



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon
Saskatchewan
S7K 0E1
Bid Fax: (306) 975-5397

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

Title - Sujet Engineering & Technical Services	
Solicitation No. - N° de l'invitation W7702-196174/A	Date 2019-07-25
Client Reference No. - N° de référence du client RPC-W7702-196174	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-142-6933	
File No. - N° de dossier CAL-9-42009 (142)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-20	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Blake, Luke J.	Buyer Id - Id de l'acheteur cal142
Telephone No. - N° de téléphone (403) 613-0725 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: BLDNG 560 Receiving 560 Mount Sorrell Road Ralston Alberta T0J2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux publics et Services gouvernementaux Canada
Harry Hays Building (HHB)
Room 759, 220-4th Avenue SE
Calgary
Alberta
T2G 4X3

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte
1	Engineering & Technical Services	W7702	W7702	1	Each	\$	XXXXXXXXXXXX		See Herein

**TITLE: ENGINEERING AND TECHNICAL SERVICES FOR NOVEL ENERGETIC MATERIALS
SYNTHESIS AND EXPERIMENTATION**

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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 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 Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 Defence Research and Development Canada (DRDC), Suffield Research Centre (SRC) is performing studies and field trials involving explosive phenomenology which comprise novel energetic material technology, as well as the detection and neutralization of explosive devices. This work supports the Canadian Forces (CF) by enhancing their capabilities thus ensuring their relevance and readiness in future operational environments.

The Contractor must provide the following services on an "as and when requested" basis, in accordance with the Task Authorization process described in the Contract. Tasks may require multiple resources from one or more labour categories.

The period of contract is from the date of award to 31 March 2021. The contract will include a one 1 year option to extend the contract to 31 March 2022.

- 1.2.3 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-pwgscc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgscc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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- 1.2.5 The requirement is limited to Canadian services.
- 1.2.6 This procurement is subject to the Controlled Goods Program. The Defence Production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 1.2.7 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.

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
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is [tps-gc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessousmissions-abbidreceiving.pwgsc@tps-gc-pwgsc.gc.ca) or, if applicable, the email address identified in the bid solicitation.
 - ii. 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.
 - b. To submit a bid using epost Connect service, the Bidder must either:
 - i. 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
 - ii. 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.
 - c. 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.
 - d. 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.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. 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>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Bid Receiving Unit (BRU):

Western Region – Saskatoon

Physical delivery address:

Bid Receiving Public Works and Government Services Canada
Government of Canada Building
101 22nd Street East, Suite 110
Saskatoon, SK S7K 0E1

epost Connect service email address:

ROReceptionSoumissions.WRBidReceiving@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.

Bid facsimile number:

(306) 975-5397

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

The Defence Research and Development Canada (DRDC) 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*: an exemption has been granted through a Treasury Board submission.

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

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (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.

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

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

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

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

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

Section I: Technical Bid

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. Bidders should describe their capability and experience, the project management team and provide client contact(s).

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 "H" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "H" 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.

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.3.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

4.1.1.1. Mandatory Technical Criteria

- a) Ability to meet all mandatory technical criteria in **Annex "G" Evaluation Criteria.**

4.1.2 Financial Evaluation

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment.

- a) The Evaluated Bid Price will be determined as follows:

For each line item:

- the Estimated Usage (A) will be multiplied by the Period 1 (B) rate to determine the extended total for Period 1 (AB); the Estimated Usage (A) will be multiplied by the Period 2 (C) rate to determine the extended total for Period 2 (AC); the Estimated Usage (A) will be multiplied by the Period 3 (D) rate to determine the extended total for Period 3 (AD);
- The extended totals AB, AC, and AD will be aggregated to determine the Extended Price for each line item.

The Extended Price for each line item will be aggregated to determine the total Evaluated Bid Price.

- b) *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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 services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6, Example 2, of the Supply Manual.

5.2.3.1.1 *SACC Manual* clause A3050T 2018-12-06, 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.

