



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
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10th Floor, 4900 Yonge Street /

10e étage, 4900 rue Yonge

Toronto

Ontario

M2N 6A6

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada

Ontario Region

10th Floor, 4900 Yonge Street

Toronto

Ontario

M2N 6A6

<b>Title - Sujet</b> Modernization of Training Ranges	
<b>Solicitation No. - N° de l'invitation</b> W6431-19LC01/C	<b>Date</b> 2019-07-08
<b>Client Reference No. - N° de référence du client</b> W6431-19LC01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-215-7792	
<b>File No. - N° de dossier</b> TOR-8-41109 (215)	<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 2019-08-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Lopez, Maria	<b>Buyer Id - Id de l'acheteur</b> tor215
<b>Telephone No. - N° de téléphone</b> (647) 533-6527 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 51 Anson Avenue, Bldg 518 Astra Ontario K0K3W0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**This bid solicitation cancels and supersedes previous bid solicitation number W6431-19LC01/B dated 2019-02-15 with a closing of 2019-03-27 at 2:00pm.**

### **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 Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, DND 626 Task Authorization Form, the Federal Contractors Program for Employment Equity - Certification, and other annexes.

#### **1.2 Summary**

- 1.2.1 The objective of the requirement is to develop a 'Road Map' for the modernization of RCAF fighter aircraft training ranges, and to allow for the creation of Live-Virtual-Constructive (LVC) training and experimental environments. The "Road Map" for the modernization will include the Cold Lake Air Weapons Range (CLAWR) and Bagotville training ranges as primary ranges, and other air training ranges including and not limited to, Gagetown, Wainwright, Valcartier, Nanoose and Suffield as secondary ranges. The work will be performed using task authorizations on an "as and when requested" basis during the period of the contract.

Period of Services: The contract period will be for twelve (12) months from contract award, with a one-year optional extension period.

Final Deliverable is a report approved by the Technical Authority.

- 1.2.2 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

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the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website

- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

The successful Bidder on this requirement will not be limited by Article 18 Conflict of Interest to participate in future competitive tenders related to this anticipated contract.

### 2.2 Submission of Bids

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

Courier/Post: Ontario Region – Tendering Office  
10<sup>th</sup> Floor, 4900 Yonge Street  
Toronto, Ontario M2N 6A6

Epost: [TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.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.

Facsimile number: 416-952-1256

### 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.

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## 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;

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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 Ontario.

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



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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. 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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copies)

Section IV: Additional Information (1 hard copy)

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

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

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:

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

## **Section I: Technical Bid**

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 in a thorough, concise and clear manner for carrying out the work.

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

## **Section II: Financial Bid**

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

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

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Mandatory technical evaluation criteria are included in Annex F.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must provide firm unit prices in accordance with Annex B, Basis of Payment, in Canadian funds.

##### **4.1.2.2 Evaluation of Price**

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

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

The evaluated price is the sum of the extended prices in Annex B, Basis of Payment-PART A.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 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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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 G 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 G Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

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

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

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

### **7.1 Statement of Work**

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

#### **7.1.2 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**

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.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by

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the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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

The Technical Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and 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 \$50,000.00.

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

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

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D1". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

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2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

### Reporting Requirement- Details

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

#### For each authorized task:

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

#### For all authorized tasks:

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

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

The administration of the Task Authorization process will be carried out by \_\_\_\_\_ (*the applicable Department of National Defence designation will be inserted at Contract Award*). 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.



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## 7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

- 1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/**PWGSC**.
3. The Contractor/Offeror MUST NOT remove any PROTECTED 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 I;
  - b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to 12 months inclusive.

