section II: Financial Bid

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

The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1**.

No travel and living expenses will be paid for services rendered within 50 kilometres from Defence Research and Development Canada – Valcartier research centre, located at 2459 de la Bravoure Road, Quebec City, Quebec. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.

Prices must be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

### 3.1.3 Section III : Certifications

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

### 3.1.4 Section IV : Additional Information

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

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For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation.

Canada requests that bidders provide the following information:

**Administrative representative:**

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

**Technical representative :**

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

**3.1.5 Exchange Rate Fluctuation**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Two (2) separate evaluations will be carried out according to the method described in point 4.2.1, one for tasks 1 to 3 and one for task 4. Any interested bidder may submit a bid for all tasks. In this case, only one bid must be submitted.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

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

##### **4.1.1.2 Point Rated Technical Criteria**

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

##### **4.1.1.3 Mandatory Financial Criteria**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (80%) and Price (20%)**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria;
  - (c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating;
  - (d) obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating.
- 2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid



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will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 200 and the lowest evaluated price is \$1,500,000.00.

**Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)**

		Bidder	Bidder	Bidder
		A	B	C
Overall Technical Score		150	200	180
		200	200	200
Bid Evaluated Price		\$1,500,000.00	\$1,750,000.00	\$1,550,000.00
Calculations	Technical Merit Score	150/200 X 80	200/200 X 80	180/200 X 80
		60,0	80,0	72,0
	Pricing Score	(1500000/1500000) X 20	(1500000/1750000) X 20	(1500000/1550000) X 20
		20,0	17,1	19,4
Combined Rating		80,0	97,1	91,4
Overall Rating		3rd	1st	2nd

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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*If only one contract is awarded :*

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

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

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

#### **5.2.3.1 Canadian Content Certification**

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

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

##### **5.2.3.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition**

##### **5.2.3.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

##### **5.2.3.4 Education and Experience**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

Before award of a contract, the bidder must meet the following minimum security requirements:

Contract/001 (tasks 1 to 3) or a single contract:

- Project Manager category: **at least one** proposed individual must hold the security clearance; RELIABILITY
- "Technical" category: **at least one** proposed individual must hold the security clearance; RELIABILITY
- "Genie" category: **at least one** proposed individual must hold the security clearance; RELIABILITY
- "Scientific" category: **at least one** proposed individual must hold the security clearance; RELIABILITY

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- Project Manager category: **at least one** proposed individual must hold the security clearance; RELIABILITY
- "Scientific" category: **at least one** proposed individual must hold the security clearance; RELIABILITY

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

### 6.2 Visit Clearance Requests for Employees

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS. A minimum lead time of 25 working days is required to obtain a visit

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clearance from ISS. Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery. Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>, chapter 6.

### **6.3 Financial Capability**

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

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## 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 \_\_\_\_ and the Contractor's technical bid entitled \_\_\_\_, dated \_\_\_\_\_. *(to be completed at contract award)*

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

###### 7.1.2.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

The description of TA tasks will include information on activities to be performed, a description of the deliverables and a schedule indicating completion dates for the major activities or submission dates for the deliverables. It will also include the applicable bases and methods of payment as specified in the Contract.

More specifically, the description of TA tasks will include the following information:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);
- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) the level of security clearance required of the Contractor's personnel;

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

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

###### 7.1.2.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Appendix B – Basis of Payment

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

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada.

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

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

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;

- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

#### **7.1.2.1.3 Approval of the Task Authorization**

The Contractor must not begin the work until the approved TA has been received by Canada. The Contractor acknowledges that any work performed before the TA has been received will be done at the Contractor's own risk.

The work will be approved or confirmed by Canada through a Task Authorization Form – DND 626 in Annex E.

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

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance.

#### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

"Minimum Contract Value" means \_\_\_\_\_% *(to be completed at contract award)*

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



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

The administration of the Task Authorization process will be carried out by The Procurement and Payment group at Defence Research and Development Canada - Valcartier, represented by the DND Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### 7.2 Standard Clauses and Conditions

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

##### 7.2.1 General Conditions

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

##### 7.2.2 SACC Manual Clauses

[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information

[K3305C](#) (2008-05-12), License to Intellectual Property Rights in Foreground Information

#### 7.3 Security Requirements

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

##### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W7701-196936**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **Secret**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) *Industrial Security Manual* (Latest Edition).

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## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to thirty six (36) months inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

### 7.5.2 Project Authority *(to be completed at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

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**Administrative representative :**

Name : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email: \_\_\_\_\_

**Technical representative :**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

The Procurement Authority for the Contract is:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Organization : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

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

**7.7 Payment**

**7.7.1 Basis of Payment**

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

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

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

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

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

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

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

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

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

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

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

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

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

**(iv) Travel and Living Expenses:**

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

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

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

#### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

#### **7.7.3 Method of Payment**

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

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

##### **7.7.3.1 Single Payment** (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

Canada will pay the Contractor upon completion and delivery of the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app->

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[acq/forms/documents/1111.pdf](#)) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

#### **7.7.3.2 Milestone Payments** (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### **7.7.3.3 Progress Payments** (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.7.4 SACC Manual Clauses**

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

#### **7.7.5 Discretionary Audit**

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

### **7.8 Invoicing Instructions**

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the Task Authorization (TA) number;
  - (d) the description of the milestone invoiced, as applicable.
2. For Firm Price portion of the work, and TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
    - (a) a list of all expenses, in accordance with the TA;
    - (b) a copy of time sheets to support the time claimed;
    - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
    - (d) a copy of the monthly progress report.
  3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward to the address below for certification.