5.2.3.3 Education and Experience

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

PART 6 - SECURITY OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

1. The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" 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 Procurement Authority, within seven (7) 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 Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

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

Any task authorization to be issued in excess of that limit must be authorized by the Procurement 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 10% of the *Maximum Contract Value*.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to

stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". 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.
(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DRDC-Suffield Research Station. 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

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 # W7702-196174

7.3.1.1 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**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

7.3.1.2 This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).

7.3.1.3 The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET or RELIABILITY STATUS, as required**, granted or approved by CISD/PWGSC.

7.3.1.4 The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must be a **permanent resident/citizen of Canada or a permanent resident/citizen of Australia, New Zealand, United States of America or the**

United Kingdom and must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.

7.3.1.5 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.

7.3.1.6 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

7.3.1.7 The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C"
- (b) *Industrial Security Manual* (Latest Edition).

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2021-03-31 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 (1) additional one (1) 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 at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Solicitation No. - N° de l'invitation
W7702-196174/A
Client Ref. No. - N° de réf. du client
W7702-196174

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-9-42009

Buyer ID - Id de l'acheteur
CAL142
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Luke Blake
Title: Procurement Specialist
Public Works and Government Services Canada
Procurement Branch

Address: Harry Hays Building Room 759
220 4th Ave SE
Calgary AB T2G 4X3

Telephone: 403-613-0725
Facsimile: 403-292-5786
E-mail address: luke.blake@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 Technical Authority

The Technical Authority for the Contract is:

(To be named in Contract.)

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

7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

(To be named in the Contract.)

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.

7.5.4 Contractor's Representative

Name: _____

Title: _____

Solicitation No. - N° de l'invitation
W7702-196174/A
Client Ref. No. - N° de réf. du client
W7702-196174

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-9-42009

Buyer ID - Id de l'acheteur
CAL142
CCC No./N° CCC - FMS No./N° VME

Organization: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.7.1.1 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 determined at contract award*) ____ . Customs duties are included and Applicable Taxes are extra.

7.7.1.2 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.

7.7.1.3 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.

7.7.1.4 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.

7.7.2 Basis of Payment - Task Authorizations

7.7.2.1 The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract. Depending on the type of Task Authorization, one of the following will apply:

- a) For Firm Price Task Authorizations In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the

Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable.

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.

- b) For Task Authorizations 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, if applicable.

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.

7.7.3 Method of Payment

7.7.3.1 For Firm Price Task Authorizations

7.7.3.1.1 Single Payment

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.1.2 Milestone Payments Subject to a Holdback

a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;

- (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
- (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization 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.

7.7.3.1.3 Milestone Payments Not Subject to a Holdback

a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
- (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.2 **For Task Authorizations Subject to a Limitation of Expenditure:**

Depending on the type of Task Authorization, one of the following will apply:

7.7.3.2.1 Single Payment

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.2.2 Progress Payments Subject to a Holdback

a) For Task Authorizations with a duration of more than one (1) month, 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, up to ninety (90) percent of the amount claimed and approved by Canada if:

- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task

Authorization 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;
- (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
- (iv) all certificates appearing on form PWGSC-WR01 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 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 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.

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0710C (2007-11-30), Time and Contract Price Verification
C0711C (2008-05-12), Time Verification

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions

7.8.1 For Task Authorizations subject to Single Payment

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

7.8.1.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8.2 For Task Authorizations subject to Milestone Payments

7.8.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;

- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) holdback of 10 percent, as applicable;
- d) the description and value of the milestone claimed as detailed in the Task Authorization.

7.8.3 For Task Authorizations subject to Progress Payments

7.8.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- f) a copy of the monthly progress report as detailed in the Task Authorization.

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.