### 7.4.2 Option to Extend the Contract

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

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

## 7.6.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Name: Maria Lopez  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Procurement Ontario Region  
Address: 4900 Yonge St, 10<sup>th</sup> Floor, Toronto, M2N 6A6

Telephone: 647-533-6527  
E-mail address: maria.lopez@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 Technical Authority** *(will be inserted at Contract Award)*

The Technical Authority for the Contract is:

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

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

#### **7.5.3 Contractor's Representative** *(To be filled in by Bidder)*

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

#### **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.

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## **7.7 Payment**

### **7.71 Basis of payment: Individual Task authorizations-**

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

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

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

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

##### **7.7.3.1 Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, for the amount claimed and approved by Canada if:

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

#### **7.8 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **7.9 T1204 – Direct Request by Customer Department**

*SACC Manual* clause A9117C (2007-11-30), T1204 – Direct Request by Customer Department.

#### **7.10 Taxes – Foreign-based Contractor**

*SACC Manual* clause C2000C (2007-11-30), Taxes – Foreign-based Contractor.

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

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- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## 7.12 Invoicing Instructions

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

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 description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - b. a copy of the monthly progress report.
2. 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.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

## 7.13 Certifications and Additional Information

### 7.13.1 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.

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

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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.

#### **7.14 Applicable Laws**

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

#### **7.15 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) Annex C, Non-disclosure Agreement;
- (g) Security Requirement Checklist
- (h) the Contractor's bid dated \_\_\_\_\_ (*will be inserted at Contract Award*)

#### **7.16 Defence Contract**

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

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations.

#### **7.17 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

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

**OR**

SACC Manual clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor),

#### **7.18 Insurance Requirements**

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

#### **7.19 Non-disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

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## **7.20 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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**ANNEX A**  
**STATEMENT OF WORK**

**DEPARTMENT OF NATIONAL DEFENCE (DND)**



**STATEMENT OF WORK**  
**FOR**  
**ROYAL CANADIAN AIR FORCE**  
**AIR WARFARE CENTRE**  
**MODERNIZATION OF THE COLD LAKE AIR WEAPONS RANGE AND ENABLE LIVE VIRTUAL**  
**CONSTRUCTIVE FOR ALL CAF WEAPON RANGES REPORT**



## 1.0 SCOPE

### 1.1 Objective

The objective of the work identified by this Statement of Work (SOW) is to develop a 'Road Map' for the modernization of RCAF ranges and to allow for the creation of Live-Virtual-Constructive (LVC) training and experimental environments. The "Road Map" for the modernization will include the Cold Lake Air Weapons Range (CLAWR) and Bagotville training ranges as primary and other ranges including and not limited to, Gagetown, Wainwright, Valcartier, Nanoose and Suffield as secondary. The RCAF Modelling and Simulation Environment (RMSE), including the Virtual Proving Grounds (VPG), and all current RCAF platforms (CF188, CP140, CH146, CC115, CH148, CH147, CH149, CC130, CC150, CC177, FWSAR, RPAS (Remotely Piloted Air System), air traffic control and air weapons, and air and space control simulators are to be considered.

### 1.2 Background

RCAF ranges, and the CLAWR in particular, were last upgraded nearly twenty years ago. Technological change has rendered these training areas unrepresentative of current threats, expensive to maintain and reliability has become challenging. Additionally, the RCAF has developed and procured several Virtual Constructive (VC) capabilities over the past 20 years. Many of these capabilities have been delivered through discrete projects where interconnectivity with the spectrum of RCAF LVC capabilities was not a requirement. As simulated training and experimentation has become more entrenched in the RCAF collective training and experimentation program, a requirement now exists to ensure all environments are modernized and interconnected to maximize value for the RCAF.

The cornerstone of the RCAF LVC modernization strategy will be to support upgraded and modernized RCAF aircraft fleets connected to upgraded and modernized training ranges. Significantly, this training environment must be capable of supporting Generation 4 and Generation 5 platforms. Upgrades must allow for joint and/or combined training with other elements of the CAF (Canadian Armed Forces) and those of allied nations.