Supply and Support Clerk

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

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

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor** *(to be used if the contract value is \$1,000,000 and above)*

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

### **7.9.3 SACC Manual Clauses**

A3060C (2008-05-12), Canadian Content Certification

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2018-06-21)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Disclosure of Foreground Information;
- (f) Annex D, Security Requirements Check List;



- (g) Annex E, DND 626, Task Authorization Form
- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated \_\_\_\_\_ *(to be completed at contract award)*

#### **7.12 Defence Contract**

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

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

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

#### **7.14 Insurance**

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

#### **7.15 Canadian Forces Site Regulations**

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

#### **7.16 Identification Badge**

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

#### **7.17 Progress Reports**

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

Each negative response must be supported with an explanation.

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

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- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.
- (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:
  - (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

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## ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET

### - CONTRACT 001 – TASKS 1 to 3 -

1. **LABOUR:** firm all-inclusive hourly rates, including labor cost, benefits, general and administrative expenses, and profit (excluding taxes).

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

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

Resource Categories	Award date at the 12th month inclusive	13 to 24 months inclusive	25 to 36 months inclusive
a) Project Manager (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Technical (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
c) Engineering (min. 2 resources)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Scientific (min. 2 resources)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

2. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i),, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

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

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## **- CONTRACT 002 – TASK 4-**

1. **LABOUR:** firm all-inclusive hourly rates, including labor cost, benefits, general and administrative expenses, and profit (excluding taxes).

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

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

Resource Categories	Award date at the 12th month inclusive	13 to 24 months inclusive	25 to 36 months inclusive
a) Project Manager (min. 1 resource)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
d) Scientific (min. 2 resources)			
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr

2. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i), the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in

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Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
  - (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.
3. **MATERIALS AND SUPPLIES**: at laid down cost without markup.

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## ATTACHMENT 2 - EVALUATION OF PRICE

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

### 1 - Financial Bid

Bidders must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1.**

### 2 - Calculation of bid price

The bid price will be calculated as follows in two separate evaluations:

#### **Bid price = Cost of labour**

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

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

Contract/001 (Tasks 1 to 3)

Project Manager (PM)	10%
Technical Category	15%
Engineering Category	35%
Scientific Category	40%

Contract/002 (Task 4)

Project Manager (PM)	5%
Scientific Category	95%

### 3 - Cost of labour:

The Cost of Labour for a given category (for a given bid) is the estimated level of effort multiplied by the average hourly rate provided for the given category (for a given bid) multiplied by 1650 hours.

[estimated level of effort for the given category]  
X [1650 hours]  
X [hourly rate bid for the given category]

---

[Cost of Labour for a given category]

Lastly, the Total Bid Price is then calculated by adding the Cost of Labour for all of the resource categories for a given bid.

The average hourly rate is calculated by adding the rate for a given category for each year divided by the number of year set out in the **Financial Bid Presentation Sheet at Attachment 1.**

For example:

- Estimated level of effort for Project Manager = 0.10
- Let us assume that the average hourly rate for bid A = \$60, that for bid B = \$80 and that for bid C = \$150.

Therefore,

- Cost of labour for Project Manager, bid A =  $0.10 \times \$60 \times 1650 \text{ hours} = \$9,900.00$ .
- Cost of labour for Project Manager, bid B =  $0.10 \times \$80 \times 1650 \text{ hours} = \$13,200.00$ .
- Cost of labour for Project Manager, bid C =  $0.10 \times \$150 \times 1650 \text{ hours} = \$24,750.00$ .

#### 4 - Sample calculations for the price of the three bids

Table 4.1 - Example Calculation for the Price of 3 Bids

Resources Category	Estimated Level of effort	Rate A	Bid A	Rate B	Bid B	Rate C	Bid C
Project Manager	0,10	\$60,00	\$9 900,00	\$80,00	\$13 200,00	\$150,00	\$24 750,00
Technical	0,15	\$70,00	\$17 325,00	\$90,00	\$22 275,00	\$450,00	\$111 375,00
Engineering	0,35	\$80,00	\$46 200,00	\$80,00	\$46 200,00	\$120,00	\$69 300,00
Scientific	0,40	\$90,00	\$59 400,00	\$90,00	\$59 400,00	\$120,00	\$79 200,00
Bid Price for Evaluation		\$132 825,00		\$141 075,00		\$284 625,00	

The "Estimated level of effort listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee. These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.



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### ATTACHMENT 3 – MADATORY AND POINT RATED TECHNICAL CRITERIA

In their proposals, bidder must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Bidders may demonstrate that they meet the criteria for the Contract/001 - Tasks 1-3 or Contract/002 - Task 4 or both simultaneously by fulfilling all the criteria and submitting a single bid.

#### Projects of the bidders

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

A Task Authorization completed in a given contract can be considered as a project. However, only one completed Task Authorization per contract will be considered.

To determine whether project meets the requested criteria, the bidder should provide a description of the project by providing this information:

- client name and contact
- subject
- context
- objectives
- scope
- tools involved (if applicable)
- project periods (month and year of the beginning and month and year of the end)

#### Resources of the bidders

For each proposed resource, the bidder must indicate the resource's experience in terms of months of experience. The months of experience must be expressed in months of full-time employment representing 150 hours of work. Projects carried out as part of an academic education program are not eligible.

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

Curriculum vitae of the proposed resources should be presented in the Bidder proposals as an annex.