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

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

7.10 Applicable Laws

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

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 (2016-04-04), General Conditions - Research & Development, apply to and form part of the Contract;
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed DND 626 Task Authorizations (including all of its annexes, if any);
- (g) Annex E, Task Authorization Usage Report Form;
- (h) Annex F, Disclosure Certification;
- (i) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Defence Contract

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

7.13 SACC Manual Clauses

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations
[B4060C](#) (2011-05-16), Controlled Goods
[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

7.14 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.15 Controlled Goods Program

- 7.15.1 As the Contract requires production of or access to controlled goods that are subject to the *Defence Production Act* R.S. 1985, c. D-1, the Contractor and any subcontractor are advised that, within Canada, only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#)
- 7.15.2 When the Contractor and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the Contractor and any subcontractor must, within seven (7) working days from receipt of written notification of the contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the Contractor has provided proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP.
Failure of the Contractor to provide proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the Contract except to the extent that Canada is responsible for the failure due to delay in processing the application.
- 7.15.3 The Contractor and any subcontractor must maintain registration, exemption or exclusion from the CGP for the duration of the Contract and in any event for so long as they will examine, possess or transfer controlled goods.

ANNEX "A"

STATEMENT OF WORK

1. TITLE

ENGINEERING AND TECHNICAL SERVICES FOR NOVEL ENERGETIC MATERIALS SYNTHESIS AND EXPERIMENTATION

2. BACKGROUND

Defence Research and Development Canada (DRDC), Suffield Research Centre (SRC) is performing studies and field trials involving explosive phenomenology which comprise novel energetic material technology, as well as the detection and neutralization of explosive devices. This work supports the Canadian Forces (CF) by enhancing their capabilities thus ensuring their relevance and readiness in future operational environments.

3. ACRONYMS

CF Canadian Forces
DRDC Defence Research and Development Canada
EPG Experimental Proving Ground
FY Fiscal Year
IP Intellectual Property
LOE Limitation of Expenditure
PLC Programmable Logic Controller
S&T Science and Technology
SOW Statement of Work
SRC Suffield Research Centre
TA Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

The Contractor must provide the following services on an "as and when requested" basis, in accordance with the Task Authorization process described in the Contract. Tasks may require multiple resources from one or more labour categories

5.1 – Engineering and Technical Support for Trial Preparation

The Contractor must provide both on and off-site engineering and technical services for the following types of activities:

- a) Design, analysis and fabrication of components for energetic material charges and related components.
- b) Design, analysis and fabrication of components for detecting and neutralizing explosive devices.
- c) Design, analysis, fabrication and modification of new and existing test and/or process hardware, including both reusable and sacrificial instrumentation.
- d) Preparation of comprehensive engineering and technical reports, including design drawings.
- e) On-site services for the performance of this work, as required.
- f) Planning of experiments including instrumentation, as required.
- g) Trial data reduction and analysis, as required.

5.2 – Engineering and Technical Support for Field Trials

The Contractor must provide on-site engineering and technical services for the following types of activities:

- a) Preparation and modification of field experimental sites and field test hardware, including instrumentation.
- b) Assisting with the performance of field experiments.
- c) Post-trial activities such as test site clean-up and maintenance.

The Contractor's field personnel must be able to adapt their working skills to a variety of DRDC Suffield experimental sites (e.g., test sites/facilities vary in their landscape, proximity to buildings, safety requirements and may be located indoor or outdoor) and procedures including but not restricted to the following:

- a) Urban Test Site
- b) Weapons Test Centre
- c) Winfield Flats
- d) Multi-Burst and Height of Burst Layouts
- e) Fuel-Air Explosive Site
- f) Flash X-Ray Test Site
- g) Sutherland Flats
- h) iMACH Laboratory
- i) TEMP facility
- j) Casting & Pressing Facility

Throughout the above tasks, the Contractor is expected to consult with DRDC Suffield personnel regarding specific requirements of the task, the work plan and schedule to be followed, task progress and feedback on the work performed.

6. DELIVERABLES

The detailed deliverables and date of delivery will be specified in the Task Authorization Statement of Work.

Deliverable 6.1 for Task 5.1

The deliverables for this task consist of design, fabrication, construction and modification of experimental devices. In addition, trial planning, preparation and analysis, as well as, technical reports for trials and experiments outlined in the individual tasks, as required.