SSE (Strong, Secure, Engage) Canada Defence Policy makes meaningful investments in force development, innovation and research & development. Ranges, simulators and virtual environments need to be developed in a manner that supports collective training, but solutions must also support collective and distributed research and experimentation. The proposed investment strategy for the LVC modernization program must enable a seamless transition of equipment and environments between training and force development activities.

### 1.3 Acronyms

ACMI	Air Combat Maneuvering Instrumentation
A/G	Air-to-Ground
C2	Command and Control
CAF	Canadian Armed Forces

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CF	Canadian Forces
CLAWR	Cold Lake Air Weapons Range
COP	Common Operating Picture
DGAEPM	Director General Aerospace Engineering and Project Management
DND	Department of National Defence
DWAN	Defence Wide Area Network
EM	Electromagnetic
FFCP	Future Fighter Capability Project
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GPS	Global Positioning System
IADS	Intergraded Air Defense System
IP	Intellectual Property
ISR	Intelligence, Surveillance, Reconnaissance
LVC	Live Virtual Construct
MILS	Multiple Integrated Levels of Security
PRM	Progress Review Meetings
RAWC	RCAF Aerospace Warfare Center
RCAF	Royal Canadian Air Force
RF	Radio Frequency
RMSE	RCAF Modelling and Simulation Environment
ROM	Rough Order of Magnitude

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RPAS	Remotely Piloted Air System
SOW	Statement of Work
SSE	Strong, Secure, Engage
TA	Technical Authority
TIES	Technical Investigations and Engineering Services
TSPI	Time Space Position Information
VC	Virtual Constructive
VPG	Virtual Proving Grounds

#### 1.4 Applicable Documents

All Work must be carried out in accordance with:

Department of National Defence Procurement Administration Manual; and  
Canada's Defence Policy: Strong, Secure, Engaged, released 7 June 2017.

#### 2.0 REQUIREMENT

The Contractor will develop a report that provides a recommended way forward to modernize the ranges and integrate all RCAF LVC capabilities. The implementation report will capture all reports and presentations provided over the length of the project. The work will be divided into three phases with the overall project being completed 12 months after task acceptance. The three phases are initial scoping, design and life cycle support plan.

##### 2.1 Project Management

Over the length of the project;

- 2.1.1 The Contractor must make all necessary preparations in order to actively participate in the monthly Task Progress Review Meetings (PRMs) at DND's choice of facility or via teleconference;
- 2.1.2 Each Task PRM shall report on progress made on all deliverables;
- 2.1.3 The Contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit them to the TA when requested.
- 2.1.4 The Contractor must prepare the meeting minutes of all discussions and/or record of decisions of the meeting(s) and must provide them to the TA for review and approval no later than five (5) working days following a PRM.

##### 2.2 Task and Deliverables

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NOTE: All deliverables must be submitted electronically using MS Office - Word document, PowerPoint and in English

### **2.2.1 Initial Scoping**

The initial scoping is to identify shortfalls in critical range infrastructure such as: threat replication, briefing and de-briefing capability and facilities, communication, Air Combat Maneuvering Instrumentation (ACMI), EM spectrum management, A/G target design, specialist support personnel and security. The ACMI capability is required to allow real time monitoring of aircraft and vehicles operating in the range for safety. It is also necessary for post-mission playback and analysis as part of the debriefing process. The threat replication must be upgraded to reflect modern threat levels/capabilities and the increased use/exploitation of the EM spectrum. Target sets need to represent the wide spectrum of potential targets that RCAF assets may be tasked to conduct Intelligence, Surveillance, Reconnaissance (ISR) duties on or to damage/destroy.

#### **TASK 1**

The Contractor must participate in a Kick-off team meeting via teleconference within one week of contract award.

The Contractor will examine the LVC capabilities resident within the RCAF, the RCAF future LVC enterprise requirements, stakeholder identification, a gap analysis comparing current and desired states and the development of options, including requirements for third-party IP (if any).