As with projects, to determine whether experience of the resource is acceptable, the bidder should provide a description of the project in which the proposed resources were involved. The following information should be provided for each project:

- client name and contact
- subject
- context
- objectives
- scope

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

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

Activities carried out at the same time for a single work experience will be considered only once. For example, if a resource worked on two projects at the same time between January 1, 2013, and December 31, 2013, using Matlab for both projects, then the resource's experience with Matlab for this period is 12 months, not 24.

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

Here is the Generic Scorecard used to evaluate some rated criteria.

#### Generic Scorecard

Non-responsive	Extremely Low	Very Low	Low	Acceptable	Average	Above Average	Outstanding
0 point	1-2 points	3-4 points	5 points	6 points	7-8 points	9 points	10 points
Did not provide information that enables an evaluation.	Displays weaknesses that cannot be corrected.	Generally displays weaknesses that are unlikely to be corrected.	Displays weaknesses that can be corrected.	Displays weaknesses that are easy to correct.	No major weakness	No apparent weaknesses	No weaknesses
	Unacceptable	Extremely low; will not be able to meet performance requirements.	Poor ability to meet performance requirements	Minimum acceptable ability; should meet minimum performance requirements.	Average ability; should obtain good results.	Superior ability; should obtain good results.	Outstanding ability; should obtain extremely good results.

## - CONTRACT 001 – TASKS 1 to 3 – Evaluation 1

### 1. MANDATORY EVALUATION CRITERIA

	CRITERIA	MET	NOT MET
E1.M1	<p>The bidder must propose:</p> <p>A minimum of 1 compliant resource in the category Project Management; A minimum of 1 compliant resource in the category Technical; A minimum of 2 compliant resources in the category Engineering; A minimum of 2 compliant resources in the category Scientific.</p> <p><b>Note:</b> Curriculum vitae of each proposed resource must be presented in the bidder proposals.</p>		
E1.M2	<p>The bidder must have worked on and completed on the bid closing date a minimum of two (2) projects valued at \$50K or more each involving the analysis of remotely sensed electro-optical (EO) imagery.</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i>.</p>		
E1.M3	<p>The bidder must have experience of a minimum of 12 cumulated months in the use of polarimetric sensors (either broadband, multispectral or hyperspectral) to measure polarized light.</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should present is experience using the <i>Bidder Response Table 1</i>.</p>		

### 2. POINT-RATED EVALUATION CRITERIA

For each of the criteria, the experience of the proposed resources will be assessed individually. The score of the criteria will be determined by the average score of all resources having obtained the minimum required indicated. In the event that the resource does not obtain the minimum required, it will be deducted from the resources proposed for mandatory criterion E1.M1.

	POINT-RATED EVALUATION CRITERIA	Maximum	Minimum
E1.P1	<p><b>P1: Resource – Project Management:</b></p> <p>The proposed resource should have experience managing R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) of activities including the optical characterization of materials (P6), field data collection (P7) or the development and implementation of polarimetric imaging algorithms (P8).</p>	5	2

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	<p>The bidder must demonstrate the experience by presenting projects that the resource has worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the bidder based on the following rating scale:</p> <table><tr><td>2 projects:</td><td>2 points</td></tr><tr><td>3 projects:</td><td>3 points</td></tr><tr><td>4 projects:</td><td>4 points</td></tr><tr><td>5 projects and more:</td><td>5 points</td></tr></table> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	2 projects:	2 points	3 projects:	3 points	4 projects:	4 points	5 projects and more:	5 points		
2 projects:	2 points										
3 projects:	3 points										
4 projects:	4 points										
5 projects and more:	5 points										
E1.P2	<p><b><u>P2: Resource – Technical Category:</u></b></p> <p>The proposed resource should have experience in R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) involving the optical characterization of materials (P6) or field trial collections (P7).</p> <p>The bidder must demonstrate the experience by presenting projects that the resource has worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the bidder based on the following rating scale:</p> <table><tr><td>2 projects:</td><td>2 points</td></tr><tr><td>3 projects:</td><td>3 points</td></tr><tr><td>4 projects:</td><td>4 points</td></tr><tr><td>5 projects and more:</td><td>5 points</td></tr></table> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	2 projects:	2 points	3 projects:	3 points	4 projects:	4 points	5 projects and more:	5 points	5	2
2 projects:	2 points										
3 projects:	3 points										
4 projects:	4 points										
5 projects and more:	5 points										
E1.P3	<p><b><u>P3: Resource – Engineering Category:</u></b></p> <p>Each proposed resources must hold a bachelor’s degree in Engineering.</p> <p>The proposed resources should have experience in R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) involving the optical characterization of materials (P6), field trial collections (P7) or the development and implementation of polarimetric imaging algorithms (P8).</p> <p>The bidder must demonstrate the experience by presenting projects that they have worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the bidder based on the following rating scale:</p> <table><tr><td>2 projects:</td><td>2 points</td></tr><tr><td>3 projects:</td><td>3 points</td></tr></table>	2 projects:	2 points	3 projects:	3 points	5	2				
2 projects:	2 points										
3 projects:	3 points										