Deliverable 6.2 for Task 5.2

The deliverables for this task consist of successfully completed trials and research activities, as well as, post-trial site clean-up and maintenance.

7. DATE OF DELIVERY

The period of contract is from the date of award to 31 March 2021.

The contract will include a one 1 year option to extend the contract to 31 March 2022.

8. LANGUAGE OF WORK

English

9. LOCATION OF WORK

The work must be completed at both the Contractor's site and the DRDC site:

DRDC, Suffield Research Centre
Experimental Proving Ground (EPG)
PO Box 4000, Station Main
Medicine Hat, Alberta
T1A 8K6
Canada

Some of the Task Authorization packages may be completed entirely at the Contractor's site. However, many portions of the work will be conducted on-site at DRDC Suffield, on the EPG. The Contractor's on-site personnel must adhere to all applicable safety regulations and procedures, and will be provided with a mandatory Range Safety Briefing and orientation.

10. TRAVEL

The Contractor is required to attend regular project meetings, requested by the TA. Travel costs such as airfare, accommodation, fuel, mileage, etc. will not be paid for travel to DRDC Suffield. There is no requirement for travel to conferences, meetings, etc. outside of the SRC general area.

11. MEETINGS

The Contractor may attend project meetings at the Suffield Research Centre, upon request by the TA. The majority of project meetings will be arranged through teleconferences. If necessary, the Contractor may attend some face-to-face project meetings at the Suffield Research Centre, upon request by the TA.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

If required by the TA, the GSM will be stated in each Task Authorization Statement of Work.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE 1: Use of DRDC Suffield field radios while working at the DRDC Suffield EPG. The number of radios and specifications will be assigned when the Contractor enters the SRC in accordance with the specified task.

GFE 2: The Contractor will be provided desk space and computer with limited connectivity for purposes of collating post trial data and populating a DRDC held database. The Crown will not be providing permanent desk/office space or telephone to the Contractor.

14. SPECIAL CONSIDERATIONS

1. Contractors must be able to respond on-site at DRDC Suffield within 3 hours' notice for certain high-priority tasks. Examples include but are not limited to: urgent repair or replacement of critical items damaged or destroyed during field experimentation, urgent maintenance of critical hardware and/or control software (critical implies an item, which comprises either a single component or a system of components, of such importance that its absence would result in non-delivery of S&T objectives within required timelines).
2. The Contractor will be provided background data available to DRDC as deemed required by the TA and as appropriate for completing the work of the contract.

3. The Contractor will be provided experimental results available to DRDC as deemed required by the TA and as appropriate for completing the work in the contract.
4. The contractor is responsible to ensure all employees, subcontractors and their employees are certified in WHMIS.
5. The Contractor will be provided access to the DRDC Suffield Experimental Proving Grounds (EPG) and field support services without charge, subject to availability and as deemed appropriate by the TA.
6. Any costs associated with attending the DRDC Suffield site will not be reimbursed.

15. SECURITY REQUIREMENTS

(As per Treasury Board Manual Security Volume Appendix C, this section serves as a 'Security Guide' to supplement the SRCL associated with this contract).

All assembly of energetic material devices and all information pertinent to the assembly of devices, their detection and their neutralization including drawings, data, processes and procedures shall be CLASSIFIED SECRET. Assembly of energetic material devices shall be performed at DRDC Suffield Research Centre.

Portions of the work may involve classified information, equipment and processes. A Task Authorization Work Package or a portion of a Task Authorization Work Package may be classified, as directed by the TA. The classified content of the Task Authorization Work Package and the resulting work shall only be made known to Contractor staff on a strict need-to-know basis. The point of contact for all matters of security and information access is the TA for the contract.

Any information or articles declared by the TA to be unclassified shall be: UNCLASSIFIED-DISTRIBUTION CONTROLLED BY DRDC SUFFIELD CONTAINS COMMERCIAL INTELLECTUAL PROPERTY. The express written permission of the TA will be required to transmit, discuss or make known such information or articles to any entity other than DRDC Suffield.