#### **DELIVERABLE 1**

The Contractor must provide a summary presentation which must include analysis conducted, their findings and their proposed recommendations. This presentation will be given to RCAF TA, all reports will be presented in a MS Office -Word document and any presentations will be in Power Point. The TA will provide a decision and way forward.

#### **DELIVERABLE 2**

An initial scoping report, given as a MS Office - Word Doc, to include all decisions made by TA.

### **2.2.2 Design**

The design phase will develop the details for implementing the RCAF desired option for modernizing the ranges and interconnecting the LVC enterprise to support training and force development activities, as selected at the end of Phase 1.

## **TASK 2**

The Contractor will analyse design considerations such as the following, but not be limited to:

### **2.2.2.1 Threat replication in the form of an enemy Integrated Air Defense System (IADS).**

- 2.2.2.1.1 Live; some emitters will (likely) be required for providing an emitted Radio Frequency (RF) signal to be sensed by RCAF and allied aircraft conducting training in the range;
- 2.2.2.1.2 Virtual/Constructive; some threats will (likely) be required to be created within the LVC environment due to cost and security requirements;
- 2.2.2.1.3 This will require a robust use of the electromagnetic (EM) spectrum. This will include the use of: radios, radars, GPS signals, datalink(s) and the jamming of all of those systems.

### **2.2.2.2 Target sets for various purposes:**

- 2.2.2.2.1 Dropping of kinetic weapons, including inert and high explosive ordnance;
- 2.2.2.2.2 Permanent target set for the use of sensor systems and simulated attacks;
- 2.2.2.2.3 Moving targets for training purposes; and
- 2.2.2.2.4 Instrumentation for testing/training air-to-ground weapons systems.

### **2.2.2.3 Command, Control, Communication, Computers (C4) network**

- 2.2.2.3.1 The live training environment requires a Common Operating Picture (COP) in real time to safely manage/de-conflict aircraft and/or vehicles;
- 2.2.2.3.2 This will require the collection of Time Space Position Information (TSPI) of aircraft/vehicles;
- 2.2.2.3.3 Similar TSPI information of Virtual and/or Constructed entities will also need to be added to the COP;
- 2.2.2.3.4 Recording of the COP or all of the TSPI information for post-mission playback and analysis will be required;

2.2.2.3.5 This may involve the dissemination of the playback information to multiple locations as well as the gathering of information during the mission planning process from multiple locations;

2.2.2.4 A plan to link the air weapons ranges to other LVC-enabled ranges and to the RCAF M&S Environment to enable full LVC exercises, to include:

2.2.2.4.1 A plan for the ability to link geographically separated air weapons ranges such as the primary and secondary ranges listed in para 1.1;

2.2.2.4.2 A concept of operations (ConOp) for each LVC-enabled installation, focusing on how the capability can be used in support of Force Generation and Force Development;

2.2.2.4.3 A concept of technical support, focusing on high level architectural design for how the LVC enterprise can be built;

2.2.2.4.4 An assessment and demonstration of how each proposed design solution optimizes individual and collective training requirements; and

NOTE – When asked for a demonstration, the contractor must outline / explain how their proposed solutions will support and optimize individual and collective training requirements. This could be done via a PowerPoint presentation or word document giving examples.

2.2.2.4.5 An impact/efficiency assessment of proposed improvements on the Operationally Functional Point (OFP) process, timelines, and related implementation plans;

2.2.2.5 A plan to link the LVC enterprise to other ranges including Gagetown and NanOOSE;

2.2.2.6 A plan for the security of transmitted data and the various facilities/infrastructure on the range to meet established levels. These are required to be commensurate with the requirements of Gen 5 aircraft and will require the flexibility of Multiple Integrated Levels of Security (MILS);

2.2.2.7 Project risk identification and assessment; and ROM cost estimates.

### **DELIVERABLE 3**

The Contractor must provide a report, provided as a MS Office - Word document, to be approved by the TA detailing the above mentioned tasks. The TA will provide comments. The Contractor will be required to submit a final version of the design plan incorporating the comments. This final version, given as a MS Office - Word document, must be approved by the TA.