	<p>4 projects: 4 points 5 projects and more: 5 points</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>		
<b>E1.P4</b>	<p><b><u>P4: Resource – Scientific Category:</u></b></p> <p>Each proposed resources must hold a Master and/or Doctorate degree(s) in Science.</p> <p>The proposed resources should have experience in R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) involving the optical characterization of materials (P6), field trial collections (P7) or the development and implementation of polarimetric imaging algorithms (P8).</p> <p>The bidder must demonstrate the experience by presenting projects that they have worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the bidder based on the following rating scale:</p> <p>2 projects: 2 points 3 projects: 3 points 4 projects: 4 points 5 projects and more: 5 points</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	<b>5</b>	<b>2</b>
<b>E1.P5</b>	<p><b><u>P5. Task resource management:</u></b></p> <p>The bidder should outline the manner in which the management of task authorizations will be overseen and present the tools/techniques to be used for that purpose. The bidder should address the following matters in the proposal and average score must meet the minimum:</p> <ol style="list-style-type: none"> <li>1. Proposed method for monitoring each task authorization (including the follow-up of the work progress according to proposed task authorization, budgetary follow-up);</li> <li>2. Approach to management given the unpredictable nature of a task authorization contract;</li> <li>3. System put in place to ensure access to resources. If the use of business partners is provided, agreements with these partners must be presented and signed by the partners in order to earn consideration.</li> </ol>	<b>30</b>	<b>18</b>

	Each of these three items will be evaluated individually and will be scored on 10 points each according to the Generic Scorecard.		
E1.P6	<p><b><u>P6: Optical characterization of materials:</u></b></p> <p>The bidder must demonstrate that all the resources proposed in technical, engineering, and scientific categories, have experience in projects (of more than 50K\$ and at least twelve (12) consecutive months) that included activities of optical characterization of materials, namely:</p> <ol style="list-style-type: none"> <li>1. Use of ellipsometers (uv to far longwave infrared) for optical characterization of materials;</li> <li>2. Use of other spectral optical instruments (spectrometers, multispectral and/or hyperspectral sensors);</li> <li>3. Manipulation of optical devices (polarizers, lenses, etc.);</li> <li>4. Mathematical modeling of the optical properties of materials (bidirectional reflectance distribution function, optical constants, etc.).</li> </ol> <p>Points will be awarded according to the following criteria:</p> <ul style="list-style-type: none"> <li>• The proposed resource has completed <u>a minimum of 2 projects in each of the 4 specified activities.</u> (15 points)</li> <li>• The proposed resource has completed <u>1 project in each of the 4 specified activities.</u> (13 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 3 of the 4 specified activities.</u> (11 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 2 of the 4 specified activities.</u> (9 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 1 of the 4 specified activities.</u> (7 points)</li> <li>• The proposed resource has completed <u>at least 1 project in other activities</u> than the four specified. (3 points)</li> </ul> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	15	9
E1.P7	<p><b><u>P7: Field data collection:</u></b></p> <p>The bidder must demonstrate that all the resources proposed in technical, engineering, and scientific categories have experience in projects (of more than 50K\$ and at least twelve (12) consecutive months) that included activities of field data collection, namely:</p>	15	11

	<ol style="list-style-type: none"> <li>1. Planning and conduct of field trial experiments;</li> <li>2. Development of source code &amp; techniques for sensor data acquisition/calibration;</li> <li>3. Deployment, setting, and operation of electro-optic polarimetric sensors;</li> <li>4. Acquisition of spectral measurements (including ground-truth) of targets.</li> </ol> <p>Points will be awarded according to the following criteria:</p> <ul style="list-style-type: none"> <li>• The proposed resource has completed a <u>minimum of 2 projects in each of the 4</u> specified activities. (15 points)</li> <li>• The proposed resource has completed <u>1 project in each of the 4</u> specified activities. (13 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 3 of the 4</u> specified activities. (11 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 2 of the 4</u> specified activities. (9 points)</li> <li>• The proposed resource has completed <u>at least 1 project in 1 of the 4</u> specified activities. (7 points)</li> <li>• The proposed resource has completed <u>at least 1 project in other activities</u> than the four specified. (3 points)</li> </ul> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>		
<b>E1.P8</b>	<p><b><u>P8. Development and implementation of polarimetric imaging algorithms:</u></b></p> <p>The bidder must demonstrate that all the resources proposed in engineering and scientific categories have experience in projects (of more than 50K\$ and at least twelve (12) consecutive months) in the development and implementation of polarimetric imaging algorithms, namely in the two following activities:</p> <ol style="list-style-type: none"> <li>1. Development and implementation of polarimetric imaging algorithms, the use of spectral library, and the modeling of scene geometry;</li> <li>2. Programming of source codes in high-level languages (Matlab, IDL, Python, FORTRAN, C/C++).</li> </ol>	<b>20</b>	<b>8</b>

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	<p>The experience in the development and implementation of polarimetric imaging algorithms will be evaluated according to the number of different projects the proposed resources has directly contributed.</p> <p>1 project: 2 points 2 projects: 4 points 3 projects: 6 points 4 projects: 8 points 5 projects and more: 10 points</p> <p>For each of the projects presented in this criteria, the experience in the use of programming in a high-level language, the following additional points will be awarded:</p> <p>Matlab: 2 points IDL: 2 points Python: 2 points Fortran: 2 points C/C++: 2 points</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources</p>		
<b>TOTAL</b>		<b>100</b>	<b>54</b>

### 3. Bidder Response Table 1

<b>Bidder Response Table 1</b> <b>Mandatory evaluation criteria – E1.M2, E1.M3</b> <b>Point-rated evaluation criteria – E1.P1, E1.P2, E1.P3, E1.P4, E1.P6, E1.P7 and E1.P8</b> <i>Bidder to replicate table for each of the project presented</i>		
Corporate Reference Contract Description		(Bidder to Insert Data)
<b>Client Particulars</b>	Client Organization Name	
	Address	
	Contract or Purchase Order Number	
	Contract or Project Title	
	Client Name and Title	
	Client Telephone Number	
	Client E-mail Address	