Upon completion of the work, all versions of the protocols, data, documents and procedures relative to the energetic materials devices, detection devices and neutralization devices shall be securely deleted from the Contractor ADP resources and paper files. The Contractor will provide the TA with a signed affidavit attesting to the secure deletion of electronic and paper files.

A Security Requirements Checklist (SRCL) is included with the requirement up to SECRET.

16. INTELLECTUAL PROPERTY (IP) OWNERSHIP

- Not applicable
- Canada to Own Intellectual Property Rights in Foreground Information -.
- Contractor to Own Intellectual Property Rights in Foreground Information -.

All foreground Intellectual Property (IP) generated during the conduct of this work shall remain the property of the Crown. All IP related to the Engineering, Design, Manufacturing and Testing will be solely the property of the Crown. All reports, drawings, data, test articles and targets, if any, generated from this work will remain the property of the Crown. No retention beyond the duration of the contract of any information and finished components of the energetic material devices, detection devices and neutralization devices will be permitted. The Contractor shall not distribute the reports, drawings and data or their contents to third parties, nor retain copies after completing the work. Distribution amongst the Contractor's staff will be minimized and authorized by the TA on a strict need-to-know basis. The Contractor shall submit a list of staff requiring need-to-know access to classified information and

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experimental hardware to the TA and to the DRDC Suffield Security Officer, attesting to the security clearance of these personnel.

The Contractor must receive written permission from the TA prior to using any Contractor-owned background IP in the execution of the work.

Due to the overriding security concerns related to this work, it must be stated clearly that there will be no opportunity for Contractor owned intellectual property to be generated in the execution of this work.

18. CONTROLLED GOODS

- Not applicable
 Applicable

The information from this project will be subject to the Controlled Goods (CG) category up to the highest level: Controlled Goods – DMC D. The CG issues will be managed as follows: the CG designation of the information from this project will be reviewed and approved by a DRDC Suffield CG Officer.

The technology involved in this contract is captured in the Guide to Canada's Export Controls (GCEC) and in the Schedule of the Defence Production Act under:

Group 1 – Dual Use List 1-1.A.8. Charges, devices and components.

Group 2 – Munitions List 2-4. Bombs, torpedoes, rockets, missiles, other explosive devices and charges and related equipment and accessories, and specially designed components therefor.

**APPENDIX 1.0 TO ANNEX "A" – RESOURCE CATEGORIES
RESOURCE CATEGORIES LIST**

Estimated level of effort is based on the anticipated relative demand for each resource category over the

No.	Resource Category	Minimum Resources Required		Estimated Level of Effort	Associated Tasks
		Junior/Intermediate	Senior		
A1	Senior Project Engineer/Director of Engineering		1	5%	All
A2	Engineer/Project Manager	1	1	25%	All
A3	Senior Technical Specialist (blast, explosives and reactive materials)		1	15%	All
A4	Technologist		2	30%	All
A5	Technician		2	20%	5.2
A6	Administration Support		1	5%	All

duration of the task authorization contract.

RESOURCE QUALIFICATIONS

A1 – Senior Project Engineer/Director of Engineering

- a. The resource must have a minimum education requirement of a bachelor's university degree in mechanical or aerospace engineering.
- b. The resource must be a registered Professional Engineer.
- c. The resource must have 60 months of experience in the last 60 months in managing engineers working in and projects relating to the area of energetic material detonation, explosion and shockwave phenomenology.

A2 - Engineer/Project Manager

- a. The resource must have a minimum education requirement of a bachelor's university degree in mechanical or aerospace engineering.
- b. The resource must have 60 months of experience in the last 60 months in managing projects relating to the area of energetic material detonation, explosion and shockwave phenomenology
- c. A minimum of one of the resources at the senior level must be a registered Professional Engineer.

A3 - Senior Technical Specialist (blast, explosives, energetic and reactive materials)

- a. The resource must have a minimum education requirement of a doctorate university degree in engineering or applied physics.
- b. The resource must have 60 months of technical experience in the last 60 months in working on projects relating to the area of energetic material detonation, explosion, shockwave and reactive material phenomenology.