## **2.2.3 Modernization Timeline and Life-Cycle Support Plan**

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### **TASK 3**

The Contractor will be required to propose a timeline to execute the proposed plan and propose a life-cycle support plan to include:

- 2.2.3.1 Number of DND/CF personnel required to support the enterprise and a desired management construct;
- 2.2.3.2 Yearly funding requirements;
- 2.2.3.3 Commercial options for maximizing investment in LVC enterprise; and
- 2.2.3.4 Proposed life-cycling plan for equipment.

### **DELIVERABLE 4**

The Contractor must provide a final report, given as a MS Office - Word document, to be approved by the TA detailing the above mentioned tasks. The TA will provide comments. The Contractor will be required to submit a final version of the Life-Cycle Support Plan incorporating the comments. This final version, given as a MS Office - Word document, must be approved by the TA.

### **DELIVERABLE 5**

The implementation report must include all reports and presentations provided over the length of the project. The Contractor must provide a draft report, given as a MS Office - Word document, to be approved by the TA. The TA will provide comments. The Contractor will be required to submit a final version of the implementation report incorporating the comments. This final version, given as a Word Doc, must be approved by the TA.

- 2.2.3.5 The Contractor must provide a final report, in Word, and slide deck of report summary/recommendations to TA. The report must include the following:
- 2.2.3.6 The definition of LVC in an RCAF context;
- 2.2.3.7 RCAF LVC requirements to create a world class LVC range;
- 2.2.3.8 Current state of RCAF LVC environment;
- 2.2.3.9 Gap Analysis on RCAF LVC environment;
- 2.2.3.10 High level architectural design of the network required to connect all components of the LVC environment through the RMSE;
- 2.2.3.11 High level architectural design of the ranges, primarily CLAWR and Bagotville, considering:

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- 2.2.3.11.1 Threat replication;
- 2.2.3.11.2 Briefing and de-briefing capability and facilities;
- 2.2.3.11.3 Electromagnetic (EM) spectrum management;
- 2.2.3.11.4 Air-to-Ground (A/G) target design;
- 2.2.3.11.5 Airspace structure;
- 2.2.3.11.6 Security;
- 2.2.3.11.7 Communications.

2.2.3.12 High level architectural design of the VPG;

2.2.3.13 Recommendations on equipment investment;

2.2.3.14 Security

- 2.2.3.14.1 National Security Agency consultation for inter-network connectivity; and
- 2.2.3.14.2 Satisfying Gen 5 aircraft data protection requirements.

2.2.3.15 Develop a project timeline for the CLAWR/Bagotville modernization and RCAF LVC development; and

2.2.3.16 Recommendations on a life-cycle program and management construct.

### 3.0 DELIVERABLES

**Contractor MUST deliver the following;**

Task	ITEM	DESCRIPTION	DELIVERY DATE from Contract Award Date or TBD in Task Authorization
1	Deliverable # 1	Initial scoping summary presentation	60 Calendar days
	Deliverable # 2	Initial scoping report	120 Calendar days
2	Deliverable # 3	An LVC enterprise design report	300 Calendar days
3	Deliverable # 4	A final life cycle support plan	330 Calendar days
4	Deliverable # 5	A final implementation report	365 Calendar days
	Deliverable # 6	Minutes from the monthly PRMs to be delivered meeting date plus 5 working days	Monthly basis till contract completion