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<p>The bidder should provide a brief description of the bidder's experience to demonstrate his compliance to this criteria.</p> <p>The following information should be provided for each project:</p> <ul style="list-style-type: none"><li>• subject</li><li>• context</li><li>• objectives</li><li>• scope</li><li>• tools involved (if applicable)</li></ul> <p>When used for describing the experience of resources, add the following information:</p> <ul style="list-style-type: none"><li>• exact dates of the involvement of the proposed resource</li><li>• role of the proposed resource in the project</li><li>• level of effort in the project for the proposed resource</li><li>• tasks performed by the proposed resource and duration of each task performed by the proposed resource</li></ul>	
3. Specify contract start and end date (mm/yyyy to mm/yyyy)	
4. Specify total billed value (Canadian dollars, including applicable taxes)	

## - CONTRACT 002 – TASK 4 – Evaluation 2

### 1. MANDATORY EVALUATION CRITERIA

	CRITERIA	MET	NOT MET
E2.M1	<p>The Bidder must propose:</p> <p>A minimum of 1 compliant resource in the category Project Management; A minimum of 1 compliant resource in the category Scientific.</p> <p><b>Note:</b> Curriculum vitae of each proposed resource must be presented in the Bidder proposals.</p>		
E2.M2	<p>The Bidder's proposed resources must have more than six (6) consecutive months of experience (acquired in the last forty-eight (48) months) in the exploitation of atmospheric effect computer models (such as MODTRAN, the U.S. radiative transfer software).</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>		

### 2. POINT-RATED EVALUATION CRITERIA

For each of the criteria, the experience of the proposed resources will be assessed individually. The score of the criteria will be determined by the average score of all resources having obtained the minimum required indicated. In the event that the resource does not obtain the minimum required, it will be deducted from the resources proposed for mandatory criterion E2.M1.

	POINT-RATED EVALUATION CRITERIA	Maximum	Minimum
E2.P1	<p><b><u>P1: Resource – Project Management:</u></b></p> <p>The proposed resource should have experience managing R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) of activities involving atmospheric radiative transfer modeling.</p> <p>The Bidder must demonstrate the experience by presenting projects that the resource has worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the Bidder based on the following rating scale: 2 projects: 2 points</p>	5	2

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	<p>3 projects: 3 points 4 projects: 4 points 5 projects and more: 5 points</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>		
<b>E2.P2</b>	<p><b><u>P2: Resource – Scientific Category:</u></b></p> <p>Each proposed resources must hold a Master and/or Doctorate degree(s) in Science.</p> <p>The proposed resources should have experience in R&amp;D projects (of more than 50K\$ and at least twelve (12) consecutive months) involving atmospheric radiative transfer modeling (P4).</p> <p>The Bidder must demonstrate the experience by presenting projects that the resource has worked on and completed on the bid closing date. A score between 2 and 5 points will be awarded to the Bidder based on the following rating scale:</p> <p>2 projects: 2 points 3 projects: 3 points 4 projects: 4 points 5 projects and more: 5 points</p> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	<b>5</b>	<b>2</b>
<b>E2.P3</b>	<p><b><u>P3. Task resource management:</u></b></p> <p>The bidder should outline the manner in which the management of task authorizations will be overseen and present the tools/techniques to be used for that purpose. The bidder should address the following matters in the proposal and average score must meet the minimum:</p> <ol style="list-style-type: none"> <li>Proposed method for monitoring each task authorization (including the follow-up of the work progress according to proposed task authorization, budgetary follow-up);</li> <li>Approach to management given the unpredictable nature of a task authorization contract;</li> <li>System put in place to ensure access to resources. If the use of business partners is provided, agreements with these partners must be presented and signed by the partners in order to earn consideration.</li> </ol> <p>Each of these three items will be evaluated individually and will be scored on 10 points each according to the Generic Scorecard and the three notes will be added together.</p>	<b>30</b>	<b>18</b>

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E2.P4	<p><b><u>P4. Atmospheric radiative transfer modeling:</u></b></p> <p>The bidder must demonstrate that all proposed resources in scientific category have experience (by description of related projects) in activities of atmospheric radiative transfer modelling, namely:</p> <ol style="list-style-type: none"> <li>1. Use/exploitation of MODTRAN radiative transfer software;</li> <li>2. Analysis of atmospheric radiative transfer codes in the electro-optic/infrared bands;</li> <li>3. Development and maintenance of models in C/C++ and Fortran.</li> </ol> <p>Points will be awarded according to the following criteria:</p> <ul style="list-style-type: none"> <li>• The proposed resource has <u>more than 12 months of experience in each of the 3 activities</u>. (15 points)</li> <li>• The proposed resource has <u>between 6 and 12 months of experience in each of the 3 activities</u>. (13 points)</li> <li>• The proposed resource has <u>more than 6 months of experience in 2 of the 3 activities</u>. (11 points)</li> <li>• The proposed resource has <u>more than 6 months of experience in 1 of the 3 activities</u>. (9 points)</li> </ul> <p><b>Note:</b> To demonstrate compliance with this criteria, the bidder should submit their projects using the <i>Bidder Response Table 1</i> and must submit Curriculum vitae of proposed resources.</p>	15	11
TOTAL		55	33

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### 3. Bidder Response Table 1