A4 – Technologist

- a. The resource must have a minimum education requirement of a technical diploma from a recognized institution.
- b. The resource must have 60 months of experience in the last 60 months in designing, preparing for and conducting field experiments in the area of energetic material detonation, explosion and shockwave phenomenology.

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A5 – Technician

- a. The resource must have a minimum education requirement of a technical diploma from a recognized institution.
- b. The resource must have 60 months of experience in the last 60 months in the design and fabrication of test equipment for energetic material detonation, explosion and shockwave phenomenology.

A6 - Administration Support

- a. The resource must have a minimum education requirement of a high school diploma from a recognized institution.

ANNEX "B"

BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

The Estimated Usage is for evaluation purposes only and will not form any part of the resulting Contract.

- Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

N o.	Description (Title)	Estimated Usage (annually)	Period 1 :	Period 2:	Period 3:	Extended Price
			From Contract Award to 31 March 2020	From 01 April, 2020 to 31, March 2021	Option Year - from 01 April 2021 to 31 March 2022	
		A	B	C	D	AxB+AxC+AxD
A 1	Senior Project Engineer / Director of Engineering Name: _____	8 /hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A 2	Engineer/Project Manager Name: _____	20 /hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A 3	Senior Technical Specialist (blast, explosives and reactive material) Name: _____	110 /hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A 4	Technologist Name: _____	380 /hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A 5	Technician Name: _____	550 /hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A 6	Administrative Support Name: _____	16/hours per year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
Evaluated total:						\$ _____

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-
2. Material and supplies at laid down cost without mark-up, as supported by invoice, including (list items).
 3. Purchased equipment at laid down cost without mark-up, including (list items).
 4. Subcontracting at actual cost incurred without mark-up, (subcontractor name)
 5. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).
 6. *Computing charges at standard university rates.*
(Applicable to Universities only)
 7. *Standard University Overhead as follows:*
(Applicable to Universities only)
 - a) *at a maximum 65% of on-campus labour (item 1)*
 - b) *at a maximum 30% of off-campus labour (item 1)*
 - c) *at a maximum 2% of travel expenses (item 6)*
 8. Profit at a firm _____% of items _____above

Total Estimated Cost to a Limitation of Expenditure: \$ _____(TBD)_____.

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.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat W7702-196174
	Security Classification / Classification de sécurité Unclassified

**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 Suffield	
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 Engineering and technical services for energetic material devices, sensing and countermeasures.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input 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"/>	
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: NATO nations, AUS, CAN, UK, US, NZ Perm. Residents of Canada	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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
 Non Yes
 Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No
 Non Yes
 Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input 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 : 10b - Unclassified work being performed off-site; unscreened personnel may only access public reception zones.

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?

No
 Non Yes
 Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No
 Non Yes
 Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

No
 Non Yes
 Oui

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

No
 Non Yes
 Oui

PRODUCTION

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

No
 Non Yes
 Oui

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

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

No
 Non Yes
 Oui

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

No
 Non Yes
 Oui





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Security Classification / Classification de sécurité Unclassified

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	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets Managements / Ressources Production	✓	✓		✓	✓											
IT Media / Support TI	✓	✓		✓	✓											
IT Link / Lien électronique																

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

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

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

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

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

This form must be completed in addition to SRCL question 7.b) when multiple release restrictions are therein identified and/or in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified.

Part A - Multiple Release Restrictions: Security Classification Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: TTCP nations- AUS,CAN,UK,US,NZ	X	X		X	X		
Permanent Residents Included*	X	X		X	X		
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	Yes				NO		

SECRET clearance with CEO applies		
--	--	--

***When release restrictions are indicated, specify if permanent residents are allowed to be included.**

Part B - Multiple Levels of Personnel Screening: Security Classification Guide

To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.

Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Unclassified	Contractor and Subcontractors; Trades, Labourer, General Labourer	NO access to DRDC facilities, NO access to classified information. No access to Controlled Goods.	
Reliability	Contractor (Project manager, engineer, technologist); and subcontractors	Access to DRDC facility Operations Zones and below. Access to Protected A and B information with need to know. NO access to classified information. NO access to Controlled Goods.	
Secret	Contractor Personnel (Project manager, engineer, technologist)	Access to DRDC facility Security Zones and below. Access to Secret and below information with need to know. Access to Controlled Goods.	Restricted to TTCP Countries – AUS,CAN,UK,US,NZ including permanent residents of Canada

Part C – Safeguards / Information Technology (IT) Media – 11d = yes

IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INTRUCTIONS

Insert instructions

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ANNEX "D"

DND 626 TASK AUTHORIZATION FORM



**TASK AUTHORIZATION
 AUTORISATION DES TÂCHES**

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

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**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

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

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

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

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

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

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

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ANNEX "F"

DISCLOSURE CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority

Luke Blake
Procurement Specialist
Public Works & Government Services Canada
Western Region
Harry Hays Building Room 759
220 4th Ave SE
Calgary AB T2G 4X3

Technical Authority

(T.A.)
Defence Research & Development Canada – Suffield
Research Centre
P.O Box 4000 Main
Medicine Hat, AB T1A 8K6

CONTRACT TITLE: _____
(Department of-----, Prof. -----)

Please tick appropriate box:

We hereby certify that all applicable disclosures were submitted in compliance with Section 28,

YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-

Information arising during the performance of work pursuant to the above identified contract.

OR

We hereby certify that there are no disclosures to submit under the above-referenced Contract,

Signature

Print Name

Title

Contractor Name

Date

ANNEX “G”

EVALUATION CRITERIA

1. MANDATORY EVALUATION CRITERIA

The Bidder must demonstrate they meet the following mandatory technical criteria. Failure to meet any of the following mandatory technical criteria will render the bid non-responsive and it will be given no further consideration.

Supporting documentation must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

	CRITERIA	MET	NOT MET	PAGE REFERENCE
M1	<p>The Bidder must demonstrate that the proposed Senior Project Engineer/Director of Engineering resource meets the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a bachelor's university degree in mechanical or aerospace engineering. b. The resource must be a registered Professional Engineer. c. The resource must have 60 months of experience in the last 60 months in managing engineers working on projects in the areas of energetic material detonation, explosion and shockwave phenomenology. 			
M2	<p>The Bidder must demonstrate that the proposed Engineer/Project Manager resources meet the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a bachelor's university degree in mechanical or aerospace engineering. b. The resource must have 60 months of experience in the last 60 months in managing projects in the areas of energetic material detonation, explosion and shockwave phenomenology c. A minimum of one of the resources at the senior level must be a registered Professional Engineer. 			

M3	<p>The Bidder must demonstrate that the proposed Senior Technical Specialist (blast, explosives and reactive materials) resource meets the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a doctorate university degree in engineering or applied physics. b. The resource must have 60 months of technical experience in the last 60 months in working on projects in the areas of energetic material processing, detonation, explosion, shockwave and reactive material phenomenologies. 			
M4	<p>The Bidder must demonstrate that the proposed Technologist resources meet the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a technical diploma from a recognized institution. b. The resource must have 60 months of experience in the last 60 months in custom designing, preparing for and conducting field experiments and material processing in the areas of energetic materials, detonation, explosion and shockwave phenomenologies. 			
M5	<p>The Bidder must demonstrate that the proposed Technician resources meet the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a technical diploma from a recognized institution. b. The resource must have 60 months of experience in the last 60 months in the customized design and fabrication of test and material processing equipment for energetic materials, detonation, explosion and shockwave phenomenologies. 			
M6	<p>The Bidder must demonstrate that the proposed Administration Support resource meets the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a high school diploma from a recognized institution. 			

3. SELECTION METHODOLOGY

Lowest-priced Responsive Proposal

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ANNEX "H"

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);