## **4.0 ROLES AND RESPONSIBILITIES**

### **4.1 Contractor**

- 4.1.1 The contractor must safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to the client department without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the services or when requested by the TA.
- 4.1.2 All drawings, software codes, reports, data, documents, and materials provided to the contractor by Canada, or produced by contractor personnel in providing services under the contract, remain the property of Canada and must be used solely in support of this requirement.
- 4.1.3 At all times during the provision of the required services, the contractor must not have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain (e.g., total value of contract(s) awarded). Proprietary technical information may be provided to the contractor in the performance of assigned tasks provided the Non-Disclosure and Confidentiality Agreement contained in the request for proposal is duly executed by the contractor.
- 4.1.4 The Contractor must provide the TA or other authorized departmental government representatives a copy of the Contractors work whenever asked for, reports in a word doc and presentations in Power Point.
- 4.1.5 All correspondence, either initiated by the contractor or by any section of DND, must be submitted to the TA for record keeping. Correspondence includes records of conversations or decisions as well as any written correspondence in any format.
- 4.1.6 The contractor must ensure that their personnel do not use Government of Canada or the client department's designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive contractor personnel as being (an) employee(s) of Canada.

### **4.2 Technical Authority**

- 4.2.1 The TA for this requirement will be the Operations Officer within RAWC and is the primary point of contact for the contractor;
- 4.2.2 All reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW. All evaluations will be done within 15 business days.

## **5.0 LOCATION OF WORK**

The majority of work under contract will be done by the Contractor at the Contractor's facility.

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## **6.0 TRAVEL REQUIREMENTS**

The support for the initial scoping study may require the Contractor to travel to CLAWR, as well as possible travel to RAWC at 8 Wing Trenton, CFB Gagetown and the Canadian Forces Maritime Experimental and Test Ranges (CFMETR) Nanoose.

## **7.0 LANGUAGE OF WORK**

English

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## ANNEX B

### BASIS OF PAYMENT

*\*Items in italics will be removed at Contract Award.*

#### **PART A- FIRM PRICE upon acceptance of deliverable in accordance with Annex A:**

Labour Rates are firm. *The Bidder must provide labour rates as listed below, at a firm hourly rate, required throughout the duration of the work outlined in the Annex A Statement of Work.* Payment will be made for the expenses and other costs reasonably and properly incurred from the date of Task Authorization initiation to its completion in accordance with the basis of payment at contract award. The total amount of Applicable Taxes must be separate.

##### 1. LABOUR CATEGORIES

	<i>Total Estimated Hours</i>	Firm Hourly Rate	<i>Extended Price</i>
Senior Business Consultant	1500	\$	\$
Intermediate Business Consultant	– 1125	\$	
Junior Business Consultant	1125	\$	\$
Administration Support Officer	1125	\$	\$
TOTAL			

#### **1. PART B- The following will be identified with each individual Task Authorization** **(This section is not included in the financial evaluation)**

2. MATERIALS at actual cost without markup \$ \_\_\_\_\_

##### TRAVEL AND LIVING EXPENSES:

3. 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 and incidental expenses provided in Appendices B, C and D of the National Joint

Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those

4. referring to "employees" are applicable.

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

All payments are subject to government audit.

\$ \_\_\_\_\_

5. SUB-CONTRACTS: at actual cost without markup \$ \_\_\_\_\_  
(if applicable, must be identify, with company name and full address)

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6. EQUIPMENT: at laid down cost without markup \$ \_\_\_\_\_

7. ANY OTHER DIRECT CHARGES: at actual cost without markup \$ \_\_\_\_\_

**PART B TOTAL - Limitation of Expenditure:** \$ 75,000,000 (Applicable Taxes extra)

**PART C - OTHER LABOUR CATEGORIES REQUIRED (*Prices not included in Financial Evaluation*)**

- Bidders must quote the cost of any other labour categories not mentioned above in PART A and contain the Contractor's recommendation required for the 12-month period.