<b>Bidder Response Table 1</b> <b>Mandatory evaluation criteria – E2.M2</b> <b>Point-rated evaluation criteria – E2.P1, E2.P2 and E2.P4</b> <i>Bidder to replicate table for each of the project presented</i>		
Corporate Reference Contract Description		(Bidder to Insert Data)
<b>Client Particulars</b>	Client Organization Name	
	Address	
	Contract or Purchase Order Number	
	Contract or Project Title	
	Client Name and Title	
	Client Telephone Number	
	Client E-mail Address	
<p>The bidder should provide a brief description of the bidder's experience to demonstrate his compliance to this criteria.</p> <p>The following information should be provided for each project:</p> <ul style="list-style-type: none"> <li>• subject</li> <li>• context</li> <li>• objectives</li> <li>• scope</li> <li>• tools involved (if applicable)</li> </ul> <p>When used for describing the experience of resources, add the following information:</p> <ul style="list-style-type: none"> <li>• exact dates of the involvement of the proposed resource</li> <li>• role of the proposed resource in the project</li> <li>• level of effort in the project for the proposed resource</li> <li>• tasks performed by the proposed resource and duration of each task performed by the proposed resource</li> </ul>		

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3. Specify contract start and end date (mm/yyyy to mm/yyyy)	
4. Specify total billed value (Canadian dollars, including applicable taxes)	

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#### **ATTACHMENT 4 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

*(to be used if the contract value is \$1,000,000 and above)*

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

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

**OR**

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

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## ANNEX A - STATEMENT OF WORK

### 1. TITLE

REFLECTIVE AND THERMAL HYPERSPECTRAL POLARIMETRY

### 2. BACKGROUND

Defence Research and Development Canada, Valcartier Research Center, conducted numerous activities over the past few years to study the phenomenology of polarized multispectral and hyperspectral imagery through the development of electro-optic (EO) sensors, processing algorithms, and the analysis of polarized radiation (infrared spectroscopy). To that end, numerous EO polarimetric imaging sensors have been developed and used during field trials to exploit the polarization state of light to enhance detection and identification performance of multiple targets of interest for the Canadian Armed Forces (CAF).

The objectives of this work are:

Perform in laboratory optical characterization of a broad range of materials (solid/liquid);  
Conduct data collection of polarized data in the field;  
Develop algorithms to exploit the polarized radiation of materials;  
Proceed to modeling of the polarized radiative transfer and scene modeling.

### 3. ACRONYMS

CAF Canadian Armed Forces  
DIRSIG Digital Imaging and Remote Sensing Image Generation  
DRDC Defence Research and Development Canada  
EO Electro-Optic  
EOSPEC Electro Optic Sensor Performance Evaluation Code  
IDL Interactive Data Language  
PBRDF Polarized Bidirectional Reflectance Distribution Function  
LWIR Long Wave Infrared  
MODTRAN MODerate resolution atmospheric TRANsmission  
MODTRANP MODerate resolution atmospheric TRANsmission Polarization  
R&D Research & Development  
SORD Successive ORDers of scattering  
SOW Statement of Work  
SWIR Short Wave InfraRed  
TA Task Authorization  
UV Ultraviolet  
VNIR Visible and Near InfraRed

*(The following article will be adapted according to the contract awarded)*



#### 4. TASKS

The Contractor must provide the services described below upon request. Tasks will be granted using a Task Authorization (TA). A TA may refer to more than one task and may be repeated many times during the course of the contract.

The following is a table for the repartition per percentage of the effort for each of the 4 tasks.

TASK	Percentage
<b>T1 Optical characterization of materials</b>	18%
<b>T2 Field Data collection and hyperspectral polarimetry imagery</b>	16%
<b>T3 Development and implementation of hyperspectral polarimetry imaging algorithms</b>	44%
<b>T4 Atmospheric radiative transfer and sensor/scene modeling</b>	22%

The services requested will cover the following 4 tasks:

##### **4.1 Task 1: Optical characterization of materials**

Valcartier Research Center has built over the years a capacity to characterize the optical properties of a broad range of materials, from the ultraviolet (UV) to the far Long Wave infraRed (LWIR) band of the electromagnetic spectrum. Among the equipment available at the Valcartier Research Center, we list: a polarized spectrogoniometer (400 nm to 2.5  $\mu\text{m}$ ), two ellipsometers (from 193 nm to 30  $\mu\text{m}$ ), numerous reflectometers and spectroradiometers (from 200 nm to 25  $\mu\text{m}$ ), and multiple multispectral and hyperspectral sensors operating in the VNIR (400 nm to 1  $\mu\text{m}$ ), SWIR (1 to 2.5  $\mu\text{m}$ ), and LWIR (8 to 13  $\mu\text{m}$ ). These instruments must be used for optical characterization of materials in laboratory and on the field. In this task, the Contractor must provide, but not be limited to, the following services:

Perform the acquisition of optical measurements (optical constants  $n$  and  $k$ , absorption coefficients, pBRDF, directional/hemispheric reflectance, etc.) of a broad range of materials (solid/liquid) using numerous optical instruments such as but not limited to spectroradiometers, polarimetric multispectral/hyperspectral imaging sensors, etc.

Manipulate samples, optical devices such as, but not limited to, polarizers, lens, etc., and use of different methodologies and software tools to acquire the materials' optical properties;

Validate the acquired measurements with current/new optical models to be developed and compare them with the ones currently available in spectral libraries available at the Valcartier Research Center; Build new modules of a specific spectral library and manage all the embedded optical signatures. New optical measurements ingested into the library must be normalized with the ones already available within the library;

Document the new modules added into the spectral library.

##### **4.2 Task 2: Field data collection of hyperspectral polarimetric imagery**

During field trial experiments conducted at the Valcartier Research Center or in other geographical areas, the Contractor must provide logistic, technical & scientific support of the R&D efforts for the data collection measurement. In this task, the Contractor must provide, but not be limited to, the following services:

Conduct operational planning in preparation of field trial experiments;

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Prepare and submit experiment plans to the Technical Authority;  
Deploy field targets and acquire their optical signatures (ground-truth and remotely sensed measurements);  
Deploy, set, and operate multispectral and hyperspectral electro-optic sensors;  
Develop the source code and techniques for the acquisition of data using the electro-optic sensors;  
Perform data analysis on the field trial measurements;  
Prepare and submit the field trial interim and final reports to the Technical Authority.

#### **4.3 Task 3: Development and implementation of hyperspectral polarimetric imaging algorithms**

To exploit the spectral signatures of different materials, the Contractor must provide, but not be limited to, the following services:  
Develop and implement new algorithms to exploit the spectral properties of the materials acquired by unpolarised and polarized optical instruments (spectroradiometers, polarimetric multispectral/hyperspectral imaging sensors, etc.)  
Test and validate new algorithms using unpolarized and polarized spectral measurements against other existing algorithms and according to relevant performance metrics;  
Improve or extend physical models of the DRDC's EOSPEC Library, relative to the modeling of atmospheric profiles (including aerosols), refraction/turbulence, polarization and atmospheric transmittances and radiances;  
Perform modeling of scene geometry using software tools such as DIRSIG available at Valcartier Research Centre;  
Model the polarization state of reflected radiance by the targets within the scene;  
Compare the performance of the algorithms with the measurements acquired in a controlled environment (such as a lab setting) against the measurements acquired in the field.  
Prepare and submit all source codes developed and a final report.

#### **4.4 Task 4: Atmospheric radiative transfer**

The Contractor must provide, but not be limited to, the following services:  
Perform analysis of atmospheric radiative transfer codes;  
Validate analysis of radiative transfer codes (e.g. EOSPEC, MODTRAN, MATISSE), using experimental measurements provided by the Technical Authority;  
Assess/compare radiative transfer codes (such as MODTRANP, 6SV, SORD, libRadtran);  
Provide technical support to the Technical Authority for the preparation of presentations or in participating in technical meetings or symposia with allies, academia and industry partners. This could involve national or international travels.

### **5. DELIVERABLES**

#### **5.1 General information**

Deliverables and deadlines will be specified in the Task Authorization. For all TAs, preliminary draft versions of the deliverables must be submitted to the Technical Authority for validation at least 2 weeks before the deadline specified in the schedule. The Technical Authority will review submitted versions within a week following reception and will send its comments to the Contractor. The Contractor must take into account the comments for the final version of the deliverables which must be delivered to the Technical Authority in the following week.

The deliverables will be explicitly specified in the Task Authorization. Deliverables will consist of one or many of the following depending on the Task authorization.

#### 5.1.1 Programming language

The Contractor must produce its source codes using Matlab, IDL, C, C++, Fortran, and/or Python.

#### 5.1.2 Final Task authorization report

For each Task authorization, a final report describing in detail all work accomplished during this Task authorization must be produced. Each final Task authorization report must include, as applicable, the following information:

- a) The objectives of the Task authorization;
  - b) Methodology used in order to performed the work and meet the objectives (explicit list of the activities conducted);
  - c) Issues and problems related to the work performed in the Task authorization;
- Performance assessment of all the activities realized;  
List of all softwares and/or mechanical modifications made to systems including their description and an analysis of their limitation;  
Quantitative and / or qualitative analysis of the results;  
All source codes (documented, commented, and debugged) and executables realized during the course of the Task Authorization;  
Future work suggested and expected benefits.

#### 5.1.3 Documents and reports

For each document and report identified as a deliverable, the Contractor must provide one printed and bounded version (hard copy), one editable version in the original software and one pdf version. Reports must be formatted in accordance with Valcartier Research Center standards. These standards can be obtained through the Technical Authority. Documents and reports must be written in English.

#### 5.1.4 Software deliverables

For each software product deliverable (programs/tools), a copy of the source and compiled codes and a descriptive document must be provided on a DVD.

#### 5.1.5 Measurement campaign

For each measurement campaign, raw data package must be provided on a DVD accompanied by a descriptive document including the measurement methodology.

### 5.2 Specific deliverables

For each task included in this Task authorization contract, the following specific information is to be included in the final Task authorization report or are to be provided separately to the Technical Authority.

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*(The following deliverables will be indicated according to the contract awarded)*

#### 5.2.1 Deliverables for task 4.1

Library, documentation, models, and data analysis of the optical measurements (optical constants  $n$  and  $k$ , absorption coefficients, pBRDF, directional/hemispheric reflectance, etc.)

#### 5.2.2 Deliverables for task 4.2

All the documents written for the operational planning & preparation of the experiments, including the interim and final reports. These reports must include: experimental plan, objectives of the experiments, description of the sensors, target layout, optical signatures of the targets (ground-truth), algorithms, experimental results & data analysis, and all source code, scripts, and executable files.

#### 5.2.3 Deliverables for task 4.3

A report describing the algorithms developed and implemented, experimental results & data analysis. All source code and executable files developed.

#### 5.2.4 Deliverables for task 4.4

A report on the validation, analysis, and comparison of radiative transfer codes evaluated.

### 6. LANGUAGE OF WORK

English and/or French.

### 7. LOCATION OF WORK

The work for most of the tasks must be performed at the Valcartier Research Center:

Defence Research and Development Canada – Valcartier Research Centre  
2459 Bravoure Road  
Quebec (QC), Canada  
G3J 1X5

It could be possible that some field trials must be performed outside of Quebec's region (i.e. in other Canadian provinces or in North America). The work location will be specified in each Task Authorization.