OTHER LABOUR CATEGORIES REQUIRED	Total Estimated Hours	Firm Hourly Rate	Extended Price
		\$	\$
		\$	
		\$	\$
		\$	\$

**TOTAL CONTRACT AMOUNT:** \$ \_\_\_\_\_ *(to be inserted at award)*

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**ANNEX C**

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## NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**ANNEX D**  
**DND 626 TASK AUTHORIZATION FORM**

**SEE ATTACHED**

**TASK AUTHORIZATION  
AUTORISATION DESTÂCHES**

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  <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À   <hr/> Delivery location – Expédiez à   <hr/> Delivery/Completion date – Date de livraison/d'achèvement	<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 style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-top: 1px solid black; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
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; text-align: center;">       for the Department of Public Works and Government Services        pour le ministère des Travaux publics et services gouvernementaux     </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.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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



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## ANNEX D1

### TASK AUTHORIZATION USAGE REPORTING FORM

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Usage Reports are due 30 days after the end of the quarter.

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

☐ Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

**SEND TO:** The Contracting Authority's indicated e-mail address, found under section 5.1 Contracting Authority.

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## **ANNEX E to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX F

### MANDATORY TECHNICAL EVALUATION CRITERIA

#### 1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
<b>MT: 1 Corporate Experience</b>		
<b>MT1</b>	The bidder must have experience developing ranges for live training exercises in an Air and Space environment.	<p>To demonstrate this experience, the Bidder must provide a minimum of three (3) project references for projects it has completed. The Bidder must have started work on each project within the last 10 years from the date of solicitation closing.</p> <p>Each project reference must have a minimum contract value of \$1 million Canadian (CDN) including GST/HST.</p> <p>The Bidder should provide the following information for each project reference:</p> <ul style="list-style-type: none"> <li>a) Description of the work completed by the Bidder demonstrating relevance of its experience with a similar project mentioned in Annex A: State of Work. Provide;</li> <li>b) Start and end dates of the project;</li> <li>c) Client organization*;</li> <li>d) Contract value, including GST/HST; and</li> <li>e) Client Contact who can validate the information presented.</li> </ul> <p>* Project(s) referenced must have been for client(s) external to the Bidder's organization.</p>
<b>MT2</b>	The bidder must have experience developing simulation for the use of training and experimentation within an Air and Space environment.	<p>To demonstrate this experience, the Bidder must provide a minimum of three (3) project references for projects it has completed. The Bidder must have started work on each project within the last 10 years from the date of solicitation closing.</p>

		<p>Each project reference must have a minimum contract value of \$1 million Canadian (CDN) including GST/HST.</p> <p>The Bidder should provide the following information for each project reference:</p> <ul style="list-style-type: none"> <li>f) Description of the work completed the Bidder demonstrating the nature and relevance of its experience;</li> <li>g) Start and end dates of the project;</li> <li>h) Client organization*;</li> <li>i) Contract value, including GST/HST; and</li> <li>j) Client Contact who can validate the information presented.</li> </ul> <p>* Project(s) referenced must have been for client(s) external to the Bidder's organization.</p>
<b>MT3</b>	The bidder must have experience integrating LVC components to support training and experimentation within an Air and Space environment.	<p>To demonstrate this experience, the Bidder must provide a minimum of three (3) project references for projects it has completed. The Bidder must have started work on each project within the last 10 years from the date of solicitation closing.</p> <p>Each project reference must have a minimum contract value of \$1 million Canadian (CDN) including GST/HST.</p> <p>The Bidder should provide the following information for each project reference:</p> <ul style="list-style-type: none"> <li>a) Description of the work completed the Bidder demonstrating the nature and relevance of its experience;</li> <li>b) Start and end dates of the project;</li> <li>c) Client organization*;</li> <li>d) Contract value, including GST/HST; and</li> <li>e) Client Contact who can validate the information presented.</li> </ul> <p>* Project(s) referenced must have been for client(s) external to the Bidder's organization.</p>

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## ANNEX G to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

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## ANNEX H

### ADDITIONAL CERTIFICATIONS

#### 1. Board of Directors

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

Director Name - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer award.

Procurement Business Number - \_\_\_\_\_

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

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## **ANNEX I**

### **SECURITY REQUIREMENT CHECKLIST**

See attached.