### 8. TRAVEL

*(The following paragraph will be adapted to the contract awarded)*

The Contractor could be required to travel to conduct field trials (task 2) and participate in meetings or symposia with partners (task 4).

### 9. MEETINGS

Following is a generic description of the various meetings that may be required for each Task Authorization. A more detailed description of the contents of the meetings will be provided with each Task authorization.

## 9.1 General instruction for meetings

### 9.1.1 Agenda and minutes:

For each meeting, the Contractor must prepare the agenda at least 24 hours before the date of the meeting. The Contractor is also responsible for the preparation of the minutes. The Contractor must provide the minutes to the Technical Authority no later than five working days after the date of the meeting for approval.

### 9.1.2 Languages :

The meetings must be held in French or English (as selected by the Contractor).

## 9.2 Kick-off meeting

At least one meeting is required at the start of each Task Authorization. The meeting will be held at Valcartier Research Centre. The Contractor must be prepared to discuss the following topics (including but not limited to):

- a) Review of the task objectives;
- b) Presentation of the project plan and work schedule;
- c) Methodology used to execute the work;
- d) Procedures, formats and standards to be used to produce documentation and deliverables.

## 9.3 Progress review meeting

For Task Authorizations with a duration of more than one month, progress review meetings may be required (approximately every month). The required meetings will be explicitly specified in the Task Authorization. The progress review meeting could be held via video conference or face-to-face at Valcartier Research Centre. The location of the meeting will be specified in the Task authorization. At the meetings, the Contractor must be prepared to provide:

An up-to-date report of expenses;  
Work progress relative to the objectives of the Task authorization;  
A detailed report on the work completed since the previous meeting;  
A description of the obstacles encountered, and;  
Expectations for the next stage.

## 9.4 Informal meeting

When the Technical Authority or the Contractor judge it to be necessary, additional informal meetings may be required. These meetings could be held via video conference or face-to-face at Valcartier Research Center. The Technical Authority or the Contractor must advise the other party with at least a five-business-day advance notice that an informal meeting is required.

## 9.5 Final meeting

When it is required and specified in the Task Authorization, another meeting will take place upon completion of the Work to present the results and the final Task authorization report. The meeting will be held at Valcartier Research Center.

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

The Contractor will have to access the optical instruments necessary to carry out its work: polarized spectrogoniometer, ellipsometers, reflectometers and spectroradiometers, multispectral and hyperspectral sensors. These instruments are located at Valcartier Research Centre. Software tools (modules, source code/executables files) and spectral libraries will also be provided in electronic form and are located at Valcartier Research Centre.

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

All equipment necessary for carrying out the contract will be loaned by the Government of Canada to the Contractor and will be available at Valcartier Research Center: Computers, polarized spectrogoniometer, spectroradiometers, ellipsometers, multispectral and hyperspectral sensors, and software tools.

## **12. SPECIAL CONSIDERATIONS**

The Contractor may be required to travel as a passenger in a government vehicle.

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## ANNEX B – BASIS OF PAYMENT

*(to be completed by Canada at contract award)*

4. **LABOUR:** firm all-inclusive hourly rates, including labor cost, benefits, general and administrative expenses, and profit (excluding taxes).

1.

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

Resource Categories	Award date at the 12th month inclusive	13 to 24 months inclusive	25 to 36 months inclusive
a) Project Manager Name :	<u>          </u> \$/hr	<u>          </u> \$/hr	<u>          </u> \$/hr
b) Technical Name :	<u>          </u> \$/hr	<u>          </u> \$/hr	<u>          </u> \$/hr
c) Engineering Name :	<u>          </u> \$/hr	<u>          </u> \$/hr	<u>          </u> \$/hr
Name :	<u>          </u> \$/hr	<u>          </u> \$/hr	<u>          </u> \$/hr
d) Scientific Name :	<u>          </u> \$/hr	<u>          </u> \$/hr	<u>          </u> \$/hr

2. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i), the Contractor will be reimbursed its authorized travel and living expenses reasonably and

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properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

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

**Total limitation of expenditure for the contract (taxes extra): \$ \_\_\_\_\_**

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



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## ANNEX C – CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

---

Signature

Date

---

Name

Title

-----  
(Internal DRDC Valcartier)

---

Signature

Date

---

Name

Title (Technical authority)

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## **ANNEX D – SECURITY REQUIREMENTS CHECK LIST**

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



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		DRDC Valcartier Research Center
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 Task authorization contract - Reflective and thermal hyperspectral polarimetry		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input 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 checked="" type="checkbox"/> No Non <input 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 type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input 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 type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**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:

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non Oui

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

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

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

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

Special comments:

Commentaires spéciaux: \_\_\_\_\_

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

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

10. b) May unscreened 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 unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui  
☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui





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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assois Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien Électronique																

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

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

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

☒ No  
Non ☐ Yes  
Oui

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

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

Solicitation No. - N° de l'invitation  
W7701-1969936/A  
Client Ref. No. - N° de réf. du client  
W7701-1969936

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-8-41161

Buyer ID - Id de l'acheteur  
QCL051  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX E – DND 626 TASK AUTHORIZATION FORM**

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

## **Annex E**

### **Form DND 626, Task Authorization**



## TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat  Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<div style="border: 1px solid black; padding: 5px;"> <p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> </div>	
Delivery location – Expédiez à	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</p> </div> </div> </div>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;"> <p style="font-size: small;">_____</p> <p style="font-size: x-small;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p> </div>		



## